

EDINBURGH WORLD HERITAGE TRUST

(Incorporated in Scotland and limited by guarantee, Registered Number: SC195077 Scottish Charity No. SC037183)

MINUTES of the MEETING of the BOARD of DIRECTORS of EDINBURGH WORLD HERITAGE TRUST held by video-conference on Monday 15th February 2021 at 4pm.

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| PRESENT: | <u>Trustees</u> | |
| | James Garden | <i>Chairman</i> |
| | Cllr Maureen Child | |
| | Jeremy Chittleburgh | |
| | Cllr Neil Gardiner | |
| | Andrew Henderson | |
| | Mark Hopton | |
| | Paul Jardine | <i>Vice-Chairman</i> |
| | Neil Rennick | |
| | Julia Miller | |
| | Sophie Mills | |
| | Megan Veronesi | |
| | Nick White | |
| IN ATTENDANCE: | <u>EWH staff</u> | |
| | Christina Sinclair | <i>Director</i> |
| | Nicholas Hotham | <i>Head of External Relations (item 6)</i> |
| | Kay Marwick | <i>Operations Manager</i> |
| | Jenny Bruce | <i>City of Edinburgh Council</i> |

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting, which was taking place by video conference due to COVID-19, and especially Sophie Mills. Her appointment was formally agreed by the Board.
2. Declaration of interests:
 - Standing declaration of interest: James Garden, Mark Hopton (Old Town Projects)
 - Cllr Neil Gardiner (CEC, Planning, Edinburgh Architecture Centre), Cllr Maureen Child (CEC, Planning), Paul Jardine (NLS George IV Bridge, HES), Mark Hopton (Waverley Masterplan)

Minutes of Board meeting 7th December 2020 (circulated)

3. The minutes were approved. They would be signed by the Chairman whenever this was possible. The minutes were also approved for the website, reserving paras 22-28 as confidential, under EWH's agreed definition of "confidential business".

Progress report on matters arising from Board minutes (*circulated*)

4. The report on matters arising was noted and reported elsewhere on the agenda.

Summary of funding position (*circulated*)

5. The summary of funding report was noted. The forecast for 2020-21 was for a small surplus. The Board noted the positive position, especially given the challenging external circumstances brought about by COVID-19 in the year.
6. The initial forecast for 2021-22 was noted. The HES revenue request of £275,000 had been confirmed. Nonetheless, there remained a forecasted deficit of £92,800 to be largely addressed through fundraising efforts, which would be challenging.

Finance report (*circulated*)Management accounts at 31/01/21

7. The finance report was noted. There was a difference in the timing of a grant claim but otherwise the management accounts were as expected.

Finance & GP minutes for 25/01/21 (*circulated*)

8. The minutes were noted. Payment of the home working allowance to all staff had been gratefully received and staff had thanked the Committee and the Board.

Paragraphs 9-11 reserved as confidential

Budget 2021-22 (*circulated*)

12. The budget for 2021-22 was discussed. It had been examined in detail by the Finance & General Purposes Committee who recommended it.
13. The budget was presented in line with EWH strategic objectives. The assumptions for income and expenditure were noted. Unlike previous years, it was not breakeven but had a deficit of £10,760, including an income contingency of £5,000 and an expenditure contingency of £5,000.
14. The Board noted the conservative approach to the budget, which took into account the recent change of Director, strategic pivot and COVID-19, but strongly encouraged the executive to aim for a breakeven position.
15. It was noted that a number of other potential sources of funding had been excluded from the budget including applications to the National Lottery Heritage Fund Grants for Heritage fund and the Energy Saving Trust Carbon Emissions Reduction Fund.
16. The Board approved the budget for 2021-22 without amendment.

Paragraphs 17-29 reserved as confidential

Action**Director's report** (*circulated*)

30. The Director presented the “connective vision” summary document. The purpose of this document was to identify and drive priority actions that would enable EWH to overcome challenges. It was agreed that the Director and Board would discuss this document in more detail in an informal session. CS
31. The Historic City Management report and resulting initiatives including the provision of online training would be rolled out in spring 2021. CS
32. It was noted that development of the World Heritage Site Management Plan, due for adoption in 2022, was progressing and more detail would be provided to the Board in the coming months. CS
33. The update on major planning applications was noted.
34. The quarterly outcomes for 2020-21, including the areas likely to be affected by the delay in the confirming HES capital funding, was noted.
35. The Director provided an update on the ‘State of Heritage’ event held by the Built Environment Forum for Scotland, which had provided critical insight into the financial and operational impact of COVID-19 on similar organisations and funding bodies and the relative success of EWH in context.

Project Updates (*report circulated*)

36. The report was noted. The expectation was that the HES capital grant would be drawn down in full by 31st March 2021.

COVID-19 (*report circulated*)

37. The report was noted.

Organisational risk register (*circulated with covering report and governance document map*)

38. The organisational risk register was noted. It was confirmed that the register was reviewed on a regular basis, including by the Finance & General Purposes Committee.
39. The risk associated with dependency on income sources had decreased following confirmation of HES revenue funding although it remained high.

Any other business

40. Cyber security week was taking place between 22nd and 28th February 2021 and training was available to charity trustees and senior managers. All

Date of next meeting: Monday 26th April 2021 at 4pm by video conference