

**Minutes of the Mavisbank Trust Board Meeting**  
held at 2 pm on Thursday 20 April 2017 at Swanston

**Present**

Rhona Brankin	Trustee and Acting Chairman in the chair
Charlie Cumming	Trustee
Chris Lewis	Trustee
Keith McIntosh	Trustee
Ian Young	Trustee
James Simpson	Project Adviser

**Apologies**

Duncan Campbell	Trustee
Bob Constable	Trustee
David Harrowes	Trustee
Willie Macnair	Trustee and Chairman
Richard Prenter	Trustee
Jeff Stoddart	Trustee

**Minutes of the Meeting**

**Action**

**Previous Minutes**

1. The minutes of the Board meeting held on 8 December 2016 were approved.

**Matters Arising from the Minutes of 8 December 2016**

2. The working group on trustee recruitment would be convened at a later date once HES and the Landmark Trust had confirmed their intentions.
3. A joint working group had been set up between Historic Environment Scotland and the Landmark Trust led by Anna Key (LT) and Alex Patterson (HES) to consider how the two organisations might engage with the Mavisbank project. It had been agreed that Rhona would liaise with the Group on behalf of the Mavisbank Trust.

**Steering Group Meeting of 18 April 2017**

4. Pauline and Chris McGregor had met with Anna Key at the Landmark Trust offices in March. A Scoping Report had been drafted that would present a joint approach to the project. It was intended that this would be approved by the boards of both the Landmark Trust and Historic Environment Scotland. It was anticipated that the scoping report would be completed within a few weeks and that a project time scale would be included.
5. Chris McGregor and Martin Fairley had met with Lucy Casot, Head of the Heritage Lottery Fund Scotland. While Lucy was clear about the significance of Mavisbank she considered the community benefit criteria had yet to be clearly established. It was felt that a site visit by Seona Reid might be useful following engagement with the local community.

## Governance

6. Chris reported that all the work relating to the revision of the Trust's M&A's had been completed and the changes approved by Companies House and OSCR.
7. David Reith of Lindsays Solicitors had notified the Trust that he would be retiring on 31<sup>st</sup> March 2017 and would no longer be acting as company secretary. He had proposed that a colleague at Lindsays, Alastair Keatinge, be his replacement. Changes in company legislation meant that there was no longer a legal requirement for the Mavisbank Trust to appoint a company secretary and those duties could be undertaken by one of the directors if the board wished. After further discussion, it was agreed that it would be prudent to maintain the services of Lindsays as company secretary and to provide legal advice where necessary. However, Chris would continue to carry out much of the required administrative work involved. **Chris**
8. Now that the Trust had become an independent company it was no longer necessary for board directors to be nominated by Midlothian Council although the forthcoming Council elections meant that Lisa Beattie and Joe Wallace would be standing down on the 5<sup>th</sup> May. Whilst Bob Constable was retiring from the Council he had expressed a keen interest in remaining on the board given his close local connections to Mavisbank and the community. Directors welcomed his commitment and it was agreed that he should remain on the board.
9. The board discussed the position of chairman in the light of the requirements of the new Articles of Association. Whilst expressing sympathy and understanding of the difficult situation regarding his ill-health, it was agreed that Willie McNair could no longer continue in his position as board chairman and as a director. Rhona was asked to contact Willie to pass on the board's best wishes and discuss how he might be able to maintain an involvement with the Trust in the future. Rhona said that she would also write to Lisa and Joe to thank them for their support and it was agreed that Chris would notify Companies House of the changes. **Rhona, Chris**
10. The recruitment of new directors and a board chairman was discussed and various suggestions were put forward. Rhona indicated that she was willing to continue as acting chairman until such time as a person was found to take on the role on a permanent basis. The position could be advertised as part of the overall recruitment of new directors. Chris noted that a draft recruitment pack was in preparation but that assistance was required from other directors to complete this. **Charlie, Chris, Ian**
11. It was agreed that the Mavisbank Trust Annual General Meeting would be held on 22 June 2017 prior to the board meeting of that day.
12. As the Mavisbank Trust was now independent of ELGT it was no longer deemed to be a public body under Freedom of Information legislation and, as a consequence, was not obliged to adhere to the onerous regulations.

13. Chris reported that he was working with AHC & Co and ELGT to prepare the Trust's 2016-17 annual accounts.

### **Raising the Profile and Community Engagement**

14. Directors discussed raising the profile of the Mavisbank project, particularly the use of the grounds. Community involvement was an important aspect, especially in terms of satisfying the Heritage Lottery Fund's grant application criteria. However it was very hard to find willing local volunteers as the most likely candidates were already over committed.
15. It was worth giving further thought to the use of social media to raise the profile of the Mavisbank project and Charlie and Pauline Megson (HES) would meet to discuss this. There was a need to upgrade the Mavisbank website and Chris said that Sarah had carried out some initial work although there was still much more to do. This would be influenced by how the project might develop and the Trust's future role in it. **Charlie**
16. It was suggested that the Scottish Parliament Cross-Party Architectural Group should be appraised of the Mavisbank project. The attention of The International Council on Monuments and Sites should again have its attention drawn to Mavisbank *The Scotsman* newspaper might agree to publish an article on Mavisbank.
17. Pauline Megson (HES) had prepared a note of possible Mavisbank community activities and Charlie would circulate this to the board.
18. David Harrowes had prepared two notes on cricket at Mavisbank and its historical associations. These had been circulated with the agenda. While the encouragement of cricket was an excellent idea directors was felt that local sensitivities regarding the current limited access to the site meant that this was something for the medium rather than the immediate term. Sport Scotland might wish to encourage the cricket project.

### **Digital Survey**

19. James reported on progress with the digital aerial survey of Mavisbank. While preparations were well in hand, strong winds had prevented the drone from flying. There was also much useful documentary information that was being gathered. A complete virtual reconstruction of house and grounds would be produced. The overall cost of the project was £18,000 which was covered by the Dunard Fund grant.

### **Financial Statement**

20. Chris reported on the Trust finances and a financial statement was tabled. This showed a closing balance of £10,124 after current liabilities had been deducted.

### **Date of Next Meeting**

Thursday 22<sup>nd</sup> June 2017 – 2.00pm at Swanston

