

**Minutes of the Mavisbank Trust Board Meeting
Held at 2.00 pm on Thursday 22nd June 2017 at ELGT Offices, Swanston**

Present	
Rhona Brankin	Trustee and Acting Chairman in the chair
Charlie Cumming	Trustee
Chris Lewis	Trustee
Keith McIntosh	Trustee
David Harrowes	Trustee
Richard Prenter	Trustee
In attendance	
James Simpson	Project Advisor
John McCreadie	3D Planning & Modelling Ltd
Apologies	
Ian Young	Trustee
Duncan Campbell	Trustee
Bob Constable	Trustee
Willie Macnair	Trustee
Jeff Stoddart	Trustee

		Action
1.	Mavisbank Digital Reconstruction Project	
1.1	James Simpson and John McCreadie gave a presentation to trustees on the progress of the Mavisbank digital reconstruction project which was now underway. The drone survey of the grounds had been completed and a digital map and point cloud constructed. The digital survey of the house was expected to commence in July.	CL
1.2	The historical document research was well underway and was producing such a large and valuable amount of detailed information that further research time was required. It was agreed that £1,500 should be added to the project budget to support this additional work.	
1.3	JS tabled a diagram which outlined the 7 phases of the digital project and said that at its conclusion it would have delivered a very detailed account and visualisation of Mavisbank House and its landscape at the time it was constructed.	
2.	Previous Minutes	
2.1	The minutes of the board meeting held on 20 th April 2017 at Swanston were approved.	
3.	Matters arising	
3.1	Item 7 - CL reported that although Alastair Keatinge had been proposed as the new company secretary to replace David Reith it had been agreed with Lindsays that appointing the company rather than an individual was more practical and this action had now been completed.	

3.2	Item 8 – CL reported that following the changes to the Trust’s Articles of Association the Midlothian Council representatives Joe Wallace and Lisa Beattie had now retired as trustees and Company’s House had been notified. Similarly, due to his ill-health, Willie Macnair had now stepped down as a trustee and chairman. However, RB said that he was still keen to stay involved with the project, possibly through the proposed Mavisbank supporters club. It was agreed that CL would contact JS regarding him continuing as a trustee although it was noted that he had been appointed for a further term of office at the AGM.	
3.3	Item 12 - CL confirmed that he had notified the Freedom of Information Commissioner of the changes made to the Trust’s Articles of Association. As a consequence, the Trust was no longer deemed to be a public body and was now not subject to FOI legislation.	
4.	Report of Mavisbank Steering Group held on 20th May 2017	
4.1	RB said that the Landmark Trust and HES had nearly completed their scoping report on the Mavisbank restoration and that the LT board had just agreed to go forward with HES in making a joint stage 1 project grant application to HLF. HES’s board would consider the proposal at its 27 th July meeting. Although a very tight timetable, the intention was that they would apply to the November 2017 application round which would require a pre-application expression of interest being made to HLF in August. The project application envisaged the full restoration of the house and grounds.	
4.2	The steering group had agreed that an application should be made to the HLF’s small grants programme to fund the development of a community engagement and development programme to support the main Stage 1 application. It was important that wider political support for the project was sought, both in Scotland and the UK.	
4.3	HES and MC were including Mavisbank in their ‘doors open day’ in September and a programme of lectures, a pop-up exhibition and ELGT community events was being put together for later in the summer and autumn.	
4.4	Pauline Megson was no longer working for HES and Martin Fairley and Tom Parnell were now the main project contacts.	
5.	Governance Matters	
5.1	CL noted that the production of information to help recruit new trustees had been put on hold awaiting HES and LT’s deliberations but a trustee governance pack and improvements to the website would be needed soon. The board discussed the additional skills and experience that might be required but felt that it needed to clarify its role in the overall project before advertising for new trustees. In the meantime, it would also be helpful if trustees could identify any potential candidates who could be encouraged to apply when appropriate.	All
6.	Community Engagement	
6.1	RB said that this was likely to be the Trust’s main role as a partner in supporting the HLF application. Laura Norris of PRT had suggested that whilst involvement through the Steering Group was vital, in addition, the Trust should secure the services of an external professional to support the community engagement work and HLF funding	

	might be available for such a post. Lucy Casot of HLF had advised that “Our Heritage” would be the better funding programme for this type of activity. CC said that ELGT had the skills and experience to help prepare an application and offered to liaise with HES to take this forward. KM volunteered his support.	CC/KM
6.2	John McCreadie said that they had previously used material from similar digital reconstructions very successfully with children in primary and secondary schools and that they would be happy to visit local schools as part of the current Mavisbank digital project.	
6.3	CC noted that it was unlikely that Midlothian Council would be able to provide very much help with community work due to their lack of resources and funding. However, HES had some on-going contact with the local community around Mavisbank and it was likely they would wish to expand this involvement given that they were now proposing that responsibility for the grounds remained with them.	
7.	Financial update	
7.1	CL updated the board on the Trust’s income and expenditure account to 31/05/17. There had been very little activity over the last quarter and the account showed a closing balance of £27,928. However, once creditors and committed expenditure was taken into account (e.g. the digital reconstruction project £17,500) the final balance reduced significantly to £9,162. This figure would fall further with the £1,500 now committed under Item 1 above.	
7.2	The board agreed not to renew its membership of the Association of Preservation Trusts as it had had very little involvement in recent years.	
8.	Any Other Business	
8.1	KM congratulated all those trustees involved on the Mavisbank steering group for their work in getting the project to the present point.	
9.	Date of Next Meeting	
9.1	The next board meeting will be held at 2.00pm on Thursday 17 th August 2017 at the ELGT offices at Swanston.	