

**Minutes of the Mavisbank Trust Board Meeting  
Held at 2.00 pm on Tuesday 27th March 2018 at Swanston Golf Club**

<b>Present</b>	
Rhona Brankin (RB)	Chairperson
Ellen McCalman (EM)	Trustee
Chris Lewis (CL)	Trustee
Keith McIntosh (KM)	Trustee
Jeff Stoddart (JS)	Trustee
Bob Constable (BC)	Trustee
Duncan Campbell (DC)	Trustee
<b>In attendance</b>	
James Simpson (JS)	Project Advisor
<b>Apologies</b>	
Ian Young	Trustee
David Harrowes	Trustee
Charlie Cumming	Trustee

		<b>Action</b>
<b>1.</b>	<b>Previous Minutes</b>	
1.1	The minutes of the board meeting held on 14 <sup>th</sup> December 2017 at Swanston were approved as a true record.	
<b>2.</b>	<b>Matters arising</b>	
2.1	To be agreed.	
<b>3.</b>	<b>Recruitment of New Trustees</b>	
3.1	Ellen McCalman, a longstanding local resident and Landscape Architect with Midlothian Council, was very interested in Mavisbank and was keen to become a Mavisbank Trust trustee. She had submitted a letter of interest which had been circulated to Trustees prior to the meeting.	
3.2	Following a short discussion it was agreed that Ellen was an excellent candidate and that she should be appointed as a board trustee forthwith. RB welcomed Ellen and asked that CL make the necessary arrangements for her appointment.	CL
<b>4.</b>	<b>Report of Mavisbank Steering Group held on 6<sup>th</sup> February 2018</b>	
4.1	RB said that HES and LT had met with the HLF and had appointed Jura Consultants to report by April on possible options for the submission of a joint HLF stage 1 project funding bid. 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. CL had spoken to Paul Jardine at Jura and had provided them with a wide range of information that the Trust had gathered previously to assist them in the preparation of their report.	

4.2	Midlothian Council had expressed strong support for developing the Mavisbank project and the submission of a new HLF bid. Although they had very limited financial resources available they were willing to provide in-kind staffing resources wherever possible.	
4.3	HES had carried out a structural survey on the house and had found that the walls were more structurally sound than had been expected and showed little sign of movement since they were last surveyed. The walls were self-supporting and did not need the old internal scaffolding which was in a poor state. Also, HES's contractors had completed engineering works to stabilize the landslip below the doocot.	
4.4	CL said that HES had indicated that they would be happy to consider making a grant to the Trust to support the Mavisbank digital reconstruction project. He had put together an application requesting £5,000 towards a total project budget of £26,000 and this would be submitted shortly.	CL
4.5	The Steering Group was keen to widen political support for the project, both in Scotland and more widely. RB was trying to arrange site visits to Mavisbank for local councillors, MEPs and MPs.	RB
<b>5.</b>	<b>Esk Valley Heritage Group</b>	
5.1	The Group had not met since 2015 but had recently been reconvened to discuss how the cultural and historical heritage of the area could be promoted more effectively. JS felt that there was a case for developing a bid to seek World Heritage Site status for the Esk Valleys given their wealth of heritage, particularly the number of villas that remained.	
5.2	CL noted that a large amount of information on the area's heritage had been accumulated during the unsuccessful 2012 HLF Landscape Partnership bid by ELGT. However, for any bid to be successful it required the local authorities and other major agencies to fully engage with it and commit significant time and resources. CL said that he'd pass on any useful material to Jura Consultants to help with their report. (4.1)	CL
<b>6.</b>	<b>Midlothian Council Draft Supplementary Guidance for the Green Network</b>	
6.1	DC had prepared some comments to submit in relation to Mavisbank and the green network. General points related to the need for connectivity, the protection of wildlife and their movement corridors, the protection of heritage sites and new developments in the countryside and the standard of their design and layout.	
6.2	With regard to Mavisbank specifically, there was no mention in the Supplementary Guidance of designated areas in the section on green landscape, the need to preserve the setting of Mavisbank or the need for maintenance of the riverside path which was part of the Core Path network.	
6.3	EM commented that many of these landscape issues would come out in different Council documents which were yet to be prepared e.g. special landscape areas. BC said that he would help DC in ensuring the Trust's comments were passed to the Council.	DC/BC

<b>7.</b>	<b>Financial update</b>	
7.1	CL updated the board on the Trust's income and expenditure account to 28/02/18. The main items of expenditure over recent months had been in connection with the digital reconstruction project, the replacement interpretation panel at Mavisbank and the Trust's new PC and monitor.	
7.2	The account showed a closing balance of £14,501, however, once creditors and committed expenditure were taken into account (£8,835) the final balance reduced significantly to £5,666.	
7.3	CL said that he would begin work to prepare the Trust's 2017-18 accounts with ELGT's finance manager and the Trust's accountants next month, as well as submit the Trust's Q4 VAT Return.	CL
<b>8.</b>	<b>Mavisbank Trust IT</b>	
8.1	CL said that he had now purchased a new PC and monitor for the Trust and had secure a very good deal by using the Dell and ITC factory outlets, as well as the TT-exchange charity for donated Microsoft software. However, given the large amount of Mavisbank information and computer files accumulated over the years it would take some considerable time to rationalise and transfer them all to the new PC.	CL
8.2	CL noted that the Trust needed to develop a data handling policy to meet the requirements of the General Data Protection Regulations 2018 which would come into force shortly. Most of the personal data that the Trust held related to past activities and events and was now of no value so he would search the Trust's files and simply delete it. ELGT was currently in the process of preparing policies for their own organisation and CC would be able to give appropriate advice to the Trust.	CC
<b>9.</b>	<b>Any Other Business</b>	
9.1	KM circulated copies of the new Mavisbank leaflet produced by ELGT working with local primary school children and funded by HES. This was an excellent publication which now needed to be promoted and distributed more widely.	
9.2	With regard to community access to Mavisbank for small group activities it was agreed that it would be very helpful if EM could discuss the possibility of limited access down the North Drive with the owner. EM said that she would do so and that some school groups had already been allowed access through the gate having been given the code to a combination operated lock.	
9.3	CL said that from discussion with the company producing the Mavisbank digital reconstruction project it would be a simple matter to produce a visualisation of the impact of the Trust's previous road access and car park proposal at a cost of £2-300. It was agreed that this would be very helpful and should be commissioned once it was decided to promote that access option further.	
<b>9.</b>	<b>Date of Next Meeting</b>	
9.1	TBC.	