

**Falkland Stewardship Trust
Minutes of Meeting of Trustees
Friday, 30 April 2010 in the Stables Workshop, Falkland Estate**

Present: David Corner (Chair), Marietta Crichton Stuart, Tess Darwin, Patrick Laughlin, John Smith, Robert Steedman

In Attendance: Neil Anderson, Helen Lawrenson, Lesley McLaren,
Amelia Stevenson (item 10 only), Linda Akeroyd (minutes),

1 Welcome and Apologies

Apologies were received from Peter Burman.

JS expressed concern that Trustees had not been informed about the Transitional Steward appointment. DC told members that Falkland Estate Trustees had consulted with him regarding the post and apologised for not keeping Trustees up to date. JS then raised the question regarding funding for the post and DC replied that this was not an issue for Falkland Stewardship Trust. Funding for the first year of the Woodland Learning and Development Manager post is almost fully covered. Tess Darwin has been appointed to the post and she will be looking for funding to continue after the first year.

MCS said that Trustees had not received the last minutes until the third week of April and felt that this issue needed looking at. LM apologised for this saying that her laptop had “died” and all notes had been lost. JS suggested that a machine recording be made of the meeting but DC felt that this was not necessary.

At this point DC welcomed Tess Darwin and Neil Anderson to the meeting and asked them to outline their roles to trustees.

2 Appointment of Transitional Steward

NA told members that he commenced work on 26 April 2010 and was as yet taking stock. He has already met with DC and Ninian Stuart. A report on vision and strategy will be ready by 13 June 2010. He said that we have limited resources but plenty of opportunities and that he wanted to tie everything together since there are lots of issues to be addressed and the challenges and risks will be fairly hard. He gave members a brief description of his background and told them that he will be working three days a week, based in the FST office. There then followed a question and answer session.

3 Appointment of Woodland Learning and Development Manager

TD said that she had three main priorities:

- **Volunteering** – Build larger group with more engagement.
- **Woodfuel** – Start a project that engages people, has local benefit, is - well managed - and integrates with the work of the estate. A recent woodfuel morning with Nick Marshall had been successful.
- **Long-term Forest Planning** – Managing woodlands for the future so that Falkland is seen as a place where significant appropriate steps are being taken.

Members then asked questions. RS felt that we had to be careful that we did not do too many things for too many people. JS was concerned regarding maintenance saying that you could apply for money for projects but not maintenance.

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DC once again welcomed NA and TD.

4 Minutes of Trustees Meeting Held Friday, 26 February 2010

These minutes were approved.

5 Matters Arising

Trustees

DC informed members that TD had resigned as a Trustee in view of her recent appointment. TD acted as deputy so there was now an increased need to find a new trustee. It was agreed that DC should approach Laura Meagher and Georgina Follett with regards to trusteeship in July. A discussion then followed as to whether another trustee was required. DC asked members to think about this and to let him have any names within 10 days. Thanks were reiterated once again to TD. DC also announced that he was delighted that PL had agreed to act as Deputy Chair.

Maspie Den – Removal of Large Tree from Path

We cannot apply for small grants through Fife Environment Trust. HL has spoken with NCS regarding maintenance.

FST's Future Status

We have approval from OSCR but they are awaiting FHT accounts, with a close-down date of January 2010, to clear status.

Big Tent Baby Changing Hut Incident Update

HL informed members that the insurers had settled and the case was now closed. Because of this incident, the insurance premium is now higher for Big Tent 2010. DC asked if a "no further action" clause had been inserted in the agreement. HL was not sure of the answer to this, as the insurers had dealt with everything. JS expressed concern that we had been told by the insurers not to have any contact with anybody regarding this incident. He went on to say that if contact had been made we could have shown we are a caring organisation, which could have gone a long way. NA felt that we should speak with the insurers to find out what the settlement was. DC said that if a like instance occurs in the future we should be careful to negotiate with the insurers regarding the way forward.

6 Declaration of any Potential Conflicts of Interest Relating to Agenda Items

None.

7 Stables Development – Future

HL said that HLF development funding had not been received as the scale and cost of the plan was regarded as excessive, but we have the option to address the issues raised and re-submit. DC asked Trustees for thoughts as to whether to proceed or not. NA felt that we should put this on the back-burner for now. A brief report to the next meeting on this project was requested by DC, who also went on to say that if we are serious about using the workshop and office space effectively there are things that need to be addressed.

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8 Big Tent 2010

Volunteers and Operations

- LM told Trustees that we had not got volunteers quite right in the past. She is hoping to entice 150 volunteers to work in groups of 50 and in shifts. There will be a re-skilling week and meetings will be held in advance and they will work with team leaders.
- The infrastructure will be coming in the week before.
- It is the Cricket Club's 150th anniversary the same week as Big Tent and discussions have taken place with them especially around transport.

Programme

- HL informed members that the programmes are now published on the new website. We have gaps in securing headliners for Saturday night and also speakers. She said that she has asked for a decision by Friday of next week on this issue.

Presence

- The FCS tent will be at the entrance to the site and bookings for the House of Falkland guided tours will be made there throughout the weekend. HL said that the new site would also raise awareness of FCS. PL asked if we were taking the opportunity to bring in money. JS thought that we should perhaps have a major sponsors tent or invite the sponsors to the FCS tent.

Finance and Tickets

- DC congratulated HL on the grant income that had been achieved. He also asked what the remaining financial risk is. HL responded by saying that they have given more ticket incentives. –
 - ⇒ 10% discount for early birds has been extended for a further two weeks
 - ⇒ Green incentive pledge – if visitors sign up to the 10:10 Climate Change Campaign they will be given a code, which they can then input into Ticketmaster to access a 10% discount.

In addition 50,000 leaflets will be going out shortly.

MCS raised the noise issue and asked if tenants had been notified. There will be no cars coming along West Port and AA signs were being posted at the Palace and the Chinese restaurant saying that there will be no access for Big Tent cars.

9 Future of One Planet Food/Research Project

DC said that the report covered a sample range of activities but felt that there were two problems:

- A loss of focus on FIFE.
- A lack of grant awards for continuing operation.

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DC thought it would be a waste to throw away what had been achieved but agreed with PL and NA felt that some refinement is needed. Pete Ritchie and Teresa Martinez are aware that the money is running out. There will be a meeting with PR next week.

10 Work Plan for 2010

This will be discussed at the next meeting in the form of a draft plan and associated budget.

11 Finance Report

DC identified the following confirmed

- On Big Tent; think we are at risk of losing £60,000 if all goes wrong
- OPF has no future budget funding.
- Maintenance fees are estimated each year outwith a long-term maintenance plan. AS had spoken with John Sanders regarding HOF painting and quotes are being prepared. Dry rot has been found in the HOF.
- AS advised that there is no overdraft facility for FCS.

12 Staffing

Staff appointments and departure dates, and all other staff matters, will be minuted in future. DC said that there had been a three-year pay deal in FCS that was now at an end and that pay structure across the whole entity now requires discussion.

13 Dates of Future Meetings

Trustees agreed 27 August 2010. Please note the earlier start time of 10.00am, which has been approved by PL who will be chairing this meeting.

D J Corner
17 May 2010