

**THE MAVISBANK TRUST
MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
HELD AT 5.00 PM ON THURSDAY 14th DECEMBER 2023
AS AN ONLINE ZOOM MEETING**

Present:

Sarah Barron –Trustee and Chair
Charlie Cummings- Trustee
Simon Shackley - Trustee
Michael Steven – Trustee
Ellen McCalman- Trustee
Chris Lewis - Trust Advisor

1. Apologies

1.1 No apologies noted.

2. Minutes of the Board meeting held on 9th October 2023

2.1 The minutes were approved as a true record.

3. Matters Arising

3.1 With regard to financial matters CL said that the Trust's annual Confirmation statement had been accepted by Companies House, the 2022-23 Annual Accounts had now been lodged with HMRC and the OSCR annual return completed.

4. Update on Landmark Trusts NHMF Grant Application

4.1 Chris and Sarah reported that the Landmark Trust had submitted an application to NHMF at the end of December 2023 with a supporting letter from the Mavisbank Trust. Originally it had been anticipated that the application would be considered by the NHMF at their March 2024 committee meeting. However, a site visit was still required by the NHMF trustees and that was now expected to be in March.

4.2 Chris said that he had recently received an update on progress from Landmarks' lead consultant, Ross Ingham. All the preparatory work for the project was now complete and the grant application submitted. The project team's various consultants were now out of contract and a second round of bids would be required for any further works.

5. Development of Friends of Mavisbank

5.1 Simon has been looking at various venues for a public meeting in the vicinity of Mavisbank. Costs were relatively expensive for room hire, especially as no one could be sure how many people might

attend during the winter months or how effective such a meeting would be in attracting potential Friends. February was suggested for potential dates for a possible evening meeting.

- 5.2 Simon said he would take a further look at revising and updating the draft Friends Constitution document and producing a membership form.
- 5.3 Simon and Michael agreed to produce some draft designs for a poster advertising the Friends Group that could be circulated in public places locally. Ellen said that she would distribute Friends leaflets at a local walk to Roslin at New Year.
- 5.4 Chris said it was important to develop engagement with the local community as it made it more likely that people would come forward as volunteers who had the skills to help set up and administer the Friends group. In addition, encouraging other organisations besides the Trust to hold small-scale events and activities at Mavisbank would help build up awareness.
- 5.5 Sarah said that she was going to a meeting at Newbattle Abbey in the New Year and that many of their courses and the activities within the estate could be of great relevance to future developments at Mavisbank. Charlie said that ELGT already worked with them but that any co-operation with Newbattle and the Trust at Mavisbank would still need any governance arrangements approved by HES.
- 5.5 Michael said that there was a connection between Mavisbank and Newbattle linked to 'The Newbattle Font' and Mary, Queen of Scots, which would be a good subject for an article/Blog that could be placed on Trust's website.

6. Website and Social Media Update

- 6.1 Chris noted that the cost of the Trust's current website hosting was becoming relatively expensive at around £250 per annum and Michael questioned whether that was still good value. Trustees discussed various options prior to the next renewal date and whether the Trust might get better value for money elsewhere.
- 6.2 Chris suggested that this would be an opportune moment to consider an overhaul of the all the Trust's online communications and an upgrade and re-design of the Trust's website if funding could be secured.

7. 2022-23 Financial Update

- 7.1 Chris said that there had been very little activity since the October board meeting update and the bank account balance stood at £790. He had made the £50 charitable donation to DACYP which the Trust's accountant had requested in lieu of remuneration for preparing the annual accounts.
- 7.2 He noted that the Trust's annual insurance policy was due for renewal in January and was expected to be around £350-400. Whilst there was no major expenditure due in the next few months it was still important that the Trust was able to secure further income as soon as possible to remain solvent.

8. Governance Matters

- 8.1 The Trustees discussed the importance of recruiting additional trustees, particularly from the local community, to help develop its Friends of Mavisbank and wider community involvement in the management of the Trust.

9. Any Other Business

Michael mentioned possible grants available from Edinburgh University up to £5K which the Trust could well be eligible to support project in the local community especially those that involved University staff and students and the areas they lived in.

10. Date of Next Meeting

Simon to send out Doodle poll to everyone for a Sub-Group Meeting at the beginning of February and a Board meeting before the end of the financial year.