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DRAFT MINUTES

Meeting of Trustees
held at DHET office 29 Exchange Street, Dundee
on Wednesday 4 March at 2.00pm (following Grants Committee)

Present: Gordon MacDougall (Chair), Doug Binnie, Michael Gale, John Gray, Gregor Hamilton, Barbara Illsley, Vanessa Kelly, Blythe Petrie
Apologies: Louise Murphy
In attendance: Amanda Forde (Information Coordinator), Mylene Herd (Acting Director), Sara Carruthers (Heritage Consultant)

1 Welcome, apologies and new declaration of interest

Apologies received from Louise Murphy. There were no new declarations of interest. Gordon welcomed Trustees to the meeting and asked to take item 6.2 from the agenda first.

6 HES funding application

6.2 Draft submission

Gordon is impressed by the draft proposal and offers thanks to Sara in particular but also to others who have contributed.

Sara introduced the updated draft and explained that it is an ambitious plan from a standing start. It is in line with HES requirements and with what other CHTs already do. It requires three active staff including one with experience of grants and conservation management. Following comments from Jennifer Storrie and Gregor, a separate section on partnership working with Dundee City Council will be added. Sara suggested a high level meeting between DHET Trustees, HES and Dundee City Council to establish a formal relationship such as a Memorandum of Understanding or Service Level Agreement.

Gregor suggested that the appropriate director and convenor could meet with Trustees to discuss this. Dundee City Council don't have funds available to support DHET as they did in the past with the Façade Enhancement Grants but they may be able to bring in external funding for partnership work.

Sara plans to make changes to the timeline for the proposal, pushing back our focus on Lochee to 2028-29. Jennifer Storrie suggested applying for the Heritage in Place Programme for Lochee, which would need to be done in partnership with Dundee City Council. Sara feels this is too much to contemplate at this stage but could be reviewed in 12 months. The next round of Heritage in Place Programme hasn't been announced yet. It was agreed that we can consider Heritage in Place Programme but not tie ourselves to Lochee as the location for that.

Sara then addressed some previously received comments from Trustees. Trustees had expressed a wish to support feasibility studies, however HES do not wish CHTs to do this as they already fund the Architectural Heritage Fund for this purpose. Community Heritage Grants will not be limited as to area. We are unable to expand our building grants in Maryfield due to the complexity of messaging around non conservation areas.

Trustees discussed the boundaries of the map of the city centre. This should be amended to include all of South Tay Street, the Eden Project site and West End lanes. SC/AF

Sara explained that this proposal is the framework of the funding application but various other documents need to be submitted alongside the actual application being filled in. The optional themes will be skills, materials audit and funding partnerships. HES have already told us that we need to focus on these activities so it makes sense to put them in the proposal as our optional themes. Churches have been drawn in to building repair rather than as an optional theme.

Trustees asked for various sections to be rephrased with their input – drone surveys, staffing and succession planning. SC/GM/VK/BI

Any further comments on this draft to be provided by next week.

Michael Gale and Sara Carruthers left the meeting.

3 Board meetings

3.1 Approval of minutes of Trustees meeting of 3 December 2025

The minutes were agreed as an accurate record.

3.2 Matters arising

None.

5.5 Action Log

Heritage Walking Guides: in the process of being printed this week and Amanda is liaising with Altar about the website. AF

Music Hall Plaque: Dundee City Council couldn't previously comment on the Music Hall Plaque due to the sale of the building. This has now completed and the new owner has been awarded a DHET grant for building repair. Billy Rough is organising a plaque for the building about its history as a music hall but not commemorating the disaster.

Employee Handbook: To be reviewed by our external HR. MH

Bank account: It is unclear who is a signatory other than Adam although Michael may not have been removed after stepping down as Chair. It is possible a letter of authority from Adam will allow Gordon to act on his behalf with the bank. We could add a section in the handbook to say that the signatory will be updated every time there is a new Chair.

5.1 Acting Director's report

A reminder to Trustees to record their voluntary hours from the past year and in future on an ongoing basis.

5.2 Information Coordinator's report

Gordon offered thanks to Amanda for supporting the IT migration and requested screenshots of the shared folder structure. AF

5.3	**Community Engagement Report**	
	There were no comments on this.	
5.4	**Revenue budget**	
	There is increased pressure on revenue and reserves are low. HES are only funding 80% of our revenue costs for the six month extension period. It will be difficult to either reduce costs by this extent or find alternative funding in the immediate future. Mylene will draft a letter to HES from Gordon to explain our position.	MH/GM
	Trustees wish to monitor reserves at each meeting.	VK/AF
	Despite the issues with revenue, Trustees are encouraged to submit expenses as it is important to record the true cost of running the Trust.	
6.1	**Fair Work First requirements** We need a statement for the website. Employees have the option to bring any issues to the Chair confidentially.	AF
7	**Any other competent business**	
	DHET had been copied in on correspondence between the West End Community Council and Dundee Civic Trust about Council removal of setts/cobbles at street junctions on Perth Road. Trustees felt it was not appropriate for the Trust to take a position on this.	AF
	Dates and times of next Board meetings: 3 June 2026; 2 September 2026; 2 December 2026 following AGM (times all at 2.00pm, starting with grants committee unless otherwise agreed and advised).	
	Intermediate meetings: 15 April 2026; 15 July 2026; 21 October 2026 (all at 2.00 pm for 1 hour)	
	Grants committee: ahead of each Board meeting (as applicable).	