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DRAFT MINUTES

Meeting of Trustees
held at DHET office 29 Exchange Street, Dundee
on Wednesday 2 September at 2.00pm (following Grants Committee)

Present: Gordon MacDougall (Chair), Doug Binnie, Gregor Hamilton, Vanessa Kelly, Gordon MacDougall, Blythe Petrie
Apologies: Michael Gale, John Gray, Louise Murphy
In attendance: Amanda Forde (Information Coordinator), Mylene Herd (Community Engagement Advisor)

1 Welcome, apologies and new declaration of interest

Apologies received from Michael Gale, John Gray and Louise Murphy. There were no new declarations of interest.

Gordon said that there is no detail from HES as yet on the funding for 26-31, just notification of the total figure. Gordon thanked the staff for sticking with DHET through this period of uncertainty.

2 Board meetings

2.1 Approval of minutes of Trustees meeting of 3 June 2026

The minutes were approved.

2.2 Matters arising

None.

3 Grants

3.1 Any items referred from committee

None.

4 Administration

4.1 Information Coordinator's report

Amanda drew Trustees' attention to the extremely successful social media posts around the Oor Trams exhibition at Dundee Museum of Transport. Barbara commented positively on DHET's social media activity and Gordon commented positively on the administration of DHET.

Barbara asked if Trustees could do anything to assist with the upcoming Doors Open Days event. Amanda said that 10 out of 14 tickets have already been booked. A new workshop is planned that we have never tried before so it will be interesting to see how it goes.

4.2 Community Engagement Advisor's report

Mylene noted that all three upcoming Build Your Future events at different schools now have confirmed dates. Mylene and Doug will attend an assembly at Harris Academy to make pupils aware of the event before it takes place. Changes have been made to the event plans based on the evaluation of the Greenfield Academy event. Mylene said that these events will be paid for out of the current budget as the funds can be committed now.

Gordon was interested in the possible project with the Cambo Estate. Mylene and Doug have visited Cambo Estate and there is potential for a partnership with DYW such as taking community or school groups to visit the Estate. HES are funding repairs to a historic wall on the site.

Vanessa and Mylene visited the ScrapAntics project last week when the group were doing screen printing. Vanessa commented positively on the visit.

Doug asked about the Dundee Football Club partnership. This came out of a visit to the office by a Dundee FC volunteer selling lottery tickets. Mylene has not yet had a conversation with the partnerships lead at the club so this is at a very early stage.

Gordon suggested having a small presentation in the office on community projects. This could be just for ourselves or we could host a gathering of community group representatives.

The next edition of Newsflash will have an article from Doug about his recent visit to the Discovery to see the Burnside timbers project and also a piece on Adam's retirement.

5 HES decision and recruitment

Mylene and Amanda left the meeting to allow Trustees to have a confidential discussion.

When this item concluded, Gregor left the meeting.

4.3 Revenue Budget

Amanda and Mylene returned to the meeting.

There were no issues with the revenue budget. Gordon noted that the insurance provider will be reviewed before the next renewal. AF

4.4 Action Log

There was a discussion of introducing a process to ensure that two people must approve transactions above £500. We are unable to do this within the current digital banking system and must pay for Bankline, a paid service. Trustees agreed to this. Vanessa will also be added as a user. Adam's credit card also needs to be cancelled. AF

6 AOCB

Adam drafted the Implementation Plan before he left. Mylene will merge this with her own version. MH

Trustee recruitment was discussed. It was felt that financial skills and conservation skills would be helpful. We have two vacancies. Gordon suggested delaying Trustee recruitment for a couple of months until the Trust's structure is settled.

Amanda to provide data about Trustee attendance at meetings, bank account balance and office/enquiry numbers quarterly. In the future we should also consider the role of the office/meeting space and how it can be best utilised. Barbara will suggest the office as a venue for DCT meetings. AF/BI

Doug asked about issues with the office heating. One possibility is to get an electrician to install an override switch rather than relying on the thermostats. Amanda to contact the electrician who installed the system. Trustees noted that the building is up for sale but we are protected by the current lease until it runs out. AF

Doug said that the Action Log is no longer required because the team are getting things done in a timely fashion.

Dates and times of next Board meetings:
2 December 2026 (times all at 2.00pm, starting with grants committee unless otherwise agreed and advised).

Intermediate meetings: 21 October 2026 (all at 2.00 pm for 1 hour)

Grants committee: ahead of each Board meeting (as applicable).