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DRAFT NOTE

Interim meeting of Trustees
held at DHET office 29 Exchange Street, Dundee
on Wednesday 21 October at 2.00pm (following Grants Committee)

Present: Gordon MacDougall (Chair), Doug Binnie, Michael Gale, John Gray, Barbara Illsley
Apologies: Gregor Hamilton, Blythe Petrie
In attendance: Amanda Forde (Information Coordinator), Mylene Herd (Trust Manager)

1 Staff recruitment

Gordon explained that the recruitment process for the Conservation Manager is ongoing. So far we have one application submitted and have pencilled in interview dates. Realistically whoever is successful is unlikely to start before the end of December. Trustees need to agree an interview panel. Mylene will be included and Gordon suggests two Trustees as well.

Michael said that as long as the qualifications and experience are in place, what matters is that the person is someone you can work with.

It was agreed that Doug, Mylene and Gordon would be on the interview panel.

2 Build Your Future event

The next event will take place on 4 November 2026 at Harris Academy. Various VIPs will attend including Councillor Keenan who will also arrange for DHET to present on skills at a cross party meeting. Balfour Beatty are bringing a VR machine to the event.

3 Feedback from HES meeting with CHTs

HES are changing their evaluation process and there will be training sessions on this in future. The other CHTs do not yet have their contracts.

4 Audits

Gordon mentioned the audits we are required to do: local materials audit for Dundee, skills audit along with several other CHTs, climate impact audit with all CHTs. There was also discussion of the joint comms consultant role HES have asked the CHTs to set up. Amanda to send round the brief for this. AF

5 Trustee recruitment

Vanessa has resigned as Treasurer and Trustee. We now only have seven Trustees and so a recruitment advert will go out. Key skills we would like to recruit for are: conservation/heritage, finance, income generation and community engagement. We should also seek to retain a gender balance.

Amanda explained we are having some issues with Bankline and require a third person to be registered. Gordon volunteered for this in the interim period while we have no active Treasurer.

AF/GM

6 National Recycling Awards

The Burnside timbers project has been shortlisted. Attending the awards ceremony would be a significant cost. Graham Briggs of HES expressed surprise that were not sending 'a small cohort.' Mylene will look into the awards and advise on whether it is a prestigious or relevant event. AF/MH

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

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