

APPROVED MINUTE

Galloway & Southern Ayrshire Biosphere Partnership

Trustees

Friday 23rd May 2014

Dumfries Arms Hotel, Cumnock, Ayrshire

Present: Mary-Ann Smyth (Chair), Peter Mason, Roger Crofts, Cllr Alistair Geddes, J Mark Gibson

In Attendance: Alan Edgar, Simon Fieldhouse

Election of Chair

Following discussion it was agreed, unanimously, that Mary-Ann be elected chair of the Trustees for this meeting. Mary-Ann suggested that the chair would revolve.

General Operational Arrangements

It was agreed that:-

- Dumfries and Galloway Council be requested to provide the services of a finance officer
- East Ayrshire Council be requested to provide secretariat support
- South Ayrshire Council be requested to provide legal services support
- Each Trustee be supplied with a copy of the constitution
- Each Trustee be supplied with financial report
- One Trustee be involved in the Officer Steering Group (current Roger)
- Trustees to meet not more than every six weeks (including meeting before Partnership Board meetings)
- Declarations of interest to be a standing item at all meetings

Risk Management

The issue of Risk Management was discussed. A risk analysis is required covering:-

- Overall strategy
- Budget Plan/Progress (financial monitoring statement)
- Continuity of business

Accounts

It was noted that there are no finances in place yet. A set of accounts will be required for the September AGM.

Business Plan

A business plan is required.

Funding

A prime task for the Trustees is to identify long term funding for the officer posts and activities of the Partnership. The windfarm companies operating within the Biopshire area are a potential source of funding. It was agreed that these companies should be written to as a priority.

End of meeting.

Minute Prepared By: Alan Edgar

Date:25/07/2014