

**MINUTES OF THE FOSSIL GROVE TRUST MEETING
HELD ON TUESDAY 29THJANUARY 2019 AT 10 AM
IN THE CITY CHAMBERS**

Present: Walter Semple (Chair); Councillors Maggie McTernan, and Feargal Dalton, Glasgow City Council (Maggie was absent for about 45 minutes during the meeting and Feargal attended for the last 15 minutes of the meeting); Elizabeth Brown, Michael Herrigan; David Webster; Campbell Forrest; Neil Robertson.

In Attendance: Fiona McKinnon, LES, Glasgow City Council, Ian Veitch, Treasurer.

Apology: Ade Aibinu

1. Minutes of Meetings

The trustees approved the minute of the following meetings:

30th October 2018 (Formal quarterly meeting)

20th November 2018 (informal meeting)

16th January 2019 (Report of informal meeting).

2. Finance and Accounting.

The trustees confirmed the appointment of Ian Veitch as Treasurer with effect from 20 November 2018.

Ian reported that he had been taking steps to set up a new bank account for the trustees. This would require the trustees to provide the personal information which the bank required.

Ian reported that he and the chairman had met Kara Wilson to arrange a handover of the accounting arrangements.

3. Investments

The Chairman reported the following information regarding the investments which he had received from Kara Wilson.

1. The valuation of the investments on 9 October 2018 was £357,683. This represented a loss of £12,656 from 1 April 2018.
2. All the investments were held in the LF Ruffer Absolute Return Fund.
3. The trust investments were held in a pool consisting of all the external trust funds managed by Glasgow City Council.
4. The current Fossil Grove Trust allocation of the pool investments as at January 2019 is 2.44%. This is calculated at the end of each financial year based on the closing value of the investments. Fossil Grove closing investment at 31st March in each year is the applicable percentage of the total pooled fund as at 31st March. This is affected by any realisation of funds.
5. Ruffer will contact the Chairman quarterly with an update of the total investment balance and will provide current allocation of this balance. Ruffer will also provide a monthly fact sheet for distribution to the trustees.

4. Audit

Ian reported that the audit requirements were now governed by the rules made by the Office of the Scottish Charity Regulator (OSCR). Fossil Grove trust was classified by OSCR as a small charity. It therefore did not require an audit but a less formal Independent Examination. This would be considerably less expensive than a full audit. However, the Fossil Grove trust deed did require an audit. Ian proposed to the trustees that the more expensive audit was no longer appropriate, and that observance of the OSCR rules was sufficient. At the present time this would require an Independent Examination. The trustees agreed and asked Ian and the Chairman to draft an appropriate alteration to the trust deed. When agreed, this would be sent to OSCR for approval.

5. Fossil Grove Development

Campbell Forest spoke to the status report which he had sent to the trustees entitled "Menu of Items for Application to Heritage Lottery Fund". He explained the discussions that he had had with HLF and the features of any proposal which would give the best chance of success. The predominant factor was that the Fossil Grove was "Heritage at Risk". Long term financial sustainability was essential. HLF were a risk averse organisation. They would require a plan which would be sustainable for 20 to 25 years. They had a network of contacts throughout the country on whom they relied for information and confirmation. Discussions with Glasgow Life had shown that it was necessary to produce a result which was as near no operating cost as possible. He referred to the other organisations whom he had spoken to and reported the support he had received from all of them for an ultra low operating cost model.

He referred to the HLF process and the requirement to submit an Expression of Interest document which would need to be accepted if the application was to move to the first of two stages. HLF would respond to an Expression of Interest document within 20 working days. He had been informally told that the first date for submission was 5th March. The new guidelines would be published by HLF on 30th January. He proposed that an Expression of Interest document be submitted during February to give the application the best chance of priority at a time when there was strong competition for funds.

[Subsequent clarification received by Campbell from Heritage Fund (the new name of HLF) explained that these dates referred to review of applications, not of EOIs. EOIs would be reviewed on a rolling basis with a response received within 20 working days.]

He had learned of other funders that could be willing to consider funding applications including at an early stage.

Some trustees expressed concern that this process would give insufficient time to allow the local community to learn what was proposed and for enough discussion of any specific proposal. There was still considerable uncertainty as to what was proposed and how it would affect the local community. Campbell pointed out the extensive consultation had taken place in 2014 and was recorded in the papers. The right time for further consultation is the application stage which follows the EOI stage.

Fiona McKinnon said that there were important issues which needed to be resolved and agreed by the trustees before any significant progress was possible.

One issue was the nature of any new building. Fiona agreed that the previous exercise had proposed an entirely new building. However, the previous proposal was not for an ultra low cost operating cost model. The previous consultation was not on the same proposal.

Secondly there would need to be discussions about the nature of the community asset transfer. Any proposal to Glasgow City Council would need a robust business case otherwise it would not get Council support.

Thirdly it was necessary to pay attention to the need for community engagement and consider how this might be addressed.

The Chairman said that he did not think that a transfer of ownership or lease in terms of the Community Empowerment legislation was the right way to handle a public asset like the Fossil Grove. It was suggested that a better way forward would be to use a Participation Request under the legislation. Fiona agreed with this and said it would improve the chances of success with the City Council. It was agreed that this should be investigated. A meeting with Glasgow City Council should be arranged to discuss this so that a solution could be found and included in any funding proposals.

Following careful discussion of the issues the following way forward was agreed:

1. The new HLF guidelines would be considered when they were published tomorrow.
2. A draft Expression of Interest would be prepared taking into account the matters referred to in Campbell's paper and in today's discussion.
3. No position would be taken on matters which remained not agreed. The paper would leave options open. As the document was an Expression of Interest this would give time for discussion of these matters. They were: the nature of any new building; the nature of any community asset transfer; and community engagement.

The trustees thanked Campbell warmly for the huge amount of work that he had done.

Campbell said that his time available for such a major project was limited. At some stage he would need professional help. Glasgow Buildings Preservation Trust had helped in the past and were well respected by HLF. They might be engaged to assist. He said that the way in which the previous 2014 project had finished had apparently left some unfinished business and that these would need to be explored and resolved if GBPT were to be engaged again.

6. Environmental Monitoring

David Webster spoke to the Report which he had prepared and circulated. The improvement in the information available from the new monitoring equipment was noted. The urgent need for repairs set out in the note was discussed. Fiona McKinnon explained that responsibility for expenditure on Fossil Grove had been transferred from Land and Environmental Services to the Property and Land Services division of the City Council. She noted the advice of Historic Environment Scotland and its importance. She would discuss this with the new PLS division and report back to the trustees as soon as possible. She would also consider with them ways in which the necessary lighting repairs might be carried out and would also revert on this as soon as possible.

The trustees agreed to reimburse David Webster with £888.15 p for the purchase of four cameras lights batteries plus postage of the monitors.

7. Website

David Webster spoke to his paper on the new fossil Grove website which he had developed. The address was <http://www.fossilgroveglasgow.org> The trustees considered this an excellent new resource and thanked David warmly for his work. It would be an excellent new medium for communication about fossil Grove. The trustees agreed to the following recommendations:

1. that the new website be formally adopted by the trust
2. that Glasgow City Council and Glasgow Life be requested to update respective pages of their sites to link to the new Fossil Grove website
3. that links to other important websites be pursued
4. that David be reimbursed the sum of £91 being the expenditure he had incurred in setting up the site
5. that David further investigate upgrades, reviews search engine optimisation and local hosting options

6. Victoria Park Working Group

Michael Herrigan reported that discussions were in progress with OSCR regarding the new Victoria Park SCIO. Consideration was being given to updating the Development Plan for the park which was now two years old. It may be necessary to enter a Memorandum of Understanding between the trustees and the new SCIO

7. Future trust meetings

Since the last quarterly meeting of the trustees there had been two informal trustees' meetings to deal with the increasing activity arising from development of the project to redevelop fossil Grove. It was agreed to continue the present system of quarterly meetings supplemented by additional informal meetings as required. Any decisions made at an informal trustees' meetings should be ratified at the following quarterly meeting. The next meeting should be an informal meeting taking place on Wednesday 20th February at 16.30. Maggie would book a room in the City Chambers.

Meeting dates:

20 February 2019
 30 April 2019
 13 August 2019
 29 October 2019
 28 January 2020