

**Minutes of the Meeting of the Forth District Salmon Fishery Board held in the
Royal Hotel Bridge of Allan on 2nd April 2014**

Present:

Fen Howieson (Chairman), Ali Dickson (P), Roy Robertson (C), Mrs. F. Simpson (P), Les Goodfellow (P), Tony Cameron (P), Dennis Toon (C), T McKenzie (Clerk)

(C – Co-optee P – Proprietor or rep)

Guest: Alison Baker (RFFT)

In attendance: There were six members of the public present.

The chairman opened the meeting and advised that items 7e. and 10 would be discussed in private session.

ITEM		ACTION
1) Apologies	No Apologies were received. LG asked why Hazel Barton was not in attendance. It was later confirmed that her email address had been incorrect and she did not receive notification that the meeting was taking place.	
2) Minutes (16 Dec)	The minutes of the meeting of 16 December 2013 were considered and approved subject to the removal of the word 'district' where it appeared and a change of date from 31st April to 31st of March. Amended minutes will be posted on the Board's Website.	Clerk
(10 Feb)	The minute of the meeting of 10 February 2014 was approved subject to the removal of the strike-through text. Amended minutes will be posted on the Board's Website.	
3) Matters arising	There were no matters arising from the minutes.	
4) Chairman's review	The chairman gave a detailed report of the issues which have affected the Board over the last few months. Report to be distributed to all Board members.	Clerk
5) Clerk's report:		
5.1	The clerk gave a brief report of the issues he had been dealing with, including an update on the current situation with respect to assessments and general financial matters.	
5.2	The Clerk advised he would be retiring on 25 April.	
5.3	Mr. Goodfellow thanked the clerk for stepping in and helping the Board through a difficult period.	
6) Superintendent's report	The superintendent had tendered a brief report of his work and this was circulated to Board members.	
7a) Co-optees	There was a discussion on this issue and it was agreed that the clerk should write to all angling clubs and associations who fished for salmon and for whom we had details and should ask for any nominees and reasons why they should	Clerk

be appointed, with the response date not later than 31st May. It was also agreed that existing co-optees on the Board would require to re-apply.

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| 7b) | Management plan | It was agreed that an up to date management report should be brought forward to each quarterly meeting providing detailed information on progress. | |
| 7c) | Other public bodies | There was a short discussion on the value of widening attendance at Board meetings to include other bodies such as SEPA, SNH, and National Park etc. It was agreed that the main public bodies should be approached to see if they had nominees who could attend Board meetings. | Clerk |
| 7d) | Planning approvals | It was confirmed that where Planning issues affected the river environment the Board as statutory body should be lead. Where technical information was required consultations should be fed out to the Trust biologist or other specialist experts, for their comments as required. The Board would then relay these comments in an official capacity to the Planning Authority. LG requested performance information on numbers of Planning enquiries received, so it could be regularly reviewed by the Board. | Chairman |
| 7f) | Board member attendance | Following a short discussion it was agreed that there was no legal requirement for Board members to attend meetings. After discussion it was agreed that there was an obligation as a Board member to contribute to the running of the Board and that in future if a member fails to attend three out of four meetings should be contacted to explain themselves. | Chairman / Clerk |
| 8) | Financial position | The clerk appraised the Board of the current financial position. | |
| 9) | Debtors | The clerk advised the Board that at present there was one assessment outstanding of some £1600. He said that he had written, telephoned, and e-mailed the proprietor in question without success. It was agreed that the clerk should write a final letter to the proprietor giving seven-day notice following which if the amount was not settled the matter should be referred for collection. | Clerk |
| 14) | Code of Conduct | The following documents were presented to the Board for adoption | |
| 14a) | Register of members interests | The chairman went through an updated version of this document which was adopted by the Board. The clerk agreed to circulate this amended version to all members. Members agreed to let the clerk have a note of their interests so that they can be registered in a form which can be brought to meetings in future for validation of current status | Ongoing action |
| 14b) | Complaints procedure | The complaints procedure was adopted and the chairman intimated that the draft had already been sent to Scottish Ministers. The complaints procedure would be posted on the Board's Website. | |

- 14c) Equal opportunities The equal opportunities statement was adopted and will be posted on the Board's Website.
- 14d) Register of Code of Conduct Members present signed the register and this will be held and filed by the clerk. A copy of the register should be put to each quarterly meeting to be updated.
It was agreed that all items under heading 14 b & c should now be put on the website as appropriate. Chairman
- 11) Annual donation from board Alison Baker gave a presentation on the work that the Trust has carried out over the past year and its plans going forward. She also presented a number of options as to how the Board and Trust management arrangements could be improved. A decision on the Board's donation to the Trust was deferred at this point until later in the meeting (items 7e, 10, 11 and 13).
- 15) Helen Bilsby's review Helen Bilsby's report was discussed and it was agreed that Board members should read through this and report their comments back to the chairman so that he could give a final submission to the Board at the next quarterly meeting. Board Members
- The Board agreed payment to Helen Bilsby of £600. Clerk
- Due to their sensitive nature the following items were discussed in private.***
- 13) Replacement of Clerk/director
- 7e) Value for money
- 10) Budget
- 11) Annual donation from board (Cont)
- 16) AOCB There were no items of other competent business.
- 17) Date of next meeting The date of the next meeting set for 25th of June 2014. This will comprise an annual public meeting followed by a quarterly Board meeting.
- Mr Cameron advised that unfortunately he would not be able to attend these meetings due to prior commitments. Mrs Simpson also tendered her apologies but said she would try to send someone in her place.