

# Forth District Salmon Fishery Board

Board Meeting of the Elected Proprietors to be held on 25<sup>th</sup> June 2014, 1.00pm

Venue: Royal Hotel, Bridge of Allan

## MINUTES

Attendees: Fen Howieson (Chairman), Les Goodfellow (P), Dennis Toon (C), Ms C Duncan (on behalf of Mrs F Simpson (P)), Joe McGarvie (P), Sharon Shortt (on behalf of Hazel Barton (P)), William Anderson (Clerk), Kathryn Bontoft (Managed Estates), Lisa Lawson (Managed Estates)

(C – Co-optee, P – Proprietor or Rep)

Apologies: Tony Cameron, Ali Dickson and Roy Robertson

Guests:

In attendance: There was one member of the public present.

1) New Actions

Item	Context	Owner
<b>Clerks Update</b>	<p>Mr Anderson gave a brief report on the issues he had been dealing with, including an update on the current situation regarding assessments and general financial matters. Financial statements were produced.</p> <p>Mr Goodfellow asked for summaries to be provided rather than account listings. This was agreed and summaries as well as projected/actual cash flows will be circulated in the future.</p>	Clerk

<p><b>Bailiff's Update</b></p>	<p>The Superintendent had tendered a brief report of his work and this was circulated to prior to the Board Meeting. The contents were discussed.</p> <p>Mr Goodfellow said he would like to see a projected forward plan included within the report (an action plan for 2-3 months).</p> <p>Fen Howieson advised he has requested a Bailiff Strategy for the entire district from the Superintendent but had not yet received it.</p> <p>Mr Howieson will try to produce a strategy.</p> <p>Mr Toon said he would like to see better liaison with Estate owners and wildlife Police.</p> <p>Ms Duncan asked if the Superintendent had an allocated budget and the strategies of other Boards were discussed i.e. investment in various technologies.</p> <p>Mr McGarvie questioned whether funds would be better invested in the bailiff rather than given to RFFT.</p> <p>It was agreed that all costs etc. relating to the Superintendent would be reviewed.</p>	<p>Chairman</p> <p>Chairman</p> <p>Chairman</p>
<p><b>Governance</b></p>	<p>a) The Register of Members' Interests was renewed this year. Managed Estates will keep the Register. A register was completed and signed by all board members present at the meeting. It will have to be signed by the other board members and the new co-optee members at the next meeting.</p> <p>b) There were no complaints to register.</p> <p>c) The Disclosure Statement has to be produced and has been published on the website.</p> <p>d) Mrs Baker's flow chart showing the process for dealing with formal consultation notices was reviewed and discussed. It was agreed that Managed Estates would hold the registers of both formal and informal consultations. Mr Howieson will work with Mrs Baker to build a list of registers required and put in place.</p> <p>e) It was agreed that a meeting with the Trust is required to discuss the interaction and reporting between the two groups. (See later action)</p> <p>f) Mr Howieson will get the FDSFB registered for Data Protection.</p>	<p>Clerk</p> <p>Chairman</p> <p>Chairman</p>

<b>Financial Update</b>	<p>The financial statements produced by Managed Estates were reviewed and discussed. It was agreed that in future, summaries would be produced instead of the reports and circulated prior to Board Meetings.</p> <p>Managed Estates were instructed to enforce payment of the £15.00 late payment fees and any other costs incurred.</p> <p>It was agreed that the proprietor's names should not be listed on any printed statements – fishery numbers only should be shown.</p>	Clerk
<b>a) Donation to RFFT</b>	<p>Mr Toon requested a contribution from the Board. Mr Goodfellow asked for details regarding the previous loan terms etc. There was a discussion regarding the current bank balance. It was agreed that projected and actual cash flows will be provided at future Board Meetings.</p> <p>It was agreed that the £30,000 donation would be made to the Trust. Managed Estates will arrange this.</p> <p>It was agreed that a meeting between the Board and the Trust is required prior to the next Board Meeting. Mr Toon will arrange this.</p>	Clerk  Trust
<b>Date of Next Meeting</b>	<p>The next meeting is set for Wednesday 17<sup>th</sup> September. Time and venue to be confirmed.</p> <p>Dates for 2015 to be set at the meeting on 17<sup>th</sup> September.</p> <p>It is agreed that there should be one evening meeting per year and that there should be an alternative location (Linlithgow).</p>	Clerk

2) Open Actions

Item	Context	Owner
<b>2 – Minutes of Last Meeting</b>	The minutes of the meeting of 2 <sup>nd</sup> April 2014 were considered.	
<b>7b</b>	Mr Goodfellow pointed out that a Management Plan should be brought to each quarterly meeting but this was not listed on the agenda. Mr Howieson agreed that the Management Plan will be added to all future agendas.	Chairman
<b>7c</b>	Mr Goodfellow asked if the Public Bodies had been written to. Mr Howieson advised he had not yet received a list from the Trust. Mr Howieson said he would ask the Trust to provide a list of potential invitees.	Chairman / Trust
<b>8</b>	The Board were advised that Managed Estates will now be looking after the finances and will be responsible for providing financial information.	

<b>9</b>	The Clerk advised that the outstanding assessment (£1,600) was still outstanding. It was agreed that the Clerk would write to the proprietor giving fourteen days' notice following which if the assessment remains outstanding the matter would be referred to a lawyer. The Clerk will recommend some lawyers to Mr Howieson.	Clerk
<b>14b</b>	Mr Goodfellow asked if there had been any complaints. Mr Howieson advised there had been no complaints.	
<b>15</b>	Mr Goodfellow asked for an update regarding the Helen Bilsby report. Mr Howieson advised that the report was to be circulated between Board Members only as Helen Bilsby would not give permission for the report to be published on the website.	

3) Closed Actions

<b>Item</b>	<b>Context</b>	<b>Owner</b>
<b>Chairman's Update</b>	The Chairman gave a detailed written report and verbal report of the issues, which have affected the Board over the last few months. Printed report was circulation prior to the meeting.	