TAY DISTRICT SALMON FISHERIES BOARD

MINUTES FROM VIRTUAL ZOOM MEETING 7PM, TUESDAY, 8th JUNE 2021

Present:	Iain McLaren (IMcL)(Convener), David Godfrey (DG) (part), Toby Metcalfe (TPM), John Nevin (JN), Andrew Parrott (AP), Jerry Saunders (JS), Michael Smith (MS), Nicola Thompson (NT), Allister Wallace (AW), Bobby White (BW), Iain Wood (IW)
In Attendance:	Dr. David Summers (DS) (Fisheries Director), Inga MacGillivray (IMacG)(Clerk to the Board) Nicki McIntyre (NMcI) (Nature Scot)

Note: Prior to the meeting, Alastair Riddell had circulated an e-mail announcing his decision to retire from the Board and appointing John Nevin as his mandate.

The Convener welcomed John Nevin (North Chesthill mandate) to the Board and introduced him to all, stating that IMacG would arrange an induction in the near future.

ACTION: IMacG to arrange induction for JN and CI.

1. **Apologies**
   Apologies were received from Calum Innes (CI).

2. **Declaration of Interests**
   IW declared his interest as agent for the Ballathie Fishings
   MS stated that Burnmouth beat had lodged an appeal against assessment value.

3. **Minutes from meeting held 13th April 2021 and Matters Arising**
   The Minutes had been circulated prior to the meeting and were taken as read. They were approved unanimously.

   Ghillies Virtual Lunch

   ACTION: IMacG to arrange virtual Zoom lunch once Board priorities have been decided.

   TDSFB/TRT Relationship
   DS explained he had drafted a Memorandum of Understanding between the two organisations and was awaiting CI feedback

   ACTION: DS/CI/TM to circulate draft MoU as a priority

   Website Update
   Discussed under item 6 on agenda.

4. **Finance Update**

The financial papers had been circulated previously and were taken as read.
IMacG gave a short presentation on the more salient issues. MS asked if a paper could be made available detailing the current debtors situation, along with the expected appeals figures. IMacG stated she was working on this and hoped to have completed and circulated shortly.

JS suggested the reserves figure was low compared to other Boards. IMacG suggested other Boards may have reserves in place that would be allocated to projects.

ACTION: IMacG to circulate debtors and appeals figures ASAP
ACTION: IMacG to ask other Boards for their reserves figures including allocated funds.

5. **Lease of Hatchery building from TRT**

IMacG had previously circulated a paper which was taken as read.
The Convener stated that the lease was a complex issue and that he would enlist the help of IW, TM and DS to form a sub committee with himself to investigate the issue.

TM explained that heads of terms would be agreed with TRT and independent commercial surveying advice should be sought in this regard. The draft lease would follow on from this and would be checked by a lawyer before sign off. He explained the importance of the lease term given that once completed the Board is bound to adhere to the terms of that lease including the payment of rent. At present a lease term of 3 years may be most appropriate.

JN queried the need for external advice and associated costs, and IMacG explained in brief the complex issues surrounding the lease.

ALL agree to the subcommittee taking this forward and reporting back to the Board.

ACTION: Subcommittee comprising the Convener, DS, TM & IW to be set up and report back to Board on the lease agreement with the TRT.

(DG joined meeting)

DG suggested the Board speak to riparian owners regarding the running costs of the hatchery and associated output. The Convener agreed this would be a good idea, explaineing that the hatchery and associated costs would arise as part of the consultation process for the River Plan.

6. **Website Update**

IW explained he had met with Castabroad and would circulate the latest position to the Board. He proposed the basic website be set up and released as soon as possible, with pages being added as they were completed and approved.

He repeated his request for good quality imagery to populate the website.

He reported that Castabroad were due to become VAT registered in July and this would pose an issue for Board finances. JN advised that an invoice (and therefore tax point) could be created in June but could be paid after this date.

The Convener thanked IW for his effort.

ACTION: IW to circulate latest position on website to Board members
ACTION: ALL to contact IW with any suitable imagery
ACTION: IW to contact Castabroad re invoicing in June 2021

7. **AOB**

Moved to end of agenda.

8. **River Plan 2021 Finalisation**

The revised river plan and a proposal regarding consultation had been circulated previously and were taken as read.
The Convener thanked DS for his work on the plan. JS suggested removing the vision and mission section of the plan before circulating to stakeholders, which received general agreement.

The Convener asked if the Board wished to adopt the consultation roll out proposal, and this was agreed.

ACTION: Consultation roll out proposal to be put into action .

MS suggested enlisting the help of volunteers in order to deliver the plan. The Convener confirmed that this would be kept on the radar. AP suggested help from Countryside Rangers/wardens.

JS asked if riparian owners should be consulted on having their ghillies involved, but the general feeling was that this was not necessary.

Regarding phoning of proprietors, MS asked if there could be a "script" for Board members to use when calling proprietors.

ACTION: DS to draw up a script regarding the river plan for the consultation roll out process

MS asked if riparian supporters could be phoned by their representative, to which IMacG replied this would be the plan and she would allocate proprietors accordingly.

TM added that the reason for the phone calls was not to get feedback, but to encourage stakeholders to give feedback on the plan in the prescribed form.

The River Plan and process of consultation was then agreed unanimously.

9. **Budget 2021 Finalisation**

The budget papers had been circulated previously and were taken as read.
IMacG explained the more salient points of the budget, highlighting that almost £60k was due to be reimbursed to proprietors in 2021 following successful Rateable Value appeals. This meant that the Board would not be in a position to offer a discounted rate on the Fishery Board Assessment in 2021. It was noted that Fishery Boards can charge interest on outstanding assessment payments. The meeting noted that debt collection can be expensive and should if possible be avoided. TM suggested

that late payers should be contacted by a suitable Board member if they had not responded to requests for payment by the Clerk.

IMacG outlined a proposal to use the services of a marketing/media professional shared with the TRT to develop and implement a marketing/media plan. After some discussion, the Board agreed to a 6 month trial, shared with TRT, managed by IW for the TDSFB, and with a reduction in the proposed cost.

ACTION: IMacG to negotiate on cost and liase with TRT and media professional.

IMacG explained that the TDSFB pick ups were becoming old and tired and would require replacing, but that the budget was too tight to replace in this financial year, although thought should be given to the subject. NT suggested using TRT as a means to purchase vehicles for scientific work, and AW suggested putting money aside each year to fund vehicles for future.

DG referred to the forthcoming discussions with TRT over costs and that he nominated TM for his negotiation skills. The Convener stated the relationship with the TRT would be set out in the MoU.

TM offered his assistance with the MoU but stated he was unable to give more time to negotiations. The Convener thanked TM for his input.
(The Action under item 3 – Matters Arising TRT/TDSFB relationship has been amended to reflect TM agreement to work with DS on MoU)

JS raised the issue of time pressures on IMacG and IMacG explained the situation.

ACTION: IMacG to produce paper on debtors, invoices and debt recovery as soon as possible.

IMacG stressed that she had pruned the budget as low as it would go, and that the £60k due in assessments could not be ignored. There followed a discussion with various alternatives being proposed, concluding in a majority vote to go with 46% levy.

ACTION: IMacG to propose amended assessment template and invoice on 46%.

7. AOB

Policies and Governance

NT stated that she and JS had been working on policies and governance in the background and would have a raft of documents to be approved at the next Board meeting. These would be sent out in a timeous manner. The Convener thanked both for their time.

ACTION: IMacG to circulate policies and procedures to the Board ahead of next meeting.

Meet & Greet

IMacG reminded the Board that the Meet & Greet would be held on Tuesday, 15th June at 1pm at the hatchery, and would last for roughly 2 hours.

Morrisons Construction Fish Rescue

DS stated he had been approached by Morrisons Construction to carry out a fish rescue in the next couple of weeks. Agreed commercial rates should be charged for services of this type.

Scone Game Fair

AW stated the Game Fair would be going ahead on September 24th-26th and wondered if the Board would like to participate.

The proposal was discussed briefly with no clear actions decided.

The next meeting will be held on Tuesday, 10th August 2021 at 7pm via Zoom