



ASSC

Board of Directors Meeting

9th January 2024

Virtual

9-11am

Draft Minutes

Present:

Simon Allan (stand in chair)

Iain Muirhead

Nigel Pollard

Clare Winskill

Donald Dunlop

Jane Slaughter

Fiona Campbell (CEO)

Sharon Luke (Company Secretary – minutes).

Apologies: Geraldine Hamilton

Purpose of Meeting:

- Financials -Update the Board with Financial figures, following the Board meeting in November 2023.
- Tall Projects - Review Tall Projects progress/position.
- CSP - Charlotte Street Partners outstanding Invoices.
- Salary Review for ASSC Team.

Chair's Introduction & Welcome

Figures now available to provide a draft budget for 2024. Today's meeting is to review/approve those, review Tall Projects position and address the Charlotte Street Partners outstanding Invoices.

Financials.

Objective - Looking for approval for budget and membership fee increases.

Motion agreed – Budget 2024 (apart from Salaries) & Fee increases of 5% proposed by Clare Winskill, 2nd by Donald Dunlop.

Comments made by the Directors for this section:

Simon-2023 YE forecast and 2024 budget now available. Difficult to collate data initially, significant errors established in Xero, due to accountants not fulfilling their duties. Underestimated balance in Xero to the value of £70k.

Due to diligence of Sharon, and a lot of hard work from Sharon, the anomalies have been highlighted and corrected, we now have figures we can trust – please refer to the documents provided.

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Forecast loss of -37k for 2023. Need to recognize several one-off costs that have caused the deficit for 2023, i.e. Campaigning, PR fees, STL legislation, Tall Projects & CSP.

John Mason – accountants. With the one-off costs out the way, the year was fine, please refer to the 2024 budget prepared for you.

Simon - proposing a 5% increase in fees, – please see modelling 2024/2025 document. (Not including an increase on membership numbers due to the current position of the sector.

Iain – The input from John Mason was welcome. Own experience of not-for-profit organizations is you will have some years with a deficit and some years with a profit. 2023 exceptional year for the sector. Underlying figures are sound. (agreed by Simon). Some ASSC costs not controlled or reported to the board, there are things we can do differently moving forward. We do need to do that better.

Simon – ASSC is a sound business.

Tall Projects.

Objective – looking for approval to continue the capped cost projection – see documents.

Motion agreed - Proposed by Nigel pollard, 2nd by Jane Slaughter.

Clare to circulate letter that was sent to Gilson Gray.

Comments made by the Directors for this section:

Iain – would we be liable for costs on the other side – Clare – it's a question I have asked in the letter I have circulated, idea to share before AGM, view that Kennedys might have the view that we would concede due to financial position.

Nigel – given the sums involved – would be foolish to not continue – concerned that the level of expectation being 0 is less than being suggested at the start, should continue with mediation.

Simon agreed with Nigel – taking a more cautious approach, different people are looking at this situation now.

Charlotte Street Partners – Outstanding Invoices

Objective – Gain approval for payment of outstanding invoices.

Motion agreed - CSP invoice payment Proposed by Nigel, 2nd by Iain – any objections – no- Sharon please arrange payment.

Comments made by the Directors for this section:

Simon - when I picked this up in December – there was confusion about who was responsible for payment of the invoice for 18k+vat. I had a meeting with CSP in Edinburgh to gain clarity. They are very clear that ASSC instructed the PR campaign. Not sure is as clear within the ASSC of that, correspondence I have seen does support CSP position. We do not have much choice but to pay the 18K+vat. On the mitigation side – Iain can update us in a minute – 13k+vat from Save Self-Catering.

Iain - 4 petitioners in the crowd justice fund, those 4 would be responsible, 3 of them happy to allocate funds, 140k left in the pot, no reason why it couldn't come across to the ASSC. 1 petitioner potentially going back on what was said, the commitment is there it's just the mechanics that need working out – we worked out 13K including VAT – still working through how exactly how to do that. The SSC is not an entity – money sat with 2 lawyers, there is a pot of money sat outside of that - Simon – any ideas on timing – Sharon confirms dates of invoices.

Nigel - asks about part payment – Simon says, not really wanting to get into part payment, bad reputations etc. and work out money between SSC internally. Doesn't sound to me Iain that the money is going to be forth coming very quickly.

Iain - Daily conversations - change of tact by 1 petitioner – no idea on timing – Iain suggests the invoice be paid from the ASSC and then recover – is included in budget.

Salary Review (Sharon & Fiona leave the call).

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Objective: Gain approval/decline salary increase/hours request for the Team.
Motion declined pending further research by the board.

Comments made by the Directors for this section: Provided by Simon.

Research Required as follows:

- Job descriptions for all 4 members of staff to be provided.
- Joyce to re benchmark from select recruitment.
- Review job descriptions as a whole.
- Simon to pen to staff re benchmark, review salaries. Review job descriptions vs jobs now, in line with 31st march pay review. Response regarding Myah.
- Can now take budget as working – apart from salary.

Close.