

## **FALKLAND ISLANDS DEVELOPMENT BOARD**

### **OPEN MINUTES**

Held at 13:30 on Thursday 18<sup>th</sup> December 2013  
in the Chamber of Commerce, Stanley

These minutes are draft minutes until confirmed by resolution at the next meeting of this Board.

Present	Hon J Cheek	(JC)	Chair
	Hon M Poole	(MP)	Second Elected Representative
	Mr K Padgett	(KP)	Vice Chair
	Mr T Miller	(PC)	Chamber of Commerce
	Mr H Wylie	(HW)	FIFCA
	Mr T Mason	(TMa)	Falkland Islands Tourist Board
	Mr T Blake	(TB)	Rural Business Association
In Attendance	MR R Granger	(RG)	FIG
	Mrs N Granger	(NG)	FIG
Secretary:	Mrs S Faria		
Public & Press:	Two		

### **PART I**

The Chair introduced two urgent items to the Board – It was agreed under the grounds of a financial implication these items would be presented in the closed section. Under NOT FOR PUBLICATION by virtue of paragraph 9 of Part 1 Schedule 3 of the Committee (Access to Information) Ordinance 2012 as information relating to information about others' financial and business affairs.

<b>1.0</b>	<b>Apologies.</b>	<b>Action</b>
1.1	There were no apologies.	
<b>2.0</b>	<b>Declaration of interest</b>	
2.1	There were no declarations of interest.	
<b>3.0</b>	<b>Confirmation of the Minutes of the meeting held on 19<sup>th</sup> September 2013.</b>	
3.1	Point 8.6 on page 4, the word “ordnance” was replaced by the word “ordinance”.	
3.2	Point 12.2 & 12.3 on page 5, the initials KP was replaced with the	

initials KS.

- 3.3 Point 12.3 on page 5, the word “allegation” was replaced by the word “allocation”.
- 3.4 Point 12.4 page 5, the word “sheet” was replaced by the word “cashflow”.
- 3.5 Point 12.6 page 6, the word “this” was inserted in the first line between the words “that” and “the”. And the word “tractions” was replaced with the word “transaction” on the third line of the point.
- 3.6 Point 12.9 page 6, the word “Chartered” was replaced with the word “Chartered”.
- 3.7 Point 13.1 page 6, the word “redusing” was replaced with the word “reduce”.
- 3.8 There were no other adjustments and the minutes were then confirmed as a true and accurate record of the meeting.

#### **4.0 Matters arising from the Minutes of the meeting held on 19<sup>th</sup> September 2013**

- 4.1 Point 12.8 in reference to Standard Chartered bank statements, RG confirmed that all bank statements were now received and reconciled daily.

#### **5.0 GM Activity & Information – Paper 055/13**

- 5.1 KP advised the Board that, in reference to the Staff Handbook, Carolyn Montgomerie would give a presentation in item 6.
- 5.2 World Travel Market - KP advised the Board that Michael Betts had attended the meetings in London during November 2013.
- 5.3 Credit Union - KP advised the Board that FIDC staff were working to collate the information from the public consultation. MP commented that he believed there had been over 50 responses to the survey. The Board looked forward to reviewing the results of the survey.

#### **6.0 Staff handbook/conditions update draft open – Paper 056/13**

- 6.1 Carolyn Montgomerie of Engage gave a presentation to the Board of a draft staff handbook that outlines the requirements of the document and the changes as tasked to her as a consultant.
- 6.2 CM noted that the health and safety areas required training from existing staff and advised that as a Board this should also be considered.
- 6.3 CM also noted that the implementation of the draft handbook has an additional burden to the current role of the PA to the General Manager with the implementation of recording and managing the additional

requirements set out in the draft handbook.

- 6.4 The Board was happy that Carolyn Montgomerie had met the conditions of her contract, however it was agreed by the Board that given the volume of content in the document that Board members would review and email their comments, concerns or recommendations by 20th January 2014.
- 6.5 It was requested by the Board that the staff should also see the presentation by CM. It was agreed this would happen after the week commencing the 13<sup>th</sup> January 2014.
- 6.6 The paper was deferred pending further consultation and amendments.

## **7.0 Finance Update and Management Accounts - Paper 057/13**

- 7.1 RG presented the Board with a revised version of the financials.
- 7.2 The Board was advised that in order to reduce the burden of administration a number of FIDC bank accounts would be closed.
- 7.3 The Board noted the financials
- 7.4 RG advised to the Board that he wanted to thank Sue Faria and Kelly Stevens for making the transfer easier and commented that without their assistance it would have taken much longer.
- 7.4.1 The Chair endorsed this.

## **8.0 Exclusion of Press and Public.**

*The Board resolved to exclude the press and public on the grounds that the next item of business to be considered were exempt within the terms of paragraph 9 of Schedule 3 of the Committees, (Public Access) Ordinance 2012 relating to information about others' financial and business affairs.*

## **PART II**

### **9.0 Declarations of interest in items**

- 9.1 No declaration of interest was given.

### **10.0 Confirmation of the minutes of the meeting held on 11<sup>th</sup> July 2013 (Closed)**

- 10.1 The Board noted the minutes

### **11.0 Matters arising from the minutes of the meeting held on 11<sup>th</sup> July 2013**

- 11.1 There were no matters arising

- 12.0 GM Activity & Information update 586/13**  
Not for publication *by virtue of paragraph 7 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to Information about individuals*
- 12.1 The Board discussed various activities of the Corporation.
- 13.0 FIDC loans 587/13**  
Not for publication by virtue of paragraph 7 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating information about individuals”
- 13.1 The Board discussed the FIDC Loans
- 14.0 Loan Application A 588/13**  
Not for publication by virtue of paragraph 7 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individuals”.
- 14.1 The Board discussed a loan application.
- 15.0 Loan B 588/13**  
Not for publication by virtue of paragraph 7 of part 2 of schedule 3 of the Committees (Public Access) Ordinance 2012, relating to information about individuals”.
- 15.1 The Board discussed a loan application

**There being no further business the meeting closed 15:25 pm**

**Minutes confirmed this.....day of .....2013**

Chair

Secretary