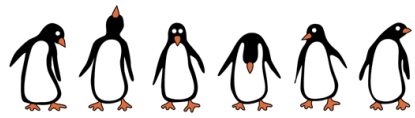


FALKLAND ISLANDS TOURIST BOARD



Falkland Islands

T O U R I S T B O A R D

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Held at 09:00 on 28th September 2018
Chamber of Commerce

Present:

Sally Ellis	SE	Chair
Alex Olmedo	AO	Vice Chair
Stephanie Middleton	SM	Executive Director
Roger Spink	RS	MLA
Josephine Muncaster	JM	Financial Controller
Samantha Marsh	SMA	Director
Carli Sudder	CS	Chair of Tourism Association
Margaret Williams	MW	Director

In Attendance: Julie Sloan (Tourism Development Specialist)

Minutes: Rachael Crowie

Public and Press: Louise Ellis (FIDC)

Item	PART I	Action
1	<u>Apologies for absence</u>	
1.1	Rikki Evans, Mark Pollard and Diane Simsovic	
2	<u>Declaration of interest</u>	
2.1	There were no declarations of interest.	
3	<u>Confirmation of the minutes of the meeting held on the 23rd July 2018</u>	
3.1	The Minutes were confirmed as a true and accurate record.	

4	Matters arising from the minutes of the meeting held on 23rd July 2018	
4.1	<u>2018 Tourism Awards (4.1 in previous minutes)</u> SE confirmed that this seasons forms have been distributed.	
4.2	<u>FIGAS Operations (item 4.3 in previous minutes)</u> SM will arrange a catch-up meeting with FIGAS before the pre-season meeting. On a positive note, they have launched a Facebook page which has received a great response with active information.	SM
4.3	<u>Tour Guide Course on the West Falklands (item 9.3 in previous minutes)</u> There were low numbers but positive response, we are looking forward to winter next year to run this course again but at a different location. Stanley has 30 participants signed up for the course this year.	
4.4	It was highlighted at the Tourism Day, that two GCSE's have been dropped over the years (Business Studies and Tourism) which had been an MLA directive. RS agreed to investigate this.	RS
4.5	<u>Gypsy Cove Toilets (item 5.2 in previous minutes)</u> RS reported that the Standing Financial Committee turned down the application of releasing funds and requested that the design needs to be look at again to become within the budget and to look at cost savings.	JM
4.6	<u>Walking Leaflet (item 5.1 in previous minutes)</u> JS asked for an update on the way markers. SM advised that the leaflets are on this month's boat and with Louise's assistance, we are looking at the positions of the markers to ask for planning approval before ordering.	
4.7	<u>Boxer Bridge (item 5.3 in previous minutes)</u> SM reported that there will be a survey starting soon, PWD thinks there will be no restrictions this season but there maybe weight restrictions made after the final report.	
4.8	<u>Gateway update (item 7.1 in previous minutes)</u> JS advised that FIG are looking at SM's suggestions/recommendations. There is work behind the scenes finding out everyone's needs. SE will follow this up with Policy to voice the tourism view and participation.	SE
4.9	<u>World Tourism Day (item 7.3 in previous minutes)</u> SM thanked her team at FITB and everyone who took part to make it a successful event. SM suggested that next year we extend this to share it with the RBS Farmers Week as there are a growing number of farm owners involved in this industry as well as better timing to hold the event within the off peak season.	

<p>5. <u>Executive Director Update</u></p> <p>5.1 The Coldwater Academy Feasibility Study didn't go ahead as part of the TDS as Daniel Biggs is starting up his company 'Outdoor Adventures' in October. We have also booked Daniel to take out one of our FAM visitors to push adventure tourism within the islands with kayaking, walking and rock climbing.</p> <p>5.2 CS reported that there were courses on offer from FIDC and the Training Centre which she wasn't aware of and at the next Tourism Day it would be beneficial to include them again. Once the training requirements have been reviewed by JS. JM and SE have said this would assist with budget planning for skill development training.</p> <p>5.3 PSV licenses, SM wasn't available when Penguin News contacted the office but is pleased that this is going out to consultation. RS apologies for the way it has been handled.</p> <p>5.4 SM asked the board for their approval to submit a letter of objection for the outland planning application for the floating dock near East Jetty as the anchors will go across the Public Jetty and will infringe on the cruise launches. The board approved SM letter.</p>		SM
<p>6. <u>Financial Update</u></p> <p>6.1 JM reported the audit meeting was positive, SM thanked Jo and Tina for all their hard work.</p>		
<p>7. <u>Investment Guide</u></p> <p>7.1 JM welcomed emails for comments/changes. CS asked how the company listings was gathered on page 16. JM confirmed that this was advertised in the Penguin News for interest and sending out letters. The board agreed not to list companies in this section.</p> <p>7.2 The board agreed that research needs to be carried out locally and internationally with regards to how to distribute this document to the correct people, what is the visitor profile for those people/companies to attract them.</p>		JM
<p>8. <u>Grants Review</u></p> <p>8.1 Accommodation grants, this has been our strongest grant with 50% match funding. The board agreed the following;</p> <ul style="list-style-type: none"> • A period of three tourist seasons offering your accommodation after the grant should be added into the terms of conditions. • 12 months is an acceptable period to submit receipts with a further extension period of 6 months. • Removal of the maximum hourly rate but still to have no self-labour payable. • For future accommodation grants maximum per financial year of £20,000 for renovations and a maximum of £10,000 for small improvements. 		

