



Board Meeting

Monday 30<sup>th</sup> April 2012, 7:30pm

CDT Office

MINUTE

1) Welcome and apologies

PRESENT:

Directors – David McCall, Lisa MacDermid, Bob Hughes, Davey Robertson, Alan Caldwell, Blair Urquhart, Malcolm Allan, Chris Palmer, William Levack, Peter Jones, Bill Knox, Emma Margrett.

Staff –Andy Heming, Claire Mullan, Will Reid

Apologies – Peter McRitchie,

2) Consideration of the minute of the last meeting

The minute of the meeting on the 19<sup>th</sup> March was approved.

The minute of the meeting held on Monday 16<sup>th</sup> April (to discuss Bumble Bee Square) was also considered and approved.

- Query: are minutes kept of all the meetings held by the CDT/Bumble Bee Square (BBS) Working Group?

Formal minutes are not kept only notes. This is because the meetings are for discussion purposes only, no decisions are taken. These are circulated to the Working Group. Notes on external meetings e.g. with the planning department are circulated more widely.

- Noted that the minute of the meeting on the 16<sup>th</sup> is an internal CDT document reporting progress to the board and is minuted and approved to satisfy legal requirements of the Board. It is not for circulation outwith the board.

### 3) Matters ongoing

#### a) Update on Bumblebee Square

The main focus is now on developing the hillground.

Willie Frame from Braemore Estates had attended the last CDT/BBS Working Group meeting and stated that he believed this was an achievable proposition.

The preferred option of the Working Group is to explore the generation of a capital receipt, to help purchase Bumble Bee Square by developing the hillground. The next step is to see if the business case for this is viable. Jimmy Denholm is to approach contacts he has at Club la Costa (who operate at Duchally House) for help in putting together the business case.

The Working Group has agreed to reconvene to discuss the viability of the hillground option when the business case has been compiled.

Acknowledged that the time scale on this would go beyond 4 weeks but also noted that both groups are pleased with the constructive discussions and the clear step-by-step process of narrowing down the options.

A second option (although this is not favoured by members of the Bumble Bee Square committee) is a combined communal/social development of the square.

A third option (not mutually exclusive of the first two options) requires village donations to fill a funding gap. A target of £100,000 was considered achievable.

- Query: will the business case for developing the hillground take account of the potential impact on similar local businesses?

Not at the moment but the Trust will bear in mind its responsibilities in this regard as discussions develop.

- Noted that there was currently another party interested in developing on the hillground. How should this proceed?

No harm is progressing this as well as the BBS angle. It may well be advantageous to have competition in the mix.

- Noted that the option of developing housing at the Armoury site had been discussed at the meeting with the planning department and, whilst it doesn't look like a viable option for the square, it could be looked at in the future for the Trust.

**b) Co-opting Emma Margrett to the Board.**

David McCall officially welcomed Emma to her first meeting as a Board Member.

**c) Bunker update**

A revised, formal offer of purchase had been submitted by GCI Com.

Agency agreement and business plan had also been received and circulated to CCWG.

Still awaiting a response on access to the due diligence report.

**d) Financial update**

LEADER funding for the Orchard

£1,700 of the Orchard spend had occurred before the project start date so LEADER won't pay out on that. They have agreed to allow a project change request to spend the resulting £1,700 underspend on the budget. However, this does mean that CDT will have to pay out the original £1,700 spend from unrestricted funds.

The Board agreed this expenditure.

- Noted that the OWG had a 'wishlist' of items and that LEADER had provisionally approved spending on e.g. an apple press.
- Noted that some tidying up was required around the Orchard and if there was money spare, it could go towards this.

LEADER funding towards staff costs Aug 2012 to Sept 2013

LEADER now have funds available for our previously approved application.

This is to part fund staff cost for developments work only and equates to 1 day a week for Delivery Plan Manager, Office Manager and Finance Officer posts.

This is currently match funded by CDT but if Exemplar funding is forthcoming from the Scottish Government then a project change request could be submitted to make this the match funding .

Without Exemplar funding, the viability of the project will need to be reviewed by the Board.

- David McCall reported that Judith Young had advised that the Exemplar application had been forwarded to the Minister and the initial response had been positive. It is likely that the Trust will be required to disseminate its knowledge and experience to other aspirant communities through reflective reports etc.

#### Cash flow

Cash flow is positive and healthy

£75,000 balance of the Biomass loan funds had been received.

£40,000 for the CCF Exemplar claim to end March 2012 had been received.

£13,000 VAT refund is expected soon as the return had been made.

- Query re Diesel money.

This had been received and would only be spent on staff costs if Exemplar funding was not forthcoming.

#### **e) Community Council**

An update on CDT activities had been submitted to the last Community Council meeting.

Camp is the preferred venue for an informal get together

- Query re BBS

CCC continue to support and BBS give updates at the meetings.

#### **f) Working Groups**

##### **i) Line Management**

Naomi Clarke had been selected for the post of Energy Advisor. Currently checking references and hoping to start 3<sup>rd</sup> week in May.

She will work 2.5 days over 2.5 years rather than full time over 2 years. This has been agreed with the funders.

David thanked Peter Jones and Emma Margrett for their hard work on the interview panel.

ii) **CCF Working Group**

More Than the Usual Suspects (MTUS)

Emma recapped on the background to the project.

David and Emma had met with Ariel from University of Dundee who has been working on a brief which should be ready by the end of next week.

Hoped to have the first meeting at the White Church mid-June.

The study is looking for 30-35 families to participate.

Youth Conference

Planning this for Aug/Sept.

All Youth Groups will be contacted to arrange a meeting as soon as possible to work out how best to take forward.

iii) **Chair and Trustees/Working Group End of Year Reports**

Reports had been received from the CCWG, Renewables and Hut 1.

David requested the outstanding reports to be submitted within 1 week to 10 days.

He will then pick up, in the Chair's report any activities which didn't fall under the remit of active working Groups.

Deadline for final report is end of May.

4) Matters arising

a) Lease on 5 Dunira Street.

The Board approved the move to the new premises.

Notice will be submitted to the landlord tomorrow.

b) Access to minutes

Clarification had been sought on how the Board was obliged to disseminate minutes of Board meetings.

Lawyers had advised:



*Best practice for Board minutes is to make them available for inspection by members when approved by the board (as the board is accountable to its membership).*

*Confidential board minutes are the exception.*

*To make available for inspection on request by a member (i.e they can come into the office and read)*

After some discussion, it was agreed to make them available online in addition to holding a copy on file.

- Query regarding use of names in minutes.

Claire advised that she had amended the minutes of the last meeting, as requested, to remove names in discussions. Names had been kept in for Action Points and where it was required to make sense of the sentence.

Advised to contact Claire regarding amendments and, over time, the Board's preferred style of minuting will emerge.

#### 5) Consideration of membership applications

Four Associate Membership applications had been received.

All were approved by the Board.

#### 6) AOCB

- A request to meet with the authors of a book exploring innovative community projects in Scotland had been received.

Having been previously circulated to the Board, Peter Jones and Emma Margrett had arranged to meet with them on 22<sup>nd</sup> May.

It was suggested that this had the potential to be a joint project with the Community Council. Peter will forward the original e-mail correspondence and make arrangements as required.

- An invitation had been received to send a representative to participate in a seminar exploring the idea of a Scottish Rural Parliament.

Blair Urquhart volunteered to attend.

- Did the Board wish to place an advertisement in the Comrie Fortnight programme this year?

Yes. Claire to proceed with this.

- Did the Board wish to renew membership with the Development Trusts Association Scotland?

Yes. Claire to proceed with this.

- The paper Bulletin had been produced and delivery had started but more volunteers required to finish the job.

Volunteers were forthcoming – bulletins available to pick up on the way out.

Chris Palmer will e-mail the office with a copy of a house by house map to help keep track of distribution.

- Query regarding the Working Groups

A Board Member felt that the structure of the Working Groups was disorganised.

There was some discussion about specific Working Groups but the Board Member advised that the query was more generally in regard to structural issues.

That as the Working Groups form the main structure of the Trust, this should be of concern to the Board.

Advised that work was ongoing to firm up the structure of the Working Groups.

That the process of defining the Terms of Reference for each Working Group should help identify gaps and overlaps which will help the Board make decisions about how to rationalise.

That Board Members have a responsibility to report to the Chair on the status of their Working Groups not the other way round.

That all Working Groups should produce their Terms of Reference as soon as possible.



- Request for an update on Hut 1

The Scottish Government had identified a budget for Exemplar communities to work with Architect Design Scotland (ADS) on building projects.

Refurbishment of hut 1 can be used as a demonstration of how low-carbon local materials can be used in buildings, e.g. sheep wool insulation.

It will also help the Trust to better understand the costs of refurbishing Nissen Huts in a sustainable way and enable dissemination of knowledge gained.

ADS has a small budget but time is free and they have allocated a small team to help the Trust develop the project over 3 months (but this may be flexible)

It is also hoped to encourage trade bodies, e.g. Forestry Commission, to showcase their materials and, in the process, to fund this element of the work.

Hut 2 may also be considered for refurbishment.

The next step is to draw up a brief and schedule of work.

#### 7) Date of next meeting

Monday 21<sup>st</sup> May, 7:30pm, WRI Hall