



## Board Meeting

Monday 8<sup>th</sup> October 2012, 7:30pm

CDT Office – 32-34 Drummond St, Comrie.

### MINUTE

#### 1) Welcome and apologies

##### Present

Directors: David McCall (Chair), Malcolm Allan, Alan Caldwell, Bob Hughes, Bill Knox, William Levack, Emma Margrett, Chris Palmer, Davey Robertson, Blair Urquhart.

Ray McMaster for item 4 j.

Staff: Andy Heming and Will Reid.

Apologies: Peter Jones, Lisa MacDermid, Peter McRitchie, Naomi Clarke and Claire Mullen.

##### 4 Items

##### j) Local Development Plan Representation:

Ray McMaster attended the meeting for this item. A report had been circulated. Ray was recommending that the Trust withdrew that part of the representation on the Local Development Plan that related to the re-zoning of the camp from Employment to Mixed Uses. He said that unfortunately there was not a zoning which was sensitive to the unique combination of uses at the camp. Although the representation was unlikely to be successful, there would be a risk to existing businesses if this change was approved. One Board member expressed opposition to the recommendation as it would, in their view, close the door on discussions with the planners. Ray said that councils were under such pressure to complete plans that they were unwilling to entertain discussions at this stage. His recommended wording included a request for discussions on part of the camp being used for mixed uses once the Trust had reviewed the configuration of uses. He added that a request should be made for this discussion to be included in the Council's draft action plan.

The Chair called for a vote on the recommendation. There were nine votes in favour and one abstention. Ray was thanked for his attendance and assistance with this matter.



2) Minute of the meeting held on 16<sup>th</sup> July 2012:

The minute was approved as a true and accurate record.

3) Matters arising:

**Mower:** Bill confirmed that the mower is being stored for the Trust over the winter months. William pointed out that there would be a cost in adapting a hut for storing the mower. Six volunteers were to be trained to use the mower. It was pointed out that the application for funding said that the mower would be available to other groups, e.g. Laggan Park, and this should be borne in mind when deciding who should be trained. The Sports Working Group was responsible for taking this forward. **Action: Bill**

4) Items:

- a) Brake – David referred to the email which had been circulated regarding Road Safety Week from 19-25 November. He agreed to follow it up with ideas for the local area. **Action: David**
- b) Hostel hub – David referred to the email which had been circulated and invited comment. It was agreed that Hostel Hub should be invited to submit a proposal as part of the procurement of a partner to manage a self-catering bunkhouse within the camp. **Action: Will**
- c) DTAS visit – David said that Wendy Reid from the Development Trust Association Scotland was visiting on Wednesday and he invited other Board members to attend. Blair confirmed that he would be attending to raise the Bumble Bee Square issue.
- d) Break in update – David notified the Board of a break-in at the camp. A claim for £13k had been submitted by Nick Brewster whose building containing classic cars had been entered with no sign of forced entry. The insurance brokers had been informed and they were talking to the insurers for the tenant. In the meantime the Trust had installed CCTV at the entrance, tightened control of access to keys, and would look to changing locks when buildings are vacated. There was a clause in the let advising tenants to take their own insurance.
- e) Outdoor Play Group – Emma reported that the group had now started at the camp with 6 parents and 8 children attending. Comrie-in-Colour had allocated a raised bed and access to the Shepherd's hut and poly tunnel had been agreed. Insurance cover



exists through CDT but the group were pursuing their own insurance. Alan said that the Council might give a grant to the group for cost of insurance.

- f) PA system funding application – an email had been circulated from Christine Grace asking whether a funding application could be made through CDT for PA equipment. There were increasing numbers of music event in the village, but the cost of PA equipment was high for both incoming and local bands. It was pointed out that two applications could not be submitted to Awards for All in the same 12 months, and the Trust had recently been successful with an award. It was agreed that the Board supported the proposal in principle but the timing of the funding request was an issue. **Action: Andy to confirm date of mower Awards for All grant**
- g) Commercial Quadrant sales – reports had been circulated seeking approval for the sale of units 6 & 7 and unit 18 at the camp. The Board had already approved these sales by email.
- h) Dr Irvine / hill ground water – Alan updated the Board on the correspondence with Dr Irvine over his works on the hill ground which had created a health and safety risk. The Trust's legal letter had received a robust reply and the correspondence was continuing. However CDT had made the site safe and turned off the water. Dr Irvine had forwarded the correspondence to the Community Council who were likely to disregard this material. Alan said that if the specification and costs could be agreed with Dr Irvine, for a water supply from the hill ground to the allotments, CDT would decide what financial contribution to make to Dr Irvine. The Trust was following legal advice in its dealings with Dr Irvine. Blair raised the previous study into the potential for a mini-hydro scheme. It was felt that this was still unlikely to be feasible. Chris referred to the poor condition of the Glen Artney road which was not helped by flooding from the Miltoun Burn. Davey agreed to ask the Community Council to take up the state of this road with the Council. **Action: Davey**
- i) Bunker – Alan reported that progress was being made with the receipt of a partly completed draft business plan. GCI Telecom's newly appointed CEO had spent time putting this together which demonstrated their commitment to the project. When the full financial information had been received due diligence would be carried out with the help of some members of the Advisory Panel. GCI were promising to complete the legal agreement by the end of October. Bob said he was happy to look at the



financial information. Alan agreed to circulate the business plan to the Board.

**Action: Alan**

- k) Strategy next step – comments invited, within a week, on Ian Findlay`s draft “triangle” following the Board`s two strategy meetings. This would be circulated.  
**Action: Andy.** It was agreed that another strategy meeting would be helpful to take place on 12<sup>th</sup> November at 7.0 p.m. in the Royal (if available).
- l) Audit and AGM – Andy said that the audit had not started and it would be the end of the month before all the information was with the auditors. The accounts needed to be submitted to OSCR and Companies House by 31<sup>st</sup> December. The accounts and annual report need to be approved by the Board before these submissions. Presentation of the accounts and annual report to the members at the AGM can be made after the OSCR and Companies House submissions. It was agreed that the AGM should wait until January, which would allow time to complete the strategy process and Andy was asked to make the arrangements. **Action: Andy**
- m) Board members volunteering at the office – due to staff holidays the office would not be fully manned during October. It was agreed that the opening hours should be reduced to 9.30 -1.30 Monday-Wednesday. If any members of the Board wished to volunteer to cover the office opening Thursday and Friday they were to contact David. Emma is checking Claire`s emails and sending out e-bulletins. Blair queried whether other volunteers could be recruited to man the office but it was agreed that there would be staff implications in managing the volunteers. There was a higher priority to attract volunteers to help at the camp. Emma agreed to look at the volunteer policy. **Action: Emma**
- n) Christmas night out – it was agreed that this would be a good idea but it should wait for Claire`s return for the arrangements to be made. **Action: Claire**

## 5) Membership Application

An application for membership from Lauren Davidson was approved. It was noted that Lauren was Chair of the Heritage and Futures Centre working group.



## 6) Other Business

Blair raised the question of the terms of reference for working groups in an email. As this had not been circulated the item was deferred to the next meeting. Andy agreed to circulate it. **Action: Andy**

John King had passed on an enquiry from Kevin Howitt, President of the Mountain Climbing Club who wanted to visit the camp between 8<sup>th</sup> and 19<sup>th</sup> October to look at structures for climbing. It was agreed that the Sports Working Group should follow this up. **Action: David**

Emma noted that there was an event at the Botanics on Progressing to Low Carbon Rural Scotland. She agreed to circulate the information. **Action: Emma**

Bob raised the issue of a car club for Comrie. He had looked at the business plan of the equivalent in Dunbar (Spare Wheels) and was willing to support a business plan to get grant funding, but he expressed concern about whether the Trust had the human resource to manage and maintain a club. Applications for funding had to be submitted by the end of the month. It was agreed that the idea should be deferred until the AGM when it could be presented as an example of the type of project which CDT could facilitate if there were enough people willing to take the lead. It was likely that the Government would renew its funding.

It was agreed that the Finance Working Group could approve the accounts prior to submission to Finlaysons for audit.

The meeting closed at 9.10 p.m.

7) Next Meeting – Monday 3<sup>rd</sup> December at 7.30 p.m.