

MINUTE OF THE BOARD MEETING

Monday 28th October 2013, CDT office, 7:30pm

Item	Action
<p>1) Welcome and apologies</p> <p><u>Present:</u> David McCall, Blair Urquhart, William Levack, Bill Knox, Bob Hughes, Emma Margrett, Chris Palmer, Alan Caldwell, Fiona Davidson, Sharon Rice-Jones</p> <p><u>Staff:</u> Claire Mullan and Will Reid</p> <p><u>Apologies:</u> Malcolm Allan , Andy Heming, and Naomi Clarke</p> <p>David informed the meeting that Lisa MacDermid had submitted a letter of resignation. He expressed appreciation for her contribution to the Trust during her time on the board and hoped that she would continue to contribute her ideas and thoughts in the future.</p>	
<p>2) Consideration of the minute of the last meeting</p> <p>Noting that Sharon Rice-Jones had sent her apologies for the last meeting, the minute of the meeting held on Monday 30th September was approved.</p> <p>Matters arising: the issue of naming those involved in Board discussions was raised again. Claire advised that she had been asked previously to stop naming people as it was felt it inhibited people from expressing opinions.</p>	<p>CM to source and circulate the notes of the meeting this was agreed</p>
<p>3) CCWG update</p> <p>a) Break ins - Bunker and huts</p> <p>The police had made investigations but had not been in recent communication. They had offered suggestions on security arrangements which had been followed up. However, most were looking prohibitively expensive with a total costing of £10,-12,000.</p> <p>Contracting out to security firm for additional security patrols had been ruled out as it would cost around £50 per visit due to the remote location of the Camp. The current course of action being investigated was to train someone locally to become an accredited security guard.</p> <p>Quotes were being sought from the tenants themselves to upgrade the physical security of the huts. This was around £300 - £500 per hut.</p> <p>Upgrading of the CCTV was also prohibitively expensive with a quote of £12,000. Efforts were being made to source a cheaper quote.</p> <p>A query was raised as to whether the Trust had insurance protection for this kind of incident.</p>	<p>WL to look for cheaper quotes</p> <p>CM to check insurance</p>

b) Shirley Severin

SEE CONFIDENTIAL MINUTE

c) Bunker

SEE CONFIDENTIAL MINUTE

d) Board approval of events

Concern was raised about lack of communication to the Board about plans for the event held at the Camp on Saturday 26th October. Several Board Members had been embarrassed to be asked about it yet have no information to go on.

It was noted that due to the extensive discussions with the local police and the council licencing department, and subsequent adaptation of plans, it was not clear that the event would be going ahead until Friday morning. It was acknowledged, however, that the Board, as well as the tenants and neighbours, should have been given provisional notice and more information. This would be done for future events.

It was suggested that a diary of events being planned could be produced on an ongoing basis and circulated to the Board regularly for information. This was supported.

CM to produce an Events diary.

The wisdom of bussing in party goers from Glasgow was questioned. It was noted however, that the Camp is an event venue which can be booked by anyone.

The marketing of this event on Facebook was raised as a concern. As over 3000 people appeared to have been invited, had the possibility of unticketed people turning up being considered? Advised that this had formed part of the discussions with the authorities and their advice had been followed.

Had the local fire dept been advised of the event? The risk assessment had not identified this as necessary nor had the local police or licencing authority. Fire safety equipment had been put in place.

It was acknowledged that the use of the word "rave" in relation to the event had provoked some concern. Clarification was given that it was a dance based event specialising in house and techno music and the organisers, CryptiQ, had a good reputation for running events in similarly unique locations such as the Glasgow Underground. Reassurance was offered that a rigorous approach to organising the event had been taken.

CM to circulate the paperwork for the event.

It was suggested that the fact Cultybraggan had managed to attract this calibre of event should be viewed positively.

The event had gone well and had proved a popular form of entertainment which had been enthusiastically received. It was proposed that the Board work with CryptiQ and take the opportunity to provide similar events to be offered locally.

After some discussion, a vote was taken on this proposal. There were 9 votes in favour and one abstention.

It was noted that events should be viewed as a big revenue generator for the Trust and that this event had brought an income of £1000. However, the question was raised as to whether there was an adequate structure in place to handle this. It was noted that staff support and supervision meetings had identified the need for an Events Working Group to support the Office Manager. It was suggested that as well as all events coming past the Board

CM to adapt the Events diary to include a Board Key Contact for each event.

for information, a Board Member should be identified as key contact for each.

It was noted that the Heritage Group had discussed the possibility of sourcing an intern from the University of the West of Scotland's Event Marketing course to provide advice and support for organising Heritage events. It was agreed that this help could be sought for events more broadly.

4) Heritage Group update

a) Peter Scally

Peter Scally has an extensive collection of military memorabilia which he would like to house at the Camp. He is willing to enter into a repairing lease arrangement for two huts in which to make this collection available to the public. He proposes to make no money from this and has agreed that any donations made can be given to the Trust. In view of this, it was requested that his lease should be different from the others in that no service charges should be made. It was suggested that service charges could be met from donation. However, it was felt that, at £48 per month this would cancel out the value of the donations. The Heritage Group feel that locating this collection at the Camp would be a valuable heritage asset and would complement their work. It was agreed that no charges would be made for these huts.

b) Hut 1

The specialist plywood had now arrived and the contractors had advised that labour would start onsite this week.

A query was raised as to whether anything had been learned so far about the challenges of renovating a Nissen hut. Opportunities had been limited so far but it was intended as a demo project and the people entering into repairing leases in particular would be invited to look at what had been done.

The display material had almost been finalised by the Heritage Group and would hopefully be sent for production next week.

A Spring opening event was now being planned.

Robin Spearing had been consulted on signage around the Camp to compliment the self-guided tour that the Heritage Group are just about to publish. He had suggested aluminium with army-style stencilling as being appropriate for the setting. There was a budget for this in the funding package for the hut 1 project.

c) Other

Historic Scotland had been approached for advice on funding that might be available for connecting heat to the Guard Block. Advice had been that this would be dependent on a use being found for the building. This had coincided with a project proposal being explored with Edinburgh College of Art. It was suggested that the art students might find an immediate use for the space. It was noted that a meeting had been arranged for 5th November and this would be raised as a possibility.

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5) Repairing lease update

SEE CONFIDENTIAL MINUTE

6) Finance update

Nothing to note. Money was still tight until disposal could be progressed.

7) Health & Safety / Site Management update

Difficulty in progressing the various action was noted due to a lack of funds. Repair of the Klargestar was the only expenditure currently planned.

It was noted that the Comrie Foundation patrons had requested a meeting to discuss plans for raising money from sponsorship of signage around the camp.

Concern was expressed that some huts in the D section were being cannibalised but it was accepted that this was being done to make repairs to other huts.

CHG and
CCWG to
discuss.

8) Ryder Cup update

Two options are being developed to accommodate the catering company Mecco at the Camp.

Plan A:

Mecco refurbish huts 32-39 and 61-63 to accommodate 500 staff. Costing were being made on the basis of £10,000 per hut based on valuations by Bill Lang. The Trust is then left with 11 refurbished huts.

Plan B:

The sports field is leased to Mecco for £5 per night for 500 people for 15 days. The Trust therefore receives an income of £37,500.

Before being forwarded to Mecco, the Ryder Cup Working Group will bring final costings to the Board for approval.

It was noted that this would fall within the 28 day rule for accommodation therefore no planning permission would be necessary.

It was suggested that the income could be earmarked for a specific project with LEADER match funding being sought.

It was noted that CHG and CCWG would like to be kept informed of progress.

A query was raised as to the impact this would have on the self-catering project. It was noted that the timing probably puts it beyond the Ryder Cup plans as it wouldn't due to start until 2015.

WR to consider
the impact and
report back.

9) Sports facilities

The Gannochy money would need to be drawn down by the end of the month and the full funding package was still £7000 short. Costs are being reviewed to identify any savings that could be made and 7 applications had been submitted to various funding bodies with another due to be sent. It was suggested that the Gannochy Trust could be approached with a request to extend the deadline until replies had been received from the submitted applications.

The Heritage Group had concerns about the siting of the portacabins and the visual impact it would have on the Camp. It was suggested that remedial work could be done to mitigate the impact. It was noted that they were to be temporary structures and needed to be close to the sports

CHG and

itches. It was suggested that whilst the concerns are understandable, the benefits of having these facilities is key to the basis of the business plan for the camp so unless an easy alternative could be found, the Trust might need to live with them.

CCWG to discuss alternatives.

10) CCF update

a) MTUS underspend

Effort to recruit participants for the rural research project had proved unsuccessful despite several different approaches being tried. A decision had therefore been made to drop the project. A request had been submitted to CCF to use the underspend of £7000 to support the sports facilities. This had gone to ministers as it was a fundamental change to what was originally applied for. Whilst supportive of the sports project they have asked that we identify something more aligned to CCF. Suggestions were sought for climate challenge related projects.

ALL contact Emma with any suggestions.

b) JCCF Development Grant

A development grant of £750 had been approved. Chris Brown, the youth worker with Comrie YES, will take on the development role. Working 3hrs per week for 10 weeks, he will do more engagement and consultation work with local young people. If this identifies a wish to embark of a climate challenge project, he will facilitate a youth led working group in developing a bid for the Junior Climate Challenge Fund.

11) AOCB

Several concerns had been received at the office with regard to some new fencing around the Camp Rd paths, particularly the installation of low barbed wire. The Board agreed these concerns should be represented to the Community Council.

CM to pass this on to the CCC

A letter had been received from the Comrie Millennium Footpath Association to meet with the CDT to discuss potential conflict of ideas in relation to Laggan Wood. It was agreed to ask them to contact the Forestry Commission as the key co-ordinator currently conducting a community consultation on this.

CP to respond to the letter

Professor Pollard, a leading expert in battlefield archaeology had expressed an interest on working with the Trust in relation to a project to mark the 100 anniversary of WWI.

SRJ to follow up this contact

A workplan had been produced to help identify the role of the various projects in relation to the CDT vision triangle and clarify the role of staff in relation to funded projects. A first draft had been sent to staff for input.

EM to co-ordinate

12) Consideration of membership applications

None had been received.

13) The meeting closed at 9:45pm