



MINUTE OF THE BOARD MEETING
Monday 25th November 2013, CDT office, 7:30pm

Item

1) Welcome and apologies

Present: David McCall, Blair Urquhart, William Levack, Bob Hughes, Emma Margrett, Chris Palmer, Alan Caldwell, Fiona Davidson, Sharon Rice-Jones, Malcolm Allan and Davey Robertson.

Staff: Andy Heming, Claire Mullan and Will Reid

Apologies: Bill Knox and Naomi Clarke

2) Consideration of the minute of the last meeting

Having discussed the matter of naming people in Board minutes with the Board member concerned, Claire had produced a comparison between notes taken and minute recorded for further discussion. This is also to be circulated to all Board members.

3) CCWG update

CCWG had been working on a revised strategy paper to be presented to members at the AGM.

This had been triggered by the fact that the Bunker deal with AQL appeared to be stalled, leaving a gap in the financial projections.

Discussions with AQL had subsequently re-started but it was felt prudent to continue to explore alternatives until arrangements were on a firmer footing.

Alan Caldwell and Ray McMaster had met with PKC Head of Planning David Littlejohn which had been very positive.

Two options for 4-5 housing plots on CDT owned land were to be explored further; a strip to the SE of the Camp, in the Sports Quadrant, and the Hillground.

Both have difficulties associated with them and both go against current PKC planning policy.

However, the employment opportunities associated with Cultybraggan Camp are important to PKC as it is the only Local Economic Development Site within Strathearn.

It was felt that any Hillground development would meet local resistance as well as resistance from within the Council.

To overcome this, it would be important to link the money generated by any sales with benefit to the development of the Camp.

Three areas of expenditure had been identified:

1. Repayment of debt on the Camp
2. Infrastructure improvements i.e. road repairs and signage
3. The balance to be invested in the heritage value of the Camp which was seen as important to PKC.

The case to be put to the membership would encompass all three.

The option of plots in the Sports Quadrant would include an allocation of money to be re-

invested at Laggan Park.

If expenditure was made in these areas, PKC would work with CDT to secure inward investment to develop Commercial Quadrant 2.

The next step is for Ray to prepare a paper which will go to David Littlejohn for comment. This will then come back to the Board for comment and approval. This could then be presented to the membership and subsequently followed up within the Council, including meeting with local Councillors. All going well, the Trust could start to implement a new strategy early next year.

It was clarified that the meeting had been specifically in relation to housing options and that the sewage works and armoury plot had not been considered as they had previously been identified as unsuitable for housing; the former as it is a flood plain and the latter due to access problems.

One board member felt that the Hillground should be the preferred option as the impact on the sports pitches would be undesirable.

It was noted that the Hillground was the preferred option of the CCWG as it was felt introducing housing at the Camp would be more problematic.

It was noted that, regardless of which development was preferred, the expenditure would still be tied to the Camp. However, it hadn't been established whether this would be enforced via section 75 or by legal agreement.

Concern was expressed by one Board member about the use of the Sports Quadrant but this matched by equal concern from another about local opposition to development on the Hillground.

It was felt that there were other options to explore on the Hillground rather than selling it off.

It was noted, however, that this was not a revenue generating exercise. A capital receipt would be required if the three identified areas of expenditure were to be met.

One member expressed concern that CDT had an outstanding promise to help fund the purchase of Bumblebee Square.

In response to a call for alternative ideas, it was clarified that any joint development with a Housing Association to build social housing would also be revenue generating rather than a capital receipt.

It was clarified that the obligation to provide social housing with any development applied to more than five houses rather than five and over.

It was agreed to hold a special Board meeting in December to discuss more fully:

Monday 16th December, 7:30pm at the CDT office.

4) Trustees' Report and Accounts for the Year Ended 31 March 2013

It was noted that the report had a revised format which was hoped would be more readable and give the members a better sense of activities which has been carried out over the year. The Plans for the Future section had been expanded and office and CCF related activities had also been included.

In the restricted funds section, the Trustees should be looking at whether the activities had been carried out and managed properly and as agreed rather than any surplus or deficit as these were grant funded.

The SOFA on p24 shows the Unrestricted surplus for the year as £24,098. If the one off income from asset disposal of £47,189 is deducted it shows that there was an underlying deficit of (£23,091) over the year. (£8,347) of this is attributable to the district heating system. Staff costs are primarily paid through grant funding. If grant funding were not available the underlying deficit would increase substantially to around (£50,000). That is the sort of level of additional revenue generation the Trust will need in the longer term to be

financially sustainable.

On P35, the value in each fund includes the asset values. For example, £24,539 is shown against the Orchard but this includes £10,000 worth of shepherd's hut as well as the value of the orchard itself at around £15,000.

The Unrestricted Fund balance of £99,378 is not the amount of Unrestricted cash or reserve funds available to the Trust. It is the difference between the £646,934 worth of asset and the (£547,556) owed in loans from that fund.

Clarity was sought on how the asset value is established. Was it valued annually or at a set depreciation?

- The main camp and buildings are valued at cost price. Other assets such as plant and equipment are depreciated over time. For example the District Heating is considered to be both i.e. the pipes are valued at cost but the boiler depreciates over time. This had been set to the time frame of the feed in tariff i.e. 20 years. Other smaller items such as the Cargo Trikes would simply depreciate over a short period of time usually 3 years
- 2 years ago, Galbraith's had valued the asset at £650,000. Buildings 109, 15, refurbished units 58-60 and 75-80, plots in the commercial quadrant and the house plots had been valued at £625,000. The balance of this was therefore attributed to the rest of the camp i.e. Orchard, Sports Quadrant, Hillground Bunker etc. was therefore valued at £25,000. At the time of the valuation an estimate of what the Trust might raise if it were to sell those areas and it brought the valuation back to the level of the accounts value of cost paid. It was decided at the time that that remained a valid way to assess the asset value.

Were there any other anticipated areas where clarity might be sought?

- The District Heating had been included in the utilities figures. It was noted that this wasn't in order to hide anything, simply that it is necessary to group expenditures together, in this case with water and electricity costs under utilities, to keep the number of spending categories shown in the report at a reasonable level.

What is "provision for doubtful debt"?

- This is a way of recording bad debt which has not yet been written off. It is in reference to arrears which is being repaid but is still outstanding.

The Board approved the accounts for audit

The auditor will begin the checking of documents in the CDT office on Thursday 28/11/13

Referring back to the previous item, it was highlighted that what the Trust is trying to do is actually *not* sell off parts of the camp. Commercial Quadrant 1 had been created and agreed with the members in response to an expressed need i.e. local business who wanted to locate to the camp but preferred to buy rather than rent.

It was noted that the value of the assets at the Camp is higher than the capital receipt. The key is to identify capital receipts that minimise the disposals required and minimise the loss

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of land.

In considering alternatives to the proposal outlined in item 3, it was suggested that Trustees consider the loss to local need as well as capital receipt gained.

However another Board member suggested caution not to overlook financial realities.

An example was offered in relation to disposal of building 109. In the context of an overall target of £500,000, £200,000 could be raised by the sale of building 109. This would need to be offset against the loss of ongoing rental income but also against the ongoing cost of the debt. It was noted that the calculations had been done on both scenarios and a sale figure of £4-500,000 would be needed to break even on rent v cost of debt.

5) AGM

There was some discussion on the need to manage the AGM process more effectively. Advice had previously been sought from DTAS on this.

It was agreed that the Chair would take one question from the floor per person. It was stressed that this was in order to allow more questions to come through rather than less and care should be taken to communicate this effectively when the AGM papers are issued.

A January date had been proposed as, in relation to the audit process, this was the first possibility for the AGM. However, to allow full and careful preparation for the presentation of the revised strategy, it was agreed to move this into February. The date was set as Monday 24th February.

One Board member indicated that they would be standing down. After some discussion on the procedure of identifying the full quota of Board members standing down, it was agreed to postpone any decisions until the next meeting.

6) Repairing lease update

It was reported that the request for references had now gone out to those who were ready to sign up.

Concern was expressed that the whole process had taken so long and it was suggested that this should be seen as a major failure.

It was felt that there was a need to revisit the incentive because the benefit to the repairing tenant is marginal if time is taken to calculate the costs. At the end of the period the renter is left with nothing but the buyer can sell for profit.

It was noted that the repairing tenant has the free use of the hut relative to the investment made in renovations and that the huts in question were not for sale.

It was also noted that in setting up the repairing lease scheme there had been lengthy discussion about what the terms and benefits would be and now was not the appropriate time to revisit this.

It was acknowledged that there had been issues that had taken the Board some time to sort out but these had now been resolved.

It was suggested that several people had pulled out due to delays and also those who had decided not to proceed because they had calculated that it wasn't financially worthwhile.

It was noted however, that only one person had indicated so far that they did not wish to proceed. This was in relation to the largest of the huts allocated which would require substantially more investment than the others. At least 6 people were eager to proceed.

Concern was further expressed that people were being deterred from applying because they were having to wait.

It was noted that the decision had been made to close the scheme until the first batch was processed but that interest was still being recorded on the waiting list. This was in part due

to pressures on staff time but also in light of the teething problems.

Taking staff resources into consideration, the following schedule was proposed:

- Start to process the paperwork as references were received from the people ready to sign up.
- Approach everyone who had been allocated a hut to ask what their intentions are. The new reference request will also be communicated.
- After this had been done, it would be apparent which huts would still be available and the waiting list could be opened.

It was suggested that the Board should consider how they could support staff in this if time was an issue.

It was noted that an allocation panel of three Board members had been established in order to support staff in this.

It was noted that pressure on staff time was an ongoing concern which was being looked at

7) Heritage Group update

Building works on the Heritage Centre at hut 1 would be complete by Wednesday.

Material for the exhibition boards had been compiled by the Heritage Group and this was now with the designer.

The self-guided tour leaflet was now with the printer and almost ready to go. Signage was being prepared to accompany this and would be an army camouflage background with white stencilled print. A plan had been prepared, showing the proposed location of the signs and opinion was sought on any unforeseen issues with this. Signage would be fixed to lampposts where possible but some would be in grassed areas. How would this impact on grass cutting?

It was suggested that gravel beds could be used around the posts.

It was suggested that the plan be forwarded to CCWG for comparison and information in relation to road signage being planned.

It was noted that with more people moving about the Camp (with the self-guided tour) the road signage should be a priority.

It was noted that there were three types of signage being proposed; road rules (i.e. no entry, one way, 10mph), street names and heritage interpretation.

It was confirmed that the Camp21 sign had been temporarily removed for maintenance and would be going back up.

It was noted that official road signage would be expensive and that temporary signage should be put up whilst funds were being sought in order to address the Health & Safety issues.

It was requested that all site users be contacted regarding the Health & Safety issues in relation to road use. It was noted that the tenants were in the process of setting up a tenants association and once established, this would be the appropriate forum to raise such issues.

Volunteers from the Heritage Group had recently visited Eden Camp in Yorkshire on an

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exploratory trip. It was much smaller than Cultybraggan Camp with only 25 huts but it was felt that lessons could still be learned. School visits are a significant proportion of their income and it was suggested that there would be an opportunity, with the 100 anniversary of the First World War next year, for the Camp to build a reputation in this field.

There would be a Spring opening ceremony for the Heritage Centre at Hut 1 and there were plans to have a special World War One exhibition.

There was also an idea to plant a memorial poppy meadow and it was suggested that this could be a joint project with the community council.

It was suggested that the Heritage Hutting business plan confirmed the financial value of the Camp's heritage as increasingly important. In relation to this it was noted that the Bunker is a unique part of the Camp's heritage and caution was offered about selling it without any controls in place. It was suggested that a visit to Fife's Secret Bunker could help evaluate the economic value of making the Bunker a tourist attraction.

It was reported that the Heritage Hutting proposal had passed the enquiry stage with the Heritage Lottery Fund and the full submission would be made on Friday with a decision in 3 months.

8) CCF update

a) MTUS underspend

A proposal had been prepared for a Green Transport campaign to make use of this underspend. This picks up on the work previously done on the Green Travel Plan in 2010/11 and will include the promotion of cycling activities and motorist awareness, supporting and mirroring the work being done with young people on active travel.

The next step is to send to CCF for approval.

b) JCCF Development Grant

Chris Brown, the youth worker with Comrie YES, had been appointed to carry out engagement activities and help local young people develop their own bid for the Junior Climate Challenge Fund. He had already met with the travel committee at the PS and the CDT Sports WG.

11) AOCB

Sports

Gannochy had granted an extension to the end of March. This tied in with the PKC deadline and the lapse of the Sports planning permission.

The Sports Working Group had met recently to talk about building a temporary icerink at the Camp and also to look at a range of youth sports activities with Chris Brown.

It was clarified that David McCall was Chair of the SWG and other members were William Levack, Bill Knox, Davey Robertson, John King and Jeremy Spurway.

Xmas lights

Comrie's xmas lights are currently stored in Fife which proves costly. Could they have some storage space at the Camp? Suggested that they could share Hut 83 which is currently used by the church and for CDT storage. It was suggested that, in return they could connect the hut to the electricity. It was felt that this would not be necessary but that they would contribute to the upkeep of the building.

Allotments

It was reported that the allotments committee were struggling to recruit committee members. The Board were asked to help spread the word that volunteers are needed.

Other

Lesley Riddoch would be at the WRI hall on Thursday night to discuss her new book. As this was all about the power of communities in the future of Scotland, it was recommended to the Board.

Blair and Sharon had recently attended the RTPI conference. It was noted that the bottom up approach was gaining momentum across the country. This had applications to villages as well as towns. Sharon would circulate a link to the town centre strategy which contained useful information in relation to securing grant funding. It was noted that Crieff was considering becoming a Business Improvement District.

12) Consideration of membership applications

None had been received

13) CLOSE

The meeting closed at 9:30pm
