



14th February 2018

Dear Member,

It's hard to believe another year has passed and we're already sending out the papers for the 2018 AGM (attached below). It's been a busy year with progress on many fronts but also with a good deal of change of personnel both on the Board and in the CDT Office. Bob Hughes has recently announced his resignation as Treasurer and Jon Williams has also stepped down. In July, we welcomed Tara Fraser and Phil Mestecky, who were recruited as Project, Planning & Development Manager and Heritage Activity & Events Organiser respectively, and they have really started to make a positive impact at the Camp. Sadly, just last month, we had to say goodbye to Naomi Clarke, who has left us as Estate Manager to go to work for Dundee City Council as their Climate Change Officer.

With all these changes comes the opportunity to review the roles of staff and Board to see how we can work more effectively and efficiently, without overloading individual volunteer Board members. At the last Board meeting, a couple of key changes were agreed:

1. It was decided that the Board should step back from the direct, hands on administration of CDT and take on a more supervisory and advisory role. This, in turn, requires the office staff to become responsible for developing the goals and objectives, that are set by the Membership and Board, with development plans and budgets for approval by the Board and then delivering on these plans. Having access to expertise, networks and, from time to time, hands on help from experienced and knowledgeable Board members will be essential for the office staff to be able to achieve the objectives. The Board believes that this new way of working will allow CDT to become more focused on delivering realistic results and ensure the role of Board member is more manageable and appealing.
2. Related to this, rather than replacing Naomi like-for-like, it has been decided to recruit a new office manager to take on a range of duties including providing admin support for Tara, Phil and Andy Heming, our finance officer, as well as the Board. Naomi's former duties will be redistributed between Tara and the office manager. Once the new office manager is in place, we will have a staff team with the necessary skills and experience to support CDT going forward.

In this context, we are now asking all Members to consider joining us on the CDT Board. In particular, we are looking for people with expertise in: finance; law; business and management, planning, fundraising, building and construction, arts/culture/heritage/charities and youth work as these are the areas where support, advice and connections would be of greatest value to the work of the Trust. However, above all we need people that enthusiastically support the goals of CDT and are keen to see them achieved. Speaking as a Board member, I can already see the difference this new approach is having and would encourage you, whether you've previously served on the board or not, to give some serious thought to getting involved now. Please don't hesitate to contact any of the Board members or office staff if you would be interested in discussing this further.

With best wishes

Helen Buchan
Chair, Comrie Development Trust

Comrie Development Trust - Company Ltd by guarantee - Reg. in Scotland - Reg. No. SC305425 - Charity Reg. No. SC038596 Registered Office - Hut 3, Cultybraggan Camp, Comrie, Perthshire, PH6 2AB Phone: 01764 670769 email: cdt@comriedevelopmenttrust.org.uk ; Website: www.comriedevelopmenttrust.org.uk/					
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14th February 2018

Dear Member,

COMRIE DEVELOPMENT TRUST – NOTICE OF ANNUAL GENERAL MEETING

You are invited to attend the AGM of the Comrie Development Trust, which will be held on Monday 5th March 2018, 7.30 pm, at the White Church, Comrie. Please accept this as the formal notice of the AGM, which will consider the following:

- ❖ AGM Agenda including the proposed Special and Ordinary Resolutions;
- ❖ Minutes of the Annual General Meeting held on 31st January 2017;

Copies of the Annual Report and Financial Accounts for the financial year 2016/17 and the AGM Minutes are on the CDT website homepage or Minutes/Accounts section via: www.comriedevelopmenttrust.org.uk or at the Trust's office. If you would like to receive a print copy of the above, please telephone the office on 01764 670769 and leave a message for the staff.

If you are interested in becoming a Director of Comrie Development Trust or volunteering to assist with CDT activities, please complete one of the application forms at the end of this letter, or contact the office at Hut 3, Cultybraggan Camp, by phone: 01764 670769, or email: cdt@comriedevelopmenttrust.org.uk; Completed application forms should be returned to the office by Monday 26th February 2018.

If you require a proxy vote then forms can be obtained from the CDT office or the CDT website and must be returned by 7.30pm on Saturday 3rd March 2018. Please note that Associate Members cannot vote or be considered for election as a Director.

Regarding the enclosed formal Notice, please note that a list of applications received for the position of Director will be posted on the White Church notice board and on the CDT website on Tuesday 27th February 2018 and announced at the AGM.

We look forward to seeing you on 5th March.

Yours faithfully,

Helen Buchan
Chair, Comrie Development Trust

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NOTES:-

1. Full Members (i.e. as opposed to Associate Members) shall have one vote and this may be given personally or by proxy. The appointed proxy (who need not be a Member of the Company) may exercise all or any of his/her rights to attend and to speak and to vote in his/her place. For those Full Members wishing to appoint a proxy, a completed proxy vote form must be lodged at the CDT office by 7.30pm on Saturday 24th February 2018. This should be dated and signed by the Full Member, and must clearly indicate the name and address of the person to be appointed as proxy (who need not be a Member of the Company). Proxy forms are available from the CDT office or from the website.
2. According to CDT Articles of Association, any Elected Director who was appointed by the directors (under article 65) in the period from the date of the last annual general meeting shall retire from office; this applies to Hamish Wood and Jack Birrell, both of whom are standing for re-election. Bob Hughes, Jon Williams have stood down from the Board, and Christian Campbell is also standing down from the Board, so there will be three new vacancies for Elected Directors on the CDT Board in addition to the existing three vacancies. In order for CDT to operate with its presently reduced number of Directors the Board consider it prudent to make changes to the quorum required for the Board to carry out its business. This proposed change is subject to article 42 and requires the support of 75% or more of the votes cast on the resolution.
3. Nominations are invited from Full Members to stand for election as a Director. To be valid, nominations must be in writing, dated, and signed by the Full Member who is seeking nomination, confirming that said Full Member is willing to be appointed. Nomination forms are included immediately after this Notice. In addition, they are available from the CDT office and on the CDT website and must be returned to the CDT office by Monday 26th February 2018. A list of the candidates standing for election/re-election will be posted in the CDT office window and on the White Church notice board and on the CDT website on Tuesday 27th February 2018 and announced at the AGM. In the event that there are more individuals standing for election/re-election than there are vacancies, each Member attending the AGM will be asked to vote for his/her preferred candidates equivalent to the number of vacancies. The candidates with the highest number of votes up to the equivalent number of vacancies will be elected as Elected Directors.
4. There are also various other opportunities to support CDT activities in a wide variety of ways, and the Trust is always keen to encourage volunteers who wish to help with Camp maintenance, estate management, Heritage Activities, Events, Orchard and Hillside/Woodland development. Please complete and return your details on the volunteering form if you are willing to assist with this work, or you want to hear more about it.
5. Finally, please use the tear-off slip at the top of the volunteering form to let us know if your contact details have changed, including your most up-to-date email address, if you have one.

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NAME OF NOMINEE (block capitals)

ADDRESS

PHONE e-mail

Please give a short description of your personal interest in involvement in the activities of Comrie Development Trust, and reasons for wishing to join the Board of Directors.

Please provide a brief summary of any relevant skills, experience or interests which you would bring to Comrie Development Trust.

I wish to be nominated for election to Comrie Development Trust’s Board of Directors.

SIGNED BY NOMINEE

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    		 LOTTERY FUNDED  HISTORIC ENVIRONMENT SCOTLAND  ARANNEACHD EACHDRAIDHEIL ALBA	 The Gannochy Trust  AHF The Architectural Heritage Fund	 The Scottish Government 	
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CONTACT DETAILS

1. Please let CDT know by returning the top of this form if your contact details have changed

Name:

Address:

Contact Phone Number: E-Mail Address:

CDT ACTIVITY SUPPORT

2. Can you help with CDT’s future work, on the Board or Working Groups, or at the Camp?

Joining Comrie Development Trust Activities		
Tick for more information or interested to join	Want more information	Interested to join
	√	√
CDT Board		
CDT Volunteer activities		
Cultybraggan Camp Maintenance		
Site and Estate Management		
Heritage		
Events		
Orchard		
Hill ground/Woodland		
Environment, Renewables		
Self Catering Development		

Form for return to the CDT office: Hut 3, Cultybraggan Camp, Comrie, Perthshire, PH6 2AB

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		<p>LOTTERY FUNDED</p>
<p>Scottish Rural Development Programme</p>		<p>Supported by Rural Perth & Kinross LEADER Programme 2014-2020: The European Agricultural Fund for Rural Development: Europe investing in rural areas</p>

Annual General Meeting

7.30 p.m. 5th March 2018

The White Church, Comrie

Agenda

1. Welcome, introduction and apologies
2. Minutes for approval
 - a) Annual General Meeting held on 31 January 2017
3. Chairperson's report for the year ended Chairperson's report for the year ended 31 March 2017
4. Treasurer's report – no verbal report can be given as the Treasurer's post is vacant. Any queries should be directed to Andrew Heming, Finance Officer in the CDT Office.
5. Special Resolution – Proposed Amendments to Memorandum and Articles of Association
In accordance with Articles 42 and 43 of Comrie Development Trust's Memorandum and Articles of Association, this Special Resolution approves changes to Articles 61 and 90 as follows:
Number of Directors
61. The minimum number of Directors shall be three.
90. No business shall be dealt with at a meeting of the directors unless a quorum is present; the quorum for meetings of the directors shall be 50% of all directors (subject to article 91) with a minimum of three.
6. Ordinary Resolutions (2)
 - a. To make appointments as a Director of the Company under Article 64 and re-appointments as Directors of the Company under Article 69.
 - b. To authorise the Directors to appoint the auditors of the Trust until the end of the next period for appointing auditors and to determine their remuneration.
7. AOCB
8. AGM Close

Additional Reports and Discussion

1. Cultybraggan Heritage Self Catering developments update
2. Heritage Activities and Events developments update
3. Heinrich Steinmeyer Legacy update
4. Recruitment – CDT Board and Working Groups

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