



Board Meeting

Monday 19<sup>th</sup> March 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, Peter McRitchie, Peter Jones, Bill Knox.

Staff – Emma Margrett, Andy Heming, Claire Mullan, Will Reid

Apologies – William Levack

2) Consideration of the minute of the last meeting

The minute of the meeting on the 20<sup>th</sup> February was approved.

Updates on action points

a) Triodos loan

Almost completed, awaiting return of details from 2 board members.

b) Delivery plan

District Heating project ongoing. Next step is to procure fuel supply.

Car Club proceeding. Next step is to write business plan.

c) Communications

David McCall asked Working Group leads if they could aid communications by sending a few bullet points to update Claire Mullan on Working Group news for inclusion in the e-bulletin.

Terms of reference for Working Groups is a work in progress.

Dr Irvine had contacted the Trust with regard to repair of the March fencing and remedial work to the lade and reservoir. Alan Caldwell had responded with an offer to



arrange a site visit to discuss these matters. It could also be an opportunity to discuss plans for deer fencing and the possibility of sharing the water connection to the Camp via the Farm.

**ACTION:** Alan Caldwell and Chris Palmer to proceed with arrangements for a site visit.

3) Matters ongoing

a) Funders meeting

The annual meeting of the Trust's funders on the morning of the 9<sup>th</sup> of March in the Royal Hotel had been successful. Over 30 participants; politicians, government officers and funders; had gathered to discuss the funding options to help the CDT towards its target of financial sustainability by 2015. There were 4 themed discussions; data centre developments at the Bunker and the wider opportunities this will create, plans for a heritage and futures centre including high quality office space to reduce commuting and attract business activity, the development of the Sports quadrant at the Camp and creating investment capital for future workspaces and enterprising low carbon activities.

Feedback had been positive and it had been a great opportunity to let the funders know what the Trust's requirements are and to make the most of the assembled expertise to get the best advice on how to proceed with plans and applications.

David McCall thanked Alan Caldwell for his hard work as the fundamental driving force behind the success of this meeting and his ability to influence invitees to make the commitment to attend.

**ACTION:** Notes to be circulated from each discussion.

b) Bunker updates

Discussion noted in the Confidential Minute

c) Financial update

Discussion noted in the Confidential Minute

d) Climate Week Event

Biomass boiler had proved a popular attraction. Had been a good opportunity for anyone interested in the projects at Cultybraggan Camp to find out more.

e) Community Council

CDT hadn't been on the agenda at the last CC meeting. Davey Robertson would ensure it was on for the next meeting.

**ACTION:** Claire Mullan to submit a report for Davey to bring to next meeting

Noted that CC meets on the 2<sup>nd</sup> Thursday of the month.

Davey and Claire to prioritise organising the informal meeting between CDT and CC.

f) Policies due for review

All current policies had been reviewed by the board members and were agreed and adopted.

A new Health and safety policy had been submitted for consideration.

Claire reported that she had recently been on a Health and Safety course and ran through a few minor measures that would have to be implemented to comply with the proposed policy.

Confirmed that medical information cards would only have to be held for staff members not for volunteers.

Confirmed that it is the responsibility of individual tenants to look after their own Health and Safety. CDT had fulfilled its Health and Safety obligations to them by having a risk assessment done for the Camp.

The Health and Safety Policy was duly agreed and adopted by the Board.

**ACTION:** Claire to proceed with implementation of measures to comply with the policy and to review the mitigation actions noted in the risk assessments.

g) Working Groups membership

David asked that Working Groups proceed with writing their terms of reference once Emma had passed round the template. This was to help people who wanted to get involved understand the commitments and responsibilities. It should also clarify membership.

**ACTION:** Emma to circulate template document

4) Matters arising

a) Bumblebee Square

A meeting had been held on Friday 16<sup>th</sup> March between the Friends of Bumblebee Square (FBS) and those board members able to attend. It had been a positive and constructive meeting resulting in the development of 5 options to be investigated.

Concern was expressed that all board members had not been fully informed by FBS prior to the meeting. Also that FBS had approached Perth and Kinross Council planning department independently of the CDT. However, it was agreed to put political issues to one side in the interests of moving forward positively.

A strategy was proposed whereby a small working group would be convened to look at the 5 options in detail from a technical, financial and design point of view. The proposed members of this working group were; Andrew Finlayson, Jimmy Denholm, Ray McMaster, Ted Henderson and the CCWG. It was felt that this offered the appropriate mix of skills to consider the options from a professional perspective. This working group would report back to a joint meeting of FBS and CDT Board which would then convene a public meeting to present the findings.

One Board Member felt that this would take too long and requested a faster timescale. However, other Board Members felt that the Trust needed to consider the options diligently and not proceed in a haphazard manner.

It was agreed to circulate the papers handed out for the meeting on the 16<sup>th</sup> March for all to consider.

The Board agreed the strategy with a proposed timescale of 1 month.

b) Lease on Dunira Street

As the lease on the Dunira Street office would run out at the end of May, David proposed that the board take the opportunity to consider options as this office costs £5000 a year to rent. Noting his personal interest, he offered his own premises to rent for £3000pa. These are smaller but essentially offer the same facilities.

It was suggested that staff and board members view the premises before a decision is made.



It was suggested that Doug Smart should independently evaluate both premises for rental value.

Decision postponed for board members to consider all options.

c) New Working Groups

It was reported that the CCF grant had been confirmed and a Working Group would need to be set up to oversee the delivery of the three projects.

David McCall agreed to lead on a CCFWG for an interim period of 3 months.

Line management should proceed with recruitment as soon as possible.

The establishment of a Youth Working Group would help feed into the CCF Youth Conference project.

Emma confirmed that some of the existing youth groups in the village had been approached before the CCF bid was submitted and all had expressed an interest.

David also agreed to head up the establishment of a Youth Working Group.

5) Consideration of membership applications.

One associate and one full membership application had been received.

Both were approved by the board.

6) AOCB

Peter McRitchie reported that the Foundation is running a fundraiser to win A Gallon of Grouse. To enter, you need to guess the birthday of the bottle. Entries cost £2 and you can guess as many as you like. To enter, drop into the office and put your guess in the calendar.

Claire noted that as Emma would be leaving at the end of the month, this would be her last board meeting. David took the opportunity to thank Emma for her hard work and contribution to the work of the Trust, for her professionalism and enthusiasm for all things carbon reduction related. He hoped that she would continue to participate and be a strong contributor to the CDT. A small presentation of flowers was made and the board showed their appreciation with a round of applause.



7) Line Management

- a) Staff redundancy arrangements

*Staff left the meeting at this point to allow the Board to discuss staffing issues.*

Correspondence to follow.