



Board Meeting

Monday 16<sup>th</sup> July 2012, 7:30pm

CDT Office – 32-34 Drummond St, Comrie.

MINUTE

1) Welcome and apologies

Present

Directors: David McCall, Bob Hughes, Davey Robertson, Blair Urquhart, Chris Palmer, William Levack, Peter Jones, Bill Knox, Emma Margrett, Malcolm Allan and Alan Caldwell

Staff: Andy Heming, Claire Mullan, Naomi Clarke

Apologies: Lisa MacDermid, Peter McRitchie and Will Reid.

2) Consideration of the minute of the last meeting

The money for the mower had arrived.

**ACTION:** Bill Knox to contact supplier and purchase.

The cost of extending the District Heating pipe out to Hut 1 had been established as £6000. It had also been established that the Boiler would be capable of heating the whole Camp. It was agreed to make the architects working on Hut 1 aware of this before they proceeded to the next stage of developing the plans.

The Gannochy application for the Sports Quadrant hadn't yet been submitted.

Query regarding the generic terms of reference and the requirement to refer all discussion surrounding the Camp to CCWG. Advised that this was due competing priorities within the Camp. After much discussion, it was agreed that a paper should be submitted to the Board, clearly outlining the argument, for their consideration before the next full Board meeting.

The minute of the meeting on 25<sup>th</sup> June was approved.

3) Matters ongoing

a) Financial update

A paper was tabled to brief the board on the current position with LEADER and CCF funding.

- David McCall, Andy Heming and Claire Mullan had met with David Gunn of KSB and Judith Young from the Scottish Government to discuss what was expected of the Trust with regard to the CCF funding. This had been a positive meeting. An important factor would be for the Trust to act as mentor to other groups.
- Will Reid had reviewed the LEADER milestones and had advised that, whilst the initial planning stages could be progressed, there may be a gap whilst the capital is sought.
- Due to the differing requirements of each fund, the staff would need to clearly monitor time spent on each area of work. The Finance Working Group would work with the staff to set up a system for reporting on this.
- The red diesel money would meet the Trust's match funding obligations over the three years of the CCF funding therefore no major strategic changes would need to be made. Mostly a question of putting systems in place.

QUERY: would CCF cover security staff costs?

It wouldn't cover maintenance work but it would cover development i.e. as part of the ongoing development of the Camp, the Trust wants to review security – this could be acceptable.

QUERY: is this all manageable with staff on a 3 day week?

Advised that Andy and Claire now on 3.5 days and that staff do what they can in the time allocated.

Suggested that some pressure may be alleviated by volunteer input, perhaps a student placement, in order to fill the village engagement element of the office and let staff concentrate on tasks at hand.

Advised that, whilst office opening times were now reduced, this was in response to past criticism of overspending on staff costs.



There may be a 'meet and greet' role for volunteers when Hut 1 is refurbished but there would be Health and Safety considerations.

Caution that volunteers need to be managed and this may be a further drain on staff time. Also that volunteers may revert to staff with enquiries anyway, further increasing workload.

Agreed this was an area to consider further.

b) Comrie Fortnight

i) Street market

to have a focus on the Heritage Centre as well as a membership push. Woodland and Orchard plans would also feature.

The Foundation Stone was to be housed at the office until such times as the Heritage Centre was ready. This also to be communicated at the stall.

ii) Open Day

Malcolm Allan reported that Nick Brewster was trying to arrange for some classic cars to attend.

Claire reported that the Western Desert Recce military vehicles group had also been approached and were interested in taking part.

Naomi Clarke had arranged for a Fuel Efficient Driving demonstration.

Blair Urquhart advised he would confirm arrangements with the Allotments Association at their meeting the following evening.

Hut 42 to be the main base for the Board.

Blair Urquhart agreed to man Hut 16 to showcase the Biomass Boiler and District Heating system.

Naomi also to be stationed here with the Solar demonstration unit, accompanied by the installers, Planet Heat.

Emma Margrett would approach the Orchard Working Group with a view to having some sort of demonstration.

Bunker tours would be dependent on the condition of the Bunker nearer the time.

4) Matters arising

a) Volunteer policy

Emma advised that the Trust had no volunteer policy and that she was happy to draft one for the Board's approval.

Agreed that all draft policies should be progressed, with the aim of presenting one at each Board meeting.

5) Consideration of membership applications

No applications had been received.

6) AOCB

a) Correspondence had been received regarding the possibility of working with a consultant to set up community meetings in relation to a proposed wind farm.

Agreed that this was an issue for the Community Council.

b) An invitation had been received to attend the DTAS conference. David McCall agreed to attend. Advised that bursaries may be available.

c) The Bowling Club were looking for prizes for their raffle.

d) Heritage and Futures Centre funding application was progressing. A very positive Open Meeting had been held and a workshop was planned for the 30<sup>th</sup> of July to help volunteers work through ideas.

This would involve employing a consultant to assist with the application. The Board agreed this expenditure.

**ACTION** Alan Caldwell to circulate resume of Jura Consultants to the Board.

e) William Levack reported that there had been a serious break in at the Camp resulting in £15,000 worth of a tenant's tools being stolen.

The police were currently conducting an investigation.

William had spoken to James Grant regarding CCTV systems. Whilst full systems were costly at around £10,000, James could possibly provide a camera with IT back up for around £2-3,000. This single tender for the work was approved by the Board.



- f) Emma brought up the issue of single tendering for the Youth Conference also. It was felt that the nature of the consultancy meant that people already engaged with the young people of Comrie would be best suited to do the work.  
Confirmed that this was within the rules of the CCF funding as it would be under £5000.  
The Board agreed this single tender.
  - g) After some discussion around the issue of single tendering, it was agreed that the Finance WG review the procurement policy
  - h) Joan and Johnnie Carmichael had recently celebrated their Golden Wedding Anniversary and had asked for donations to the Foundation instead of gifts. £1000 had been raised. The Board were asked to consider how this could be best spent. Chair, David McCall, said we would write to the Carmichaels to thank them for this donation.
  - i) The landlord from Dunira Street had agreed that the old signage could be painted over. Peter Jones volunteered to do this.
- 7) The meeting closed at 9pm. Date of next meeting Monday 27<sup>th</sup> August. Venue to be confirmed.