

MINUTE OF BOARD MEETING

Monday 30<sup>th</sup> September 2013, CDT office, 7:30pm

Item	Action
<p>1) Welcome and apologies  <u>Present:</u> David McCall, Blair Urquhart, William Levack, Bill Knox, Bob Hughes, Emma Margrett, Chris Palmer, Malcolm Allan, Fiona Davidson</p> <p><u>Staff:</u> Andy Heming</p> <p><u>Apologies:</u> Alan Caldwell, Claire Mullen, Will Reid and Naomi Clarke</p>	
<p>2) Consideration of the minute of the last meeting</p> <p>The minute of the meeting of the 26<sup>th</sup> August 2013 was approved.</p> <p>Issue raised that contributors and commentators be named within the minutes, at the very least paper authors should be named.  Others present thought that not attributing names to comments had been agreed at a previous Board meeting and the minutes were being written in the form decided at that meeting.  Issue deferred to next meeting and past minutes to be checked</p> <p>Matters arising;  Shirley Severin lease: Shirley has requested and been granted an extension to Nov 13 and is going to meet with CCWG to discuss longer term position.</p> <p>Allotment bays: Emma has circulated compost bays operational plan. Bays will remain out of use until the Allotments group have agreed and implemented system with members.</p> <p>Camp waste bins: One has been burnt.</p>	<p><b>CM to check past minutes</b></p> <p><b>CM asking PKC for donation of bin?</b></p>
<p>3) CCWG update</p> <p>a) Break in  A break in had been discovered at the 3 North facing half huts overnight on Fri 27/09/13  Access had been through the back gate.  Police had attended that morning's CCWG meeting and made several suggestions for consideration;</p> <ol style="list-style-type: none"> <li>1. Overnight patrol presence, either continuous or visiting.</li> <li>2. Building alarms that contact hut tenant and site management staff in the event of a break in.</li> <li>3. Signs warning of CCTV and patrols.</li> </ol>	

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4. Anti intruder paint.
5. Additional CCTV (police noted that current CCTV quality is insufficient to be used for police identification purposes.)

Tenants are concerned about security and they are being invited to quote for work to improve security –doors, windows, alarms.

**WL to contact tenants**

Another attempt may have been made on R. Spearing premises, though there seems to be uncertainty over this.

Issue of credibility with recent Bunker break in and now this.

Davey Robertson to be asked how his building contractor premises is protected.

**WL to contact DR**

CCWG gathering information and considering actions to be taken.

**CCWG**

- b) Disposals review  
 CCWG have received planning advice and report from Ray McMaster. Meeting to be arranged with D. Littlejohn at PKC.

**AC to contact DL**

- c) Working Group Chairs' attendance at CCWG.  
 Chairs of Working Groups active at the Camp attending CCWG meeting monthly. Meeting to be arranged.

**WR arranging times and dates**

#### 4. Bunker

Smart & Co fee proposal in discussion.  
 Previous agent, Andrew Black, will also be approached.  
 AQL have given no indication as to why communication has ceased.  
 GCI have already indicated that they are awaiting news on Scottish Gov. public sector data storage procurement.

**Ongoing with CCWG**

Question asked if the Bunker could be opened for visitors?  
 Initial response is that this would probably be financially impractical with current quote for fixing roof leaks £57,000 and annual minimum running cost expected to be around £30,000 pa.  
 Agreed it is possible to assess if there might be a safety and financially practical way to achieve some opening of the Bunker to visitors.  
 Agreed the Heritage Group will consider and take to joint CCWG meeting.

**Heritage Group**

#### 5. Repairing lease

It was noted that the Heritage group were not consulted as part of the

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allocation process and there is concern about maintaining the heritage aspects of the let huts.

Agreed to put the current offers on hold whilst the Heritage Group assess each allocated hut, beginning with the ready to proceed huts, consider whether there needs to be a heritage clause for any of the lets and report back to CCWG.

**Heritage Group**

Agreed two Board members to sign each lease, one from CCWG and one from Heritage Group.

It was noted that Peter Scully is interested in storage space for history display items and Kampfgrupper Scotland are happy to change name to KGS to secure allocation.

Agreed that there should be a time limit on how long offers made are open for. End of October agreed as end date for current offers.

**CM to notify**

6) Finance update

Audit and Year End accounts not yet completed.

Revised timetable agreed with Finlaysons;

08/11/13 Completed accounts and Annual Report to Finlaysons

11/11/13 -29/11/13 Audit

06/12/13 Accounts and Annual Report sign off

29/12/13 (or later) AGM

In theory the AGM could be before the end of 2013, but in practise that would put it between Christmas and NY. Later in January w/b 20/01/13 would be more practical.

Working Group reports not yet received. Report template to be resent.

**AH to resend template**

Deadline for reports to CDT office Fri 25/10/13.

**Working Group Chairs**

7) Bumblebee Square

Apple Day proceeds will be in favour of BBS.

8) Health & Safety report

Question asked if there is a Site Management Plan. Response given that the Site Management Plan is a work in progress and the Site Management Group are implementing the H&S plan.

**Site Management**

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Concern raised regarding traffic signs and impact on heritage of Camp. Agreed Heritage Group will be consulted on traffic signs before installation.

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**ent Group**

9) AOCB

Note from concerned parent regarding community involvement with Primary School.

Board noted that they are satisfied with the Trust and Primary School engagement.

Request from PKC Libraries received to participate in Library 'Big Listen' process. It was suggested that SRJ to be invited respond.

**BU to  
contact  
SRJ**

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10) Consideration of membership applications.

None received.

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Staff invited to leave at 9:30pm before final item.

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11) Staff issues

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