



Comrie Development Trust

Board Meeting

Monday 30 November 2015, CDT office, 7:30pm

MAIN MINUTES

- 1. Attending** – Andrew Reid (interim chair), Helen Buchan, Ray McMaster, Bob Hughes, David Robertson, William Levack.

Apologies: Chris Palmer, Sharon Rice-Jones

Board Membership: resignation tendered by Bill Thow and accepted with regret by the Board.

2. New Trust Members

Associated with the Community Share Scheme

Full Members:

Catriona Davidson; Callum Davidson; Ian Mowatt; Steve Roberts; Sheila Roberts; Catherine Young; John Young.

Associate Members:

Linda Brown; Roderick Brown; Moyra Lots; Terence McCourt; Heather McDonald; Thomas McWilliam; Rod Richardson; Jennifer Innes Scollick; Kenneth John Scollick; Ian Thomson.

Not associated with Community Share Scheme

Sylvia Morrison Korn

3. Minutes of Board Meetings - 26.10.15 and 16.11.15

26/10/15 amended main and confidential minutes approved

16/11/15 main and confidential minutes approved

Company limited by guarantee – Registered in Scotland – Reg No SC305425 - Charity reg no SC038596

Registered office – 32- 34 Drummond Street, Comrie, Perthshire, PH6 2DW



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4. Declarations of Interest

None

5. Decisions by e-mail

Hut 30 to be offered to Comrie Solidarity with Refugees Group for a maximum of 6 months with a licence to occupy. Rent and service charges to be waived. All other costs (eg heating, insurance) to be met by the group. The group to be responsible for the security of the hut. If a hut is required for more than 6 months then alternative arrangements will need to be agreed with the group and a different hut identified for this. It was agreed that in view of previous break-ins at the camp, the allocation of the hut would be kept low key with no publicity. Agreed unanimously by the Board.

6. Matters arising from the minutes of 28.9.15

- a) Heinrich Sreinmeyer Legacy – The Board approved position as set out as follows was approved.

Heinrich Sreinmeyer and role of the CDT

The current Board of CDT (30 November 2015) understands its responsibilities in terms of honouring the last will and testament of Heinrich Steinmeyer (d.14.02.2014).

The Board of the Trust also understands its obligation, as the named recipient of the full wealth and property of Heinrich Steinmeyer, to act as the vehicle through which the named beneficiaries of his will, the elderly, will benefit. The Trust understands that these funds cannot be used for any other purpose than which is stated in Heinrich's will.

The Trust has set up a restricted holding account, named, The Heinrich Steinmeyer Legacy Account to receive the funds from the estate. The funds will remain in this account until a consultation process has been undertaken with appropriate agencies and local organisations to determine which projects benefitting the elderly of Comrie and any application process and guidance are established.

A small steering group comprising Sharon Rice-Jones (CDT Board Member), Emma Margrett (CDT Member and former Board Member), George Carson (CDT Member) and Ken Heiser (CDT Member) was established when the first letter to the Trust from the German solicitors was received. This group is tasked with taking forward Heinrich's bequest to ensure that his wishes are honoured and that the groups representing the elderly in the village of Comrie are duly consulted with.

The group will also investigate the potential for external agencies to provide fund administration support and the paperwork / due diligence required to ensure a transparent and accountable grant-making process.

- b) Personal Liability of Directors – William Levack updated the Board on compliance with the outcome of annual health & safety audit outlined in note 1 below.
c) Insurance –

- i) self-insurance – action outstanding. William Levack and Naomi Clarke to resolve.
- ii) compensation payment for the feeder pillar. It was noted with regret that CDT is unable to recover costs through insurance policy and as the original contractor is now bankrupt there are no avenues available to the Trust to recover the losses involved.

7. Finance

Bob Hughes presented a financial analysis of the current position (to 30/1/16) and historic loans, capital receipts and expenditure. Also presented were financial projections based on two options for the camp's future. Both of these showed that, in the absence of alternative sources of funding, it will be 2021/22 before the budget will return to surplus. It was noted that the projections assume full rental income and service charges and so the current issues with these need urgently to be resolved.

Other issues discussed were revenue income and expenditure information and the Energy Savings Trust loan. Need to clarify that £25k donation was to reduce debt, so should not appear in revenue pie charts and loans and repayments tables.

Action: Bob to work up a presentation of key financial points for AGM taking members through key financial points and options. No members have taken up offer of detailed meeting on finance on 2 December so that level of detail will be gone into at AGM, but if members are interested in doing so, a meeting on finance will be held after the AGM.

Fundraising – grant funding

- LEADER application – meeting was held with Steve MacDonald, Rural P&K LEADER Co-ordinator. Application for funding to be lodged by CDT by 4 February 2016.
- Major funders - funding for a visitor attraction development does not fit with the funding focus of Tudor Trust. Bob to meet again in a few weeks to discuss existing loans. Historic Scotland will only fund capital work but are interested in our vision for camp. HLF still to be contacted. Big Lottery – Sharon email noted.
- Comrie Foundation – Andrew and Bob have met with Joan Carmichael and Lorna Ramsay. Comrie Foundation willing to help contacts with high net worth individuals.
- Roseanne Cunningham MSP – continuing to pursue meeting with her.

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Debtors

Agreed to discuss with Doug Smart an instruction that he should deal with all outstanding cases and any queries they have. To be dealt with at Estate Management meeting on 7 December.

8. Staffing Matters

- a) Staffing update – Andrew to meet with staff to discuss workloads in view of Bill's resignation.
- b) Volunteer support – staff to propose what tasks would be helpful. Helen to liaise on task list and report to Board.

9. Community Shares

- a) Share progress – following closure. £27325 raised. 134 (63%) local investors. 78 (37%) non-local investors. Thanks were recorded to Katie Malloy for promotional work.
- b) Society Rules – advice sought and response awaited.
- c) Partnership agreement – proposal drafted by Will Reid. He will establish a steering group. Need to consider how to not fetter ability of Society to reach a genuine agreement between two parties.
- d) Society Board – to be addressed by steering group.
- e) Consultants' visit – it was noted that a successful meeting was held with consultants. It was agreed that it was not appropriate for the consultants to attend the AGM.

10. AGM + Plan

The following was agreed.

- a) Event (3 November) presentations and group feedback, questionnaires – public information;
- b) Consultation Report;
- c) Finance briefing and discussion 2.12.15
- d) AGM Ordinary Resolution x 3
- e) Resolution to make Heritage fourth CDT Aim
- f) Consultation Discussion 8.12.15 – to be same format and questions as first consultation event.
- g) Local businesses, including camp tenants and owners to be consulted.
- h) Local organisations to be consulted
- i) Professional Advisory Group to be reconstituted and invitation to those interested who have useful skills to be issued at AGM.

11. Sports and Events

- a) Consultation and Sports Plan progress to be presented by Sharon Rice-Jones to the Board.
- b) Officers' Mess – work scope needed setting out what is needed to enable it to be used for pop up events. Helen to liaise with Sharon. Proposals to be brought to the Board

- c) Climbing Wall – idea to be explored and proposals to be brought to the Board.

12. Community Council – liaison and attendance

Opportunity to be explored for closer working with new Community Council - agreed that a meeting should be sought between Community Councillors and CDT Trustees to explore working together.

13. Local Tourism – Leader meeting, branding and coordination

- It was noted that a visitor providers meeting was held on 19.11 which involved Andrew Donaldson of Comrie Croft.

14. Estate Management

- a) It was agreed that the Trust should seek cancellation of the current Brownies repairing lease licence to occupy and instead re-designate the hut as a community hut which would be available to the Brownies to use. There would then be no service charges due from the Brownies.
- b) It was agreed that use of the term “free huts” is to be discontinued and replaced with RL Huts (Repairing Lease)
- c) Progress with the leasing of Unit 15b was noted.
- d) Camp Infrastructure – a written report from Naomi Clarke was noted. In particular
- Full upgrade of feeder pillar would cost approx. £10k. In the short term it may be possible to fix it with cement and then resolve in line with final camp-wide electricity supply strategy
 - CCTV cameras are in place but need to link to Nottingham - will be linked to Bunker internet to allow live monitoring;
 - There will be a meeting to discuss ground work and electrical supply for hut 15b on 7 December;
 - Huts 55-57 will be connected to electricity w/c 7 December;
 - The capacity of soakaway and Klargestar are being exceeded - advice to be sought from a suitable civil engineering firm;
 - Septic tanks need upgraded to allow maximum discharge capacity but would cost £64k;
 - SEPA are doing modelling in relation to the Trust's current river discharge licence. Once CDT has the information it will then be possible to cost work needed for the licence.
- e) Site Environment Policy (note 2.) It was agreed that this rough draft be developed by the Estate Management Group in consultation with the Heritage Group.
- f) Service Charges – Bob Hughes reported that he was working on the roll out of the service charges scheme and Doug Smart has been instructed to negotiate with owners and tenants. Bob would be meeting with Ray McMaster on 1 December to discuss strategy for the roll out.

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- g) Volunteer activity - Lease and Repair Scheme –it was noted that arrangements had been agreed with Blair Urquhart to provide support to Naomi Clarke. Naomi will manage this meantime but the arrangement would need to be revisited if Blair becomes a Director.
- h) Items in Confidential Minutes

15. Visit of delegation from Papua Province, Indonesia 4.12.15

Andrew to clarify arrangements made for this by Bill Thow and liase with Helen and William.

16. Any Other Business

Items in Confidential Minutes

Andrew advised that this would be Ray McMaster's last Board meeting and it was agreed that the Board's thanks should be recorded for his work to support CDT.

17. CDT Board dates for 2016

18. Date of Next Meeting – Monday, 14 December 2015 and Monday 4 January 2016.