

DRAFT MINUTE
Board Meeting
Monday 29 June 2015, CDT office, 7:30pm

Item

1) Welcome

Directors present: Chris Palmer, Sharon Rice-Jones, Ray McMaster, Bill Thow, William Levack, Ann Petrie.

a) Apologies – Bob Hughes

b) Declarations of Interest – Ann Petrie in relation to possible involvement in running Hands on History classes.

2. Minutes of previous meetings

2 June 2015

Approved.

Ann Petrie raised an issue about how changes to minutes are recorded. It was explained that the original minutes are changed to reflect amendments agreed at subsequent meetings.

3. Matters arising

Bill Thow and Sharon Rice-Jones have met re fundraising including CAF, online giving and mydonate. **Noted**

Heritage funds have now been banked. **Noted.**

Katie Malloy is now working with a new contract and new funding. **Noted**

Office hours to remain and be monitored. **Action – Sharon Rice-Jones**

All revised staff contracts have now been issued and the Board expressed thanks to Sharon Rice-Jones for her efforts with this. **Noted.**

4. Governance

Chairs of working groups need to have their annual reports with Claire Mullan by 10 July in order to meet the timetable for a November AGM. **Action – All Working Group Chairs**

Board roles and responsibilities sheet to be prepared ie key contacts for specific issues. Sharon Rice Jones to circulate a draft. Process for receiving and deciding who to forward enquiries to needs to be clarified. Director of the Week initiative to be pursued. Possibility of an intranet to be investigated and also of all directors having a CDT email address to be used for all CDT business. **Action - Sharon Rice-Jones.**

Governance training to be discussed further with Jan Polly Solutions. **Action Ray McMaster**

6. CDT priorities

a. Finance

No monitoring report due this month.

b. Funding

HLF

The Board warmly welcomed the award of HLF funding for the Heritage Self-Catering project and thanked all directors and staff involved on their success.

Sports funding

Sharon Rice-Jones reported that a decision was imminent on the Trust's application for funding under the Sustainable Sport for Communities Fund.

Big Lottery Funding

Sharon Rice-Jones reported that she, Bob Hughes and Ray McMaster had worked on and submitted a Stage 1 application for improvements to camp infrastructure, hut refurbishment, pedestrian access and a site manager under the Growing Community Assets stream. If we are successful in Stage 1 we will be contacted within 8 weeks and then asked to submit an application to Stage 2. It was noted that it was important to involve William Levack in future regarding infrastructure projects. **Noted**

Education Streams

Ann Petrie spoke to a paper which had been circulated in advance about Education Streams based initially on "Hands on History". Three trial runs had been completed, two with Comrie Primary School (free of charge) and 1 with Morrison who had paid £7.50 per head. These had been very successful with good feedback from staff and pupil

Based on this success Board support was now sought for the implementation of a first phase of 12 Hands on History workshops between September 2015 and May 2016. Schools to be charged £10 per head with staff attending free. Peter Scally charges £80 per workshop and will present this in a suitable hut. Two volunteers are required per session, one to take half the class on a tour while the other half attend the workshop. He projected income would be used to underwrite Katie Malloy's salary for 1 day per week to support the initiative. Phase 2 would involve Dean Bowen, Adrian Hunt, David Neill, and Robert Ballantine in offering history workshops. Phase 3 would broaden out beyond history into a range of other subject areas.

William Levack made point that we may need to broaden out into other areas more quickly to satisfy funders eg Woodland, horticultural science, tourism. Ann Petrie said that evidence that we are moving towards this may satisfy the funders.

The Board thanked the Heritage Group for what it had achieved with education initiatives to date and agreed to

1. Support the proposal

2. Employ Katie Malloy 1 day a week on developing the provision underwritten by Heritage Group

3. Prioritise education provision related to history (as the project has been generated by the Heritage Group) between June 2015 and June 2016

4. Clearly identify the total revenue generated by the project in order that this information can be used to support funding applications (eg for the guard block).

5. Ring fence the net profit from history related provision for use by the Heritage Group for

12 months. This arrangement to be reviewed in June 2016.

c. Estate Management

i) repairing lease scheme

Sharon Rice-Jones presented a paper on the repairing lease scheme.

The Board agreed the following recommendations

a) endorse all the work undertaken and explained in the report

b) note the need for additional planning applications and repair schedules to enable the initiative to be rolled out and income generated as a result of the huts being occupied

c) approve the roll out of "first offers" in table 2

d) support re approach taken for the ongoing management and marketing of the initiative and the need to manage this as part of the wider Estates Management and Site Management work with support from staff

e) request a progress report in September 2015.

ii) Cultybraggan Service Charges Scheme

A paper outlining the scheme had been submitted by Ray McMaster. It was noted that some hut measurements are still required **Action Chris Palmer**

It was noted that implementation of the scheme will require negotiation with various owners and tenants at the camp.

The scheme was approved for implementation. **Action Bob Hughes, Bill Thow, Ray McMaster**

iii) Broadband Voucher Scheme

Sharon Rice-Jones spoke to a previously circulated paper regarding a Broadband Voucher opportunity which is operated by the UK Government. The Board agreed to support approaches to local businesses to promote awareness and take up of the scheme.

v) Tayplan

Ray McMaster reported that the deadline for submission of comments on the proposed new Strategic Development Plan (called "Tayplan") was Friday 3 July. He explained that this plan operates at a very strategic and largely non-site specific level. It sets the context for Local Development Plans and the Trust had commented on the one for Perth and Kinross in March 2015. With regard to Tayplan he recommended that the Trust comment on the following

The need to extend the plan's definition of "employment uses" beyond just Planning Use Classes 4, 5 and 6. Given that Cultybraggan Camp is zoned for "employment uses" it would be helpful if events and tourism uses were added to the definition.

The proposed plan policy that new significant footfall generating uses be focussed on town centres and subjected to the "sequential test". An exception should be permitted where new footfall generating development is proposed for a historic site, especially where revenue from that development will help protect and enhance that historic asset.

D) priority projects

Company limited by guarantee – Registered in Scotland – Reg No SC305425 - Charity reg no SC038596
Registered office – 32- 34 Drummond Street, Comrie, Perthshire, PH6 2DW



Part-financed by the Scottish Government and the European Community Rural Tayside LEADER 2007-2013 Programme



Heritage Hutting

Ann Petrie presented a report which had been prepared by Will Reid.

The Board agreed the following recommendations

- 1) endorse all the work undertaken and explained in the report**
- 3) provide HLF with a letter underwriting the initial community share offer target of £13k**
- 4) agree to the approval of a Social Investment Scotland Community Shares loan application to underwrite £22k if it was needed.**

After some discussion, the Board continued consideration of the proposed permanent use of hut 29 by Peter Scally pending more detailed clarification of the proposed tenure arrangements and of the financial implications. **Action: Will Reid, Ann Petrie, Bob Hughes and Ray McMaster**

Heritage Business Plan

Ann Petrie advised that this had not yet been progressed and she queried why it had been placed on the agenda. She expressed concern about capacity to take this forward but anticipated that it would be complete by December to align with the Heritage Self-Catering project. HLF will likely to want to monitor our progress with the Heritage Self-Catering project before considering further funding applications for other projects in any case. **Noted**

d) Site Management

Naomi Clarke to provide an update report to the next board meeting. **Action: William Levack and Naomi Clarke.**

The Board agreed to note the renewal of a contract with Rob Bell. **Noted**

e) Marketing and Communication

i) The Board considered and agreed to note a progress report on Marketing and Communications submitted by Katie Malloy. **Noted**

ii) Event Bookings

It was reported that a CrypticQ event is planned again for Cultybraggan. Ann Petrie expressed concern about this booking because she had found out about it through Facebook before being advised of it by CDT. She had also heard negative comments from some unnamed individuals about the previous running of this event. Other Board members commented that they were aware of fears which had been expressed locally ahead of the previous running of the event but that these had proved to be unfounded. The Board agreed to the booking going ahead but asked that the leaking of information before Directors had been advised should be investigated to avoid any repeat of this in future.

Action: Sharon Rice-Jones

g) Strategy, Structure and Community Engagement

It was agreed that this should be dealt with at a single item full board meeting in September. **Action: Sharon Rice-Jones**

7. Election of Chair

Bill Thow was elected as Chair, Sharon Rice-Jones to remain as Vice Chair

Having been elected as Chair, Bill Thow will now need to resign as Company Secretary and find a replacement.. **Action: Bill Thow**

8. AOB

CELTMAN challenge success

The Board wished to offer its congratulations to Emily Greaves on her fantastic achievement in completing the formidable CELTMAN challenge, and in a blue T shirt.

Noted

9. New Members

An application for full membership was approved for the following:

James Nairn

10. Next Meeting

Monday 27 July 2015 at 7.30pm.

Apologies received from Sharon Rice-Jones on the night.

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