

**Should Comrie Development Trust
Board Meeting
Monday 26 September 2016, CDT office, 7:30pm**

MAIN MINUTES

Meeting arrangements:

Chair: Mark Lynch

Minutes: Sharon Rice-Jones

1. Attending

Present: All Board members - Bob Hughes, Chris Palmer, William Levack, Sharon Rice-Jones, David Robertson, Fiona Davidson, Christian Campbell, Blair Urquhart, Helen Buchan, Mark Lynch, Andrew Reid

Apologies: None

2. New Trust Members - Jon Williams, Hillary Williams

3. Minutes of Board Meeting 29.8.16 - Approved with one amendment: Holly Campbell-Smith should be included in place of Holly Lynch.

4. Declarations of Interest - None

5. Decisions by e-mail - None

6. Matters arising from the minutes of 29.8.16 - All on the agenda

7. Communications/Correspondence - Bob Hughes had met with Jon Williams about voluntary work with CDT, and invited him to the next EMG and Board meetings.

8. CDT Board composition

a) M&A amendments

- a. Proposed to use the wording “half the number of elected representatives” instead of a specific number to create the quorum to aid flexibility of size of the Board – issues were about the constitutional validity of this – AR to pursue relevant guidance;
- b. Existing M&A to be checked to with reference to process for long term standing Trustees standing down;
- c. Agreed that a Schedule would be included in the M&As to record community and interest group constituencies and their representation;
- d. Proposed M&A amendments approved for EGM consideration, subject to any outstanding comments by 30.9.16

b) Extraordinary General Meeting

- a. Set for the 25 October 2016.
- b. All papers to be sent electronically where an e-mail address is known. Approx 100 to be sent by post.
- c. An agenda to be developed comprising of a Finance presentation and Q&As, M&A Amendments consideration and voting, and Working Groups and Office Administration volunteer needs.

c) Camp user meeting

- a. Meeting set for 17 November at 4pm to cover same issues as EGM.

9. Finance

- a) Current Assets and Cash flow
 - Paper circulated.
 - A Gannochy Trust grant for the next 12 month period received and to enable CDT to retain current staffing.
 - The Board tabled its thanks to those involved in obtaining the grant.
- b) Budget projections
 - Budget projections are more positive, with a budget balance surplus in the 2016/17 and 2017/18 financial years due to Gannochy Grant. However there is still a need for stronger revenue income streams and further grant funding for development projects.
- c) Grant applications – Cultybraggan Development Project
 - For Finance Officer and core admin – Gannochy Trust grant received, Architectural Heritage Fund grant application about to be decided, and work is in progress with grant applications from the Scottish Government and LEADER For Project Team + infrastructure consultancy.
- d) OSCR notification
 - It was agreed that this could be deferred to a later date since the receipt of the Gannochy Funding.
- e) Debtors
 - One main debtor. The CDT is seeking legal advice to help address the issue.
- f) Steinmeyer Legacy
 - It was confirmed the legacy left by Heinrich Steinmeyer and to be spent to the benefit of older people in Comrie has now been received and is in its own restricted account within CDT's overall bank account. In accordance with the Will, the community of Comrie will be independently consulted on the administration of the legacy and how it should be spent. George Carson will lead the communication on this on the basis of his links to both Heinrich Steinmeyer and the Comrie community, with support from CDT and Perth and Kinross Council.
- g) Annual Report
 - It was agreed that the format would be revised and simplified for the 2015/16 Annual Report, with Working Groups asked to complete a standard format to be prepared by RH and AR.

10. Cultybraggan Self Catering Development

- a) Progress update
 - a. HLF application was submitted at the end of August and there is an expected decision by the 22 Nov 2016 regarding the shortfall in funding.
- b) Activity and Training Plan – funding applications
 - a. The Plan was an HLF requirement, but not within the HLF funding proposals. It can be broken down into separate project elements for individual funding applications.

11. Staffing/Administration

- a) Volunteer recruitment and cover
 - a. This ongoing issue will be picked up at the EGM and AGM.

- b) Website homepage update and board minutes
 - a. All available Board Minutes have been uploaded on the CDT website.
 - b. Wider admin rights to be given to Board members to update the events pages.
- c) CDT Facebook
 - a. Administration rights for the Cultybraggan page to be given those who manage the CDT pages.

12. Estate Management

- a) Brown Signs
 - a. £135 assessment fee was previously approved by the EMWG, and assessment should be arranged. Manufacture cost still estimated at £1,800. This is to be progressed.
- b) Officers' Mess
 - a. The work of the Karate Group was commended and their goodwill acknowledged. It was noted that the issues which had arisen over the Officers' Mess work showed the importance of taking hut/camp changes proposals through the EMG, where all interests are represented, and keeping to the CHG consultation protocol. Any further renovation of the Officers' Mess should be subject of CHG consultation and be taken through the EMG. It was agreed that an access/user agreement should be written up for the Officers' Mess to enable a variety of groups to use it.
- c) Commercial Quadrant Service charge meeting
 - a. There has been a positive meeting, with the service charge income and expenditure explained. Commercial Quadrant owners had made offers to carry out camp work, which might reduce their service charge. It was agreed that this could be considered when work was required, but within the context of the CDT Procurement Policy and rules for tendering over certain cost thresholds.
- d) Unit 109 - Car Parking
 - a. A meeting should be held with the new owners about alternative arrangements, to remove the parking sign and current use of the area outside the Guard Block.
- e) Repair and Lease Huts
 - a. Success of the Repair and Lease Huts initiative has resulted in the demand outstripping supply. It was requested that more huts are identified for the scheme, which also reduces hut degeneration, and increases service charge revenue. Issues were raised about the performance of some R&L users in carrying out designated repairs, and how long some would continue their lease arrangement. The Heritage Group was requested to consider the potential for releasing huts into the scheme.

13. Events

- a) Event bookings
 - a. Event Bookings are being received for 2017:
 - i. Sat 4 March – Paranormal Investigations – est income £600 (£30 to Allotments)
 - ii. Sun 11 June – Strathearn Marathon – est Income £300
 - iii. Sat 1 July – Paranormal Investigations – est income £600 (£30 to Allotments)
 - iv. Friday 4th, Sat 5th and Sun 6th September 2017 - Stirling Castle Section S&T of the VMCC est Income £500

b) Event arrangements

- a. It was noted that, after booking, operational aspects of events should be handed over to the EMWG to take responsibility to allow the event to take place. All communication with organisers should take place through the Board member, who booked the event, with issues raised with EMWG to avoid confusion and conflict.

14. Any Other Business

- a. Peter Scally – some board members indicated that clarity is needed about which huts the arrangements with Peter Scally refer to and the access arrangements to those huts. FD indicated that it had been previously agreed by the Board that Peter would use his vast array of military memorabilia, including a POW camp 21 specific items, to set up a museum at the Camp for the sole financial benefit of CDT. He had already worked on his hut spaces, as well as delivering hands-on history courses, and would probably leave the camp, if asked to move in favour of the Beavers taking over a hut he uses. SRJ asked about a written agreement with Peter Scally. It was agreed to contact Will Reid for information about this.
- b. Brownies / Guides & Cubs / Beavers / Scouts huts – funding to be sought for renovations
- c. Fiona Davidson thanked all volunteers at recent Doors Open weekend. Visitor numbers and income to be reported to the next Board meeting.

15. Date of Next Meeting – 31 October 2016

Chairing Rota: October – CP; November – SRJ; December - WL

Minute Taking: October –ML; November – CP; December - FD