

Comrie Development Trust

Board Meeting

Monday 31 October 2016, CDT office, 7:30pm

MAIN MINUTES

Meeting arrangements:

Chair: Chris Palmer
Minutes: Mark Lynch

1. Attending

Present: Chris Palmer, Mark Lynch, Christian Campbell, Fiona Davidson, Bob Hughes, Jon Williams, Helen Buchan, Sharon Rice-Jones, William Levack, Andrew Reid

Apologies: David Robertson, Blair Urquhart

2. Declarations of Interest – SRJ concerning one finance item

3. New Board Members

- a) Jon Williams was welcomed as a new Board Member
- b) Following the expression of interest in joining the Board by Kath Gibson-Kelly, it was agreed to invite her to become a co-opted member.

4. Trust Members

- a) Noted that membership list updating is required concerning people who have left the area or deceased.
- b) Agreed that new member recruitment is required, with many people having moved to the area over the last few years.

5. Minutes of Board Meeting 26.9.16

The draft minutes of the 26.9.16 Board meeting approved, subject of two identified changes.

6. Decisions by e-mail

a) EMG Special Resolution

The Special EMG Resolution, adopted at the September meeting concerning Board size and composition, had been amended following representations made, and the revised version agreed through email consideration by Board Members.

b) Comrie – Crieff path support letter CP

CDT had been invited by Andrew Donaldson of Comrie Croft to support the work of creating the Comrie – Crieff section of the Three Saints Way. Because of the deadline for submitting this letter, board members had agreed by email to support the need for written support.

c) Board member elections

The election of Jon Williams to the Board had been approved by email since the last Board meeting.

7. Matters arising from the minutes of 26.9.16

- a) Doors Open w/e:- Visitor nos: 400; Volunteers: 55 (Local-11); Hours: 672; Net Income: £500

8. Communications/Correspondence

- a) Visit Scotland

Perthshire Tourism Partnership meeting being hosted at the camp on 16 November, involving Heather McDonald and Jack Birrell of Cultybraggan Heritage Self-Catering Society Management Committee. This will provide a good opportunity for promoting the camp as a visitor destination and the self catering development.

- b) Out of Doors – radio programme

The early Saturday morning Radio Scotland programme ‘Out Of Doors‘ had recently featured Fiona Davidson at the camp, and Chris Palmer at the Earthquake House

- c) Forth Environment Link

A successful visit had been made by a Fourth Environmental Link student group on visit on 5.10.16, with a presentation made by Chris Palmer.

- d) Green Destination Award

The Green Destination Award recently given Comrie and area had been presented on STV news, featuring Comrie Croft and Cultybraggan Camp (Naomi Clarke interviewed).

- e) PKC Action Partnership

SRJ attended the PKC Strathearn & Strathallan Action Partnership Meeting in Crieff. The initial meeting was to start the group work on developing an action plan for the region which will focus Council priorities and progressing participatory budgeting for worthwhile community projects and strategic initiatives in the area.

- f) Cultybraggan Farm - Strathearn Herald articles

It was noted that articles had appeared in the Strathearn Herald on complaints about matters related to pooled water, and allegations made by the owner of Cultybraggan Farm.

- g) Balfroon Community Development Trust

CDT had received an invitation to speak at the AGM of Balfroon Community Development Trust. Unfortunately, no one from CDT available to address that meeting.

- h) Findhorn Community Development Trust

Findhorn Community Development Trust, who had visited Cultybraggan Camp earlier in the year had requested assistance through sight of CDT land licences, policy and procedures. A response to be made, offering assistance with this.

- i) PKC Communications Team

Communication received from Raylla Duarte requesting stories about people in social projects. It was agreed to pass back information about the Comrie Cares goods collection for refugees and about Apple Day.

9. Finance

- a) Annual Report and Accounts 2015/16 - Timeline and Working Group Reports

The submission deadline for the Annual Accounts is 31 December. Andy Heming is focusing on completing the accounts for audit, and Working Group Reports are also needed for inclusion within the Annual Report.

b) Current Assets and Cash flow

RH updated the Board about the position on current finances.

c) Debtors

RH updated the Board on legal action undertaken

d) Grant applications – Cultybraggan Development Project

SRJ indicated a conflict of interest and took no part in the discussions.

In addition to the grant approval from the Gannochy Trust for part of the Finance Officer and some administrative costs, grant and also been approved by the Architectural Heritage Fund towards the cost of the infrastructure consultancy and part of the costs of a Project Planning and Development Manager. This AHF grant would require and would offer match funding within the Leader grant application. The Board confirmed that CDT would ring fence £20,044 as its match funding contribution to the proposed Cultybraggan Development Project.

e) Budget projections

Achievement of a balanced budget will be dependent on making income targets and income generation through delivering plans by the heritage and events groups and from increased commercial enterprise.

f) Farmers/Artisan Market

There was discussion of a proposal paper to establish a farmers' market as soon as possible in the lead up to the Christmas/New Year period, managed by someone acting as a contractor for the Trust, Issues were raised about the regularity, project ownership, and effect on village businesses. Approval was given for a four-month period to March 201

g) Steinmeyer Legacy

The funding now held in a separate ring fenced bank account from the legacy of Heinrich Steinmeyer, and to be subject of consultation by an independent group about spending for the benefit of older people in the Comrie area, is to be subject of discussion involving SRJ with Foundation Scotland about the potential involvement of that organisation in a consultation process and as fund managers.

10. CDT Governance

a) Camp user meeting

A positive meeting had been held with camp users on 17 October, with a further meeting planned for January 2017.

b) M&A amendments - Extraordinary General Meeting

The proposals by the Board to increase the number of Directors and introduce Special Interest Directors had received majority support at the EMG, but not by the two thirds majority to change the Memorandum and Articles of Association.

c) Board & Working Group recruitment

It was agreed that Board Members should prepare job remits, roles and responsibilities for board and working group members and submit those to WL and JW for collation and presentation to the next board meeting. A recruitment process should then be established on the basis of these job profiles.

d) BID - Business Improvement District

SRJ declared a conflict of interest, related to her role as a Director of BIDs (Business Improvement Districts Scotland). A meeting was planned with Fraser McGowan from PKC on 9 November, at which there would be some discussion of the merits of establishing Cultybraggan Camp as a Business Improvement District. The potential for a local BID should be discussed at the Estate Management

Group. SRJ also suggested CDT contact with Ian Davidson Porter who is the BIDs Manager as he is keen to follow up on the meeting that took place at Cultybraggan Camp with SRJ and Naomi Clarke on 31 August.

11. Cultybraggan Self Catering Development

a) HLF visit

A member of the Scottish Board of the Heritage Lottery Fund and its Grants Officer for Scotland would be making a camp tour and meeting with representatives of CDT and the Cultybraggan Heritage Self-Catering Society on 7 November in advance of the HLF to decision on 29 November.

12. Staffing/Administration

a) Volunteer recruitment

Hilary Williams has offered volunteer time in the CDT office

b) CDT Website

Website development will be coordinated through the Estate Management Group, with volunteers needed for CDT website maintenance.

13. Estate Management

a) Repairing Lease Protocol

A process and programme of initial works and maintenance inspections has been established, with examples where no work has been carried out. This is to be considered by the Estate Management Group, with decisions made about the way to take this forward.

b) Signs for parking areas outside premises

WL and BH to take up this issue with the new owners of Wilde Thyme.

14. Events

a) The Events Group has been re-instated to build and manage events at the camp. Representatives of the Events Group and the Heritage Group will meet with BH and AR to review the revenue expected from Events and Heritage for the next 3 years.

15. Any Other Business

Fiona Davidson indicated that she would be standing down from the Board at the next AGM.

16. Date of Next Meeting – 27 November 2016

Chairing Rota: November – CP; December - WL

Minute Taking: November – BH; December - JW