

**Comrie Development Trust**

**Board Meeting**

**Monday 5 December 2016, CDT office, 7:30pm**

**DRAFT MAIN MINUTES**

**Meeting arrangements:**

Chair: William Levack

Minutes: Jon Williams

**1. Attending**

**Present:** Jon Williams, Christian Campbell, Chris Palmer, William Levack (Chair), Bob Hughes, Andrew Reid, Blair Urquhart, David Robertson, Helen Buchan, Mark Lynch

**Apologies:** Sharon Rice-Jones, Fiona Davidson.

**2. Declarations of Interest - None**

**3. New Board Members**

a) Potential Co-option: Kath Gibson-Kelly. AR has written to invite her to the board meeting and enquire if she wishes to accept co-option. He has as yet had no response.

**4. Trust Members**

- a) An Admin Group consisting of NC, AH, ML, HW& NR has been established. The group is looking initially at tidying up the CDT membership database.
- b) New member recruitment is to be considered by the admin group once the work on the membership database has been fully completed.

**5. Minutes of Board Meeting 26.9.16**

The minutes for the Board Meeting on 26 September were approved.

**6. Decisions by e-mail**

- a) Farmers' Market agreed to go ahead with Artisan/Farmers' markets on a trial basis;
- b) Huts 11 & 13 sale – agreed not to exercise right of pre-emption. Solicitors have been informed.

**7. Matters arising from the minutes of 31.10.16**

None – all covered on agenda.

**8. Communications/Correspondence**

- a) Liz Smith MSP Visit - 9 December. FD, BH, AR to meet between 1 and 2pm. CC to attend if possible.
- b) Village/Camp - Path Orders – Andrew Donaldson has acquired considerable experience working on the Crieff to Comrie Path and would be willing to assist on Camp to Village path. It was agreed to await developments.
- c) Peoples Community Trust - due diligence on SKS Consulting. AR/BH to respond board to note that we would be critical.
- d) Ballantrae Development Group, South Ayrshire is establishing a development trust and wished to talk with someone from CDT. CP will respond.

- e) Community Resilience - Workshop in Birnam. BU had attended and gave brief report on the event. Resilience is achieved when organisations are no longer vulnerable, but become independent and self sufficient. The ability to be self directed is important. An example was given of Callander, where the success of the Trust in setting up a Hydro Scheme as a recurring resource had made them resilient. Success gives the community a real stake in the work of Trusts. The Self catering project may help to develop CDT's resilience. Resilience may need to become a feature of future grant applications.

## **9. Finance**

- a) Annual Report and Accounts 2015/16. There was still some risk that these might be filed late. BH had spoken to the Audit partner who was aware of the need to ensure they were filed on time and working to achieve that.
- b) Current Assets and Cash flow. Table circulated. Currently £9,760 in unrestricted funds. Strengthening Communities Grant received quarterly in advance meant year end position was likely to be a £28,000 surplus.
- c) Debtors. BH reported on recovery action and response. May be a need for email decision following further legal advice.
- d) Income generation Need for Heritage and Events programmes to achieve income targets to support grant income.
- e) Farmers/Artisan Market - Ring fencing of income. AR introduced item with reference to Farmers' Market proposal to earmark income for specific projects. Given CDT's financial position there was a need to ensure the Trust maintained sufficient general resources. WL made the point that there may be some merit in earmarking, which gives volunteers an incentive when they could see a positive change. ML made the point that the proposal was to fund previously unfunded proposals and to invest in infrastructure. BH reminded board that financial security had to be the first priority. AR reminded board that expenditure currently ran at some £30,000 greater than income. HB stressed the importance of building bridges with the community by providing incentives. AR suggested and board agreed to continue to consider proposals on a case by case basis. During discussion ML referred to difficulties with the Market. Board members asked for further details and enquired about what specific assistance they could give.
- f) Sports Legacy funding. The £15,000 Commonwealth Games Legacy funding is at risk because the money has not been spent. SRJ is appealing against the decision. BU is hopeful that this would be successful as the intended consultation work would be of value. BH expressed the hope that the appeal would succeed and the work could be done. Since this is a restricted fund it has no effect on CDT's overall financial position.
- g) Steinmeyer Legacy  
Information had been issued concerning the legacy from Heinrich Steinmeyer through a press release, email to CDT members, information on CDT and Comrie social media and a Strathearn Herald article following an interview. There had been coverage through an interview with George Carson on STV. International coverage that followed, with new stories on Australian and Canadian radio stations and newspapers across Europe and the USA. Contact had been made with the Strathearn Herald apologising for being unable to release to them first. George Carson had been very available for media interviews with a positive CDT message. There had been particular interest from the BBC One Show who were coming to Comrie to conduct interviews. BU/HB agreed to take responsibility for this.

Recruitment to a Heinrich Steinmeyer Legacy Fund Group was needed, to deal with consultation and fund management. AR reminded board that CDT was accountable for the money. CC stressed the need for visible signs that things were happening before CDT's AGM. WL said there was a need for more local publicity and some work with the Community Council. DR to raise with Community Council. WL proposed that there should be local posters seeking volunteers by 9 January, with a volunteer meeting on 23<sup>rd</sup> January followed by an open meeting in mid February. The proposal was agreed.

## **9. Cultybraggan Development Project**

- a) Grant applications - A grant offer had been received from the Scottish Government within the Strengthening Communities Programme for £23,450 related to CDT work within the second half of the financial year 2016/17. The offer had been made on the basis of detailed terms and conditions and with CDT to carry out various tasks within certain timescales and deadlines, delivering identified outcomes. It was noted that authorised signatories are required by the Scottish Government for a range of identified financial and other purposes related to the Strengthening Communities Programme. The CDT Board unanimously voted in favour of accepting the SCP grant offer on the basis of the terms and conditions set out in the offer. The CDT Board also voted unanimously in favour of William Levack (Vice-Chair) and Robert Hughes (Treasurer) acting as the authorised signatories for SCP grant purposes.
- b) The PKC LEADER Local Action Group had approved the CDT funding application, but there had not yet been a formal offer letter from LEADER as match funding was not yet secure. A meeting is to be organised to attempt to deal with the match funding issues.
- c) Tasks/Targets/Milestones - AR circulated a paper setting out the milestones and drew attention to the importance of meeting them as a condition of various grants.

## **10. Business Development**

- a) Meetings – JW/AR/BH had met PKC Fraser McGowan and had helpful feedback.
- b) Meetings - Jennie Brown (Mailey), Scottish Enterprise, & Bob Morrison (Tayside Business Gateway) had also indicated they were available to assist CDT in developing relationships with the business sector.
- c) Business Gateway Support. BH indicated that the Growth Fund was willing to make £10,000 worth of consultancy support available. Dates were yet to be arranged.
- d) CDT Business Development Group presently consisting JW/AR/BH are to take various initiatives forward and seek opportunities for greater involvement with local businesses. ML queried the purpose of the group. AR responded to support camp and businesses at camp also to assist CDT in becoming more business like. Terms of reference need to be established.  
A wider review of the terms of reference is required to take account of the Trust's present position and ambitions.
- e) BID - Business Improvement District. JW circulated a paper on Business Improvement Districts. It was agreed that responsibility for this should be included in the terms of reference for the Business Development Group. It was noted that arrangements had been made to meet with BIDs Scotland to discuss how to take matters forward.

## **10. CDT Governance**

- b) The CDT AGM had been arranged for 31<sup>st</sup> January 2017 in the White Church.
- c) Board composition and Board size. It is possible to do a simple amendment to M&As Article 60 to increase the size of board at AGM. It was agreed to consider at next board.
- d) Job remits, roles and responsibilities for board and working group members. This work still needs doing. WL to take forward for next board.
- e) Skills Audit. Board skills require assessing against current needs. WL to take forward.
- f) Elected and Co-Opted Board Member vacancies. There is a need to find out who is still standing before the AGM so consideration is given to recruitment to board vacancies.
- g) Company Secretary. AR informed board that he would be standing down as Company Secretary and from the Board at the AGM. Job description circulated. The Board needs to consider how this work will be covered. The position of Company Secretary is not mandatory for CDT, although there continuing need to ensure regulatory compliance.
- h) Board & Working Group recruitment - there is a need to consider recruitment of camp users, and other methods - and to address how to build on camp users group meetings. Post the skills audit there may be a case for direct approaches to individuals with the required skills.

### **11. Cultybraggan Self Catering Development**

- a) A HLF Grant of £638,000 has been awarded for the Heritage Self catering project. A tendering process will be undertaken early in 2017. An early meeting of the Joint Project Group is required. The Board wished to formally record their thanks to BH and AR for their efforts in securing this grant.
- b) Local businesses. The possibility of local contractors tendering for work was discussed. It may be worth meeting local contractors to make them aware of the opportunity. Contract award would still follow an open, fair and competitive process.
- c) Traffic flows review. The agreed annual review is required. This is even more important in terms of the proposed development and needed within next 3 months. ML commented that observance of the system was poor.

### **12. Staffing/Administration**

- a) The establishment of an Admin Group had already been noted at item 4a.
- b) CDT Website. It was agreed to return this item at the January meeting.
- c) Comments required on job descriptions before adverts placed. ML enquired about the job title flexibility given the funding applications. Further discussion agreed in January.
- d) Admin Assistant. Now potential for a post as there will be management in place. HW investigating funding possibilities.

### **13. Estate Management**

- a) Repairing Lease Protocol - Initial Works and Maintenance Inspections. Further inspections have been carried out. The aim is to report back to the board in February, when around half of inspections will have been carried out.
- b) Unit 60 - It was agreed to limit display to the 4 -5 car number currently present.
- c) Signs for parking areas outside premises to be considered by EMG.
- d) Entier/Wilde Thyme meeting. WL/BH reported on the recent meeting with Entier, the new owner of Wilde Thyme. The meeting had been very positive with significant investment taking place. Further discussions are required on the need for additional land for car parking. Entier is aware of current issues and is working to improve the situation. Entier is considering the possibility of another building as accommodation for apprentices but is reviewing options in view of the self catering development.
- e) ROC Bunker – consideration is being given by the Heritage group to communicating proposals for listing.
- f) PKC Vacant Property Grants. These would only be available to cover the cost of fees. They might also have possible uses for potential occupiers wishing to take on a long term vacant huts, when 50% renovation grant might be available. The need for match funding makes these grants unattractive to CDT.

### **14. Events**

- a) Bookings and arrangements. WL/SRJ need to discuss tidying up of diaries.

### **15. Any Other Business**

### **16. Date of Next Meeting – 9 January 2017**

**Chairing Rota:** Sharon Rice Jones

**Minute Taking:** Bob Hughes