

Comrie Development Trust

Board Meeting

Monday 29 August 2016, CDT office, 7:30pm

MAIN MINUTES

Meeting arrangements:

Chair: William Levack
Minutes: Fiona Davidson

1. Attending

Present: William Levack, Andrew Reid, Bob Hughes, Fiona Davidson, Christian Campbell, Helen Buchan, Blair Urquhart, David Robertson, Chris Palmer

Apologies: Sharon Rice-Jones, Mark Lynch

2. New Trust Members

None

3. Minutes of Board Meeting 25.7.16

Minutes approved.

4. Declarations of Interest

No declarations of interest.

5. Decisions by e-mail

No decisions by email.

6. Matters arising from the minutes of 25.7.16

Any matter arising was identified on the main agenda.

7. Communications/Correspondence

Item noted in Confidential Minutes.

8. CDT Board composition

Consideration was given to the proposed alternative board composition, with discussion of automatic membership, 'constituency' elections, a fixed or variable number of subgroup representatives, methods of voting people out, the need for representation from children and youth groups, and for older people. AR to draft amendments to the M&As for consideration by the Board, and, as approved, to be put to a SGM, with subsequent constituency voting on Board representatives to be proposed at the AGM. It was noted that Board representatives would still be subject to the terms of the M&As, including CDT Aims and accountability to the AGM and CDT members.

9. Finance

a) Cash flow

Discussions with the Energy Savings Trust have led to reduced EST monthly payments. Continuing cash flow problems still indicate the need to issue redundancy notice to the two part-time CDT staff at the end of September.

b) DTAS meeting

The meeting took place on 22 August, arranged and chaired by Iain Cooke of the Development Trusts Association for Scotland (DTAS). The organisations, mostly represented at a very senior level, included: The Scottish Government Regeneration Unit); Perth & Kinross Council Business Development and Investment Team; PKC Conservation; PKC LEADER programme; The Big Lottery; Scottish Enterprise/Business Gateway; Climate Challenger Fund; Visit Scotland; Energy Savings Trust; Heritage Lottery Fund; Historic Environment Scotland; and the Architectural Heritage Fund. CDT had made a detailed presentation of the CDT financial situation and our immediate cash flow issues within this financial year and the next three-years. The major potential for income generating development of the next 10 years was supported at the meeting by Fraser Millar of Forth Enterprise, who had independently assessed/audited the 10 year projections within the Just Enterprise programme. DTAS had additionally looked closely at the actions CDT has been taken over the last 12 months to deal with its financial issues through staff reductions, village office closure, loan scheduling and grant applications and indicated to those present that CDT had already done everything that they would have been telling an organisation to do in CDT's position. Various funding possibilities were mentioned, and, along with continuing assistance from DTAS, a number of lines of enquiry and potential funding applications were being pursued. A grant application had already been submitted to the Gannochy Trust to fund 50% of the CDT Finance Officer post plus administrative costs, and to the Architectural Heritage Fund for 50% of the infrastructure consultancy and 50% of the costs for a Project Planning and Development Manager. An application is being completed for PKC Leader funding. If it became necessary, it was agreed to consider matching NC in a 50% job share within a funded planning/development manager post. It was agreed that, if successful, the Gannochy and AHF funds should be proposed as match funding in the Leader application. At the meeting, it had been suggested that consideration should be given to an application to the Organisational Support Fund provided by HES and further infrastructure funds through an SSE sustainability grant – these would be followed up, and alternative funding sought. At the meeting, reference had also been made to potential for business development at the Camp. A follow-up meeting was being arranged with Fraser McGowan of PKC and Bob Morrison of Tayside Business Gateway (Scottish Enterprise).

c) OSCR notification

It was agreed RH should notify OSCR about the current CDT financial position.

d) CDT member bulletin; and press release

It was agreed to prepare and issue an information bulletin to all CDT members in September about the current financial position and proposals for changes to board membership, and also to issue a press release on the same issues.

e) CDT members – Special General Meeting and Camp users' meeting

It was agreed to convene a Special General Meeting by the end of October to vote on proposed changes to board membership, and discussed the current Trust financial position, with a camp users' meeting arranged to present information and discuss the same issues.

f) Debtors

RH pursuing legal advice on debtors, and further action will follow on from that.

10. Cultybraggan Self Catering Development

a) HLF Review

A review meeting was held on 10 August with the HLF Grants Officer and HLF consultant, with revisions subsequently made to the application – now submitted for consideration, and a decision in November. The application sought the full shortfall in capital which followed the changed market model. It was felt to be worth pursuing this full amount initially on the basis of positive comments about the business case made in the application. The final Business Plan as submitted was approved by the Board.

b) Business Plan – capital requirements and revenue projections

It was recognised the shortfall in capital when taking together the earmarked funding against the revised projected cost created the possibility of HLF not making up the shortfall. Within the options analysis completed by RH, it had become apparent that if the repair and refurbishment work was restricted to the earmarked capital, then the revenue from the five Nissen huts which could be renovated would not produce a positive budget balance and revenue surplus. This surplus required a minimum of eight Nissen huts converted for self-catering purposes, which would require an additional £100k beyond the earmarked amount. If no additional capital could be made available, then further work would be required on an option to deliver full external repairs but with much more limited internal refurbishment, and a different model of use, such as for small businesses and retail functions. It was also suggested that small businesses and retail functions were not perhaps the best alternative models to adopt in these circumstances, because there were huts available elsewhere already earmarked for small businesses with limited retail use, and that the preferred alternative models for Self Catering had yet to be considered by the Board.

c) Activity and Training Plan

The Heritage Activity and Training Plan, also submitted as part of the HLF application, was formally approved by the Board. The huge amount of work put in to the Activity/Training Plan by Ann Petrie was recognised by the Board, with its thanks to be communicated to her.

11. Staffing/Administration

a) Volunteer recruitment and cover

The CDT website now includes a facility for recording offers of assistance with office reception and administrative work.

b) Website homepage update and board minutes

There are continuing issues about access arrangements to CDT's social media and the identity of administrator. It is planned that Neil Rodan will update the website homepage with information from the bulletin under preparation, and will also upload CDT board minutes from January 2016 onwards.

c) CDT Facebook

Holly Campbell-Smith is now working to maintain and update the CDT Facebook page.

12. Estate Management

a) Energy supplies/costs

A cost comparisons had identified that c. £5,000 p.a. could be saved by switching energy supplier from SSE to EON, with a two-year deal. It was agreed to take up this offer with EON.

b) Signage Braco including Road Triangle Sign

It was agreed that the need for Brown Signs pointing to the camp needed resolution, with funding sought for them.

c) EMG planning of Officers' Mess as a catering/restaurant facility

FD complained that CHG had not been consulted about the internal changes delivered within the Officers' Mess. WL agreed to investigate this and report back.

d) Service charge meeting with Commercial Quadrant 1 businesses

RH to arrange meeting with commercial quadrant businesses through Billy Malloy

e) Container Proposal

It was agreed that investigation should be carried out into locating containers for rental purposes at the camp site, with the business case to be discussed at the EMG and CDT board. AR requested that his objections to this proposal, and spending time on investigation, should be minuted.

f) Camping area

It was noted that a Business Plan for camping on the site would be brought back to the CDT board, and agreed to start with a proposed location at the North end of the sports area, with the potential of alternative possibilities at the south end of the sports pitches, within compounds C, and behind unit 109.

g) Hut 107 – Allotments Association

It was agreed that the Allotments Association should be able to sublet part of Hut 107

h) Hut 43 Birthday Party – charge

It was agreed to maintain the charge for use of hut 43 at the previous level

13. Events

a) Event arrangements

BU noted that John Kettles had agreed that a generator he owned could be stored at the site and be available for hire.

14. Any Other Business

BU reported that the required mower repairs would cost under £100. The expense was approved. The advertised date for a car boot sale was noted as on the open doors weekend – not acceptable. The Orchard group involvement in an orchard survey was noted with the funding for that. Questions were raised about the location of an original camp dough mixer bowl – none of the board members who knew of it were aware of its location.

15. Date of Next Meeting – 26 September 2016

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

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

CDT Board - potential membership arrangement model – for discussion purposes:

CDT Board - Membership	
Constituency	Representative Number
General membership - Village/Area representatives	5
Tenants – Commercial	2
Tenants – Repairing Lease	2
Hut users – Community	1
Site property owners – General	1
Site property owners – Wilde Thyme	1
Allotments Association	1
Orchard group	1
Comrie in Colour	1
Heritage Group	2
Events Group	1
Hillground/Woodland Group	1
Environment Group	1
Total	
	20
Possible additional co-options	3
Board Officers	
Chair	
Vice Chair	
Treasurer	
Secretary	