

Comrie Development Trust

Board Meeting

Monday 25 July 2016, CDT office, 7:30pm

MAIN MINUTES

Meeting arrangements: Chair: William Levack; Minutes: Mark Lynch

1. Attending

Present: William Levack, Mark Lynch, Andrew Reid, Bob Hughes, Fiona Davidson, Christian Campbell

Apologies: Sharon Rice-Jones, Helen Buchan, Blair Urquhart, David Robertson, Chris Palmer

2. New Trust Members

None

3. Minutes of Board Meeting 27.6.16

Accepted

4. Declarations of Interest

As previously declared

5. Decisions by e-mail

None

6. Matters arising from minutes 27.6.16

Estate Management Group (EMG) still to look into Officers' Mess planning for a catering/restaurant facility.

ROC bunker – Andrew Reid to pass details of the previous owner's solicitors to the EMG with a view to introducing CDT to the new owner, and making arrangements for the new owner to pay service charges.

It was noted that Comrie Heritage Group is still looking at potential listing of the ROC bunker.

7. Communications / Correspondence

Item in confidential minutes

8. Finance

a) Debtors

Details in confidential minutes

b) Service charges

Commercial Quadrant 1 businesses are seeking a meeting with the CDT to understand the camp service charges, with Billy Malloy coordinating attendance. Bob Hughes will coordinate for CDT.

c) Budget estimates and cash flow

Current projections indicate that CDT will run out of cash in December 2016. Within the context of budget shortfalls and cash flow problems, it was noted that staff redundancy decisions would need to be made at the August board meeting, and staff made redundant if this was the only means of maintaining a positive budget balance between income and expenditure.

It was also noted that the £3K in savings of the 200KVA agreement with SSE has been included in the projections, although these saving have yet to be achieved.

c) CDT Activity Timeline

OSCR to be notified of the current CDT financial position by Bob Hughes via its online form.

BH and AR had met with staff at the Gannochy Trust in Perth to discuss potential funding support. It had been suggested that a funding application should be made for grant funding up to £15K for each of the next 3yrs (total £45K), related to 50% (£7.5k) of the staff costs of one staff member, plus an equivalent amount towards administrative costs. This would be decided early September.

The Development Trusts Association for Scotland (DTAS) - CDT is a member - will be convening and chairing a meeting at Cultybraggan Camp on 19 August to which major interests, including the Scottish Government and Perth & Kinross Council, have been invited. This will consider funding and support to CDT for its current operations and with respect to future developments.

The CDT Board Meeting on 22 August will consider the conclusions of this DTS sponsored meeting, and finalise consequential plans to sustain CDT finances and information (including through a members' newsletter and press release) to be provided to CDT members and Camp users in advance of convening a meeting of Camp users and a Special Meeting for CDT members

It was noted that the CDT will not become financially unviable within the next financial year, but, unless grant funding or other sources of income become available, this will require both staff to be made redundant, with some paid bookkeeping capacity remaining, and Trust operations becoming almost entirely dependent on volunteer work, which is already proving seriously problematic.

9. Cultybraggan Self Catering Development

a) HLF Review – 10th August

Will know within a week of this date if it is a go for submission.

b) Memorandum of Understanding

Approved

c) Lease agreements Heads of Terms

Approved

d) Business plan, capital requirements, revenue projections

There is a currently a capital shortfall of around £274k on the basis of current grant offers, which could be reduced to £78k if the Heritage Lottery Fund substantially increased its grant offer to the total potential amount. The project can therefore only proceed if there is a substantial increase in HLF funding, following the lack of CDT success in finding alternative additional sources of grant funding after multiple applications to various other funders. The final Business Plan will require approval by the CDT Board in August.

e) Hut 29

One means of making capital savings, already built into the cost model, would be to renovate hut 29 without the currently planned inclusion of kitchen and bathroom facilities.

f) Activity Plan

The Activity Plan will require consideration by the Estate Management Group in relation to various proposals such as storyboards.

g) Visitor Survey – satisfaction levels

Visitor survey information – number of visitors and individual comments – will be included within the Activity Plan document, as will a Volunteer Training Plan.

10. Staffing / Administration

a) Volunteer cover and recruitment

BU had displayed an office rota with potential for volunteers to input cover offers – no responses to date. Agreed to consider the potential for open tea and biscuits and information sessions with CHSC in hut four, and Saturday morning session in St Kessog's Square, and to request HB to consider leading the organisation of these sessions

b) Website homepage update and board minutes

The importance of updating the CDT website was noted. It was agreed that copy should be forwarded to Naomi, with the possibility of Neil Rodan completing the technical inputs to the website.

Updating by the end of August should include CDT minutes from the beginning of the year, so that CDT members have access to that information, including on the Trust's financial position.

CDT Facebook also requires maintenance – problematic for SRJ with her other commitments – so, it was agreed to invite Holly Campbell-Smith to complete Facebook updates over the next month or so. Mark will arrange for Holly to meet with Andy and Naomi to gain access to the relevant online media.

11. Estate Management

a) Car Parking

Wilde Thyme car parking issue – consideration of a proposal from CHG of a temporary extension to the Wilde Thyme car park at their rear (after clearing this space of the current items), and allowing Wilde Thyme to extend the layby at the side of its building for visitor parking. It may then become appropriate for CDT to sign the parking outside of the Guard Block to be Disabled parking only.

b) Decision Making Protocol

The protocol defines hut renovations tenants are allowed to do - a work in progress protocol that is built upon as items are brought to the EMG, and also as approved by CHG..

c) Speeding / Traffic management

It was noted that certain individuals using the camp are not keeping to the speed limits, with some aggressive responses when the speeding issue is raised. In addition, certain tenants are also not abiding by the “no right turn” sign at the T-junction outside the guard block. Both matters require attention.

12. Events

a) Event Group

WL to discuss with SRJ Event Group arrangements involving HB and ML

b) Fun Day

Board thanks to HB and her family for hard work and efforts organising fun day event.

13. Any other Business

a) Gordon Highlanders event

Event happening on 2/13/14 August and needs to be published on CDT FB pages.

b) Marshalling at events

Better marshalling of parked cars is needed at events so that the CQ1 parking is not used and the businesses on the camp are not impeded. Broader supervision is also required following recent instances of event attendees climbing on a business vehicle, on the high wall of the firing range, and a water tower.

c) Nissen Hut record attempt

The team organising the record attempt would like to utilize the two derelict huts in D compound to build the hut for the record attempt. The Nissen team can organise volunteers to dismantle these huts and clean the pieces. Board agreed subject to CHG confirmation.

14. Date of Next Meeting – 22 August 2016

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

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