

**Comrie Development Trust
Board Meeting
Monday 27 June 2016, CDT office, 7:30pm**

DRAFT MAIN MINUTES

Meeting arrangements:

Chair: Bob Hughes
Minutes: Chris Palmer

1. Attending

Present: Helen Buchan; Christian Campbell; Fiona Davidson; Bob Hughes; Mark Lynch; Chris Palmer; Andrew Reid; Chris Palmer; Blair Urquhart

Apologies: William Levack; Sharon Rice-Jones; David Robertson;

2. New Trust Members

None

3. Minutes of Board Meeting 30.5.16

Accepted

4. Declarations of Interest

Mark Lynch identified a link between himself and one of the CDT debtors.

5. Decisions by e-mail

None

6. Matters arising from the minutes of 30.5.16

a) Community Council liaison

CC observer to be invited to attend CDT meetings from September.

b) ROC bunker

Andrew Reid still to pursue clarification of rights of pre-emption with respect to future sales.
Christian Campbell to pursue the issue of ROC listing consideration.

7. Communications/Correspondence

a) Cultybraggan Farm

Source of pooling on Cultybraggan Farm land being investigated by SEPA. Evidence to date suggests it is not coming from Cultybraggan Camp, but this will be finally resolved through the investigations.

8.

Finance

a) Steinmeyer Legacy

Legal arrangements are. Sharon Rice Jones hoping to see funds transfer soon to the special CDT account.

b) Debtors

Update report tabled and discussed. Various arrangements now providing repayments, and certain others referred for debt collection.

c) Assets, budget estimates and cash flow

Bob Hughes projected a CDT budget shortfall for 2016/17 of c. £30k, or £2.5k per month. At the current rate of expenditure, financial reserves would be exhausted by the end of October. A range of savings in camp and administrative expenditure had added been identified. In addition, unless an external grant funding source could be identified in the immediate future, it was proposed to cut the estate manager post from September and the finance manager post from November. These actions would bring the CDT budget back into balance. Decisions would require to be taking about these matters at the July and August CDT Board meetings, within the context of meetings be arranged with national, regional and local agencies which might provide support.

d) Building plots (David Littlejohn, PKC Head of Planning and Development)

It was noted, from a meeting with PKC Head of Planning that Council policy would require officers to oppose plans for housing plots on the CDT hill ground, although Councillors on the relevant planning subcommittee could still allow such a development, although the CDT capital receipt which then have to be committed to repair and refurbishment for specific heritage purposes on the camp. David Littlejohn subsequently confirmed that Council policy might allow a more permissive response in relation to house plots on the camp site, although this raised other issues about houses being constructed within a location also involving heritage and business development. Separate advice had been received that house plot development would likely mean a long and complex process, with limited financial gain if a property developer was involved.

e) CDT Activity Timeline

The Board was updated about the financial meetings and grant applications being pursued. It was agreed that information should be provided, and meetings should be held with CDT members and separately with camp users to give details of the current financial position and actions being taken, and to seek comments and views about courses of future action.

f) Board membership

The Board agreed there would be merit in considering restructuring the Board to provide for Camp user groups to have direct representation, as they have both an involvement and interest in the future of the camp, alongside continuing representation of general members elected at the AGM.

9.

Cultybraggan Self Catering Development

- a) Memorandum of Understanding and Lease Agreements incl. legal work
The MOU and Lease Heads of Terms between CDT and Cultybraggan Heritage Self-Catering Society Limited are in late draft form. Any final comments from board members requested by 1 July.
- b) HLF application - revision of cost model, capital requirements, Business Plan

A significant level of work is currently underway to revise the capital estimates, revenue projections and Draft Business Plan to submit for consideration by a formal Heritage Lottery Fund Review in early August.

- c) Capital expenditure and five-year projections

Further work is required on capital expenditure which remains substantially above the level originally sought from HLF. This will need consideration of the potential for major reductions in the capital needed for internal refurbishment, including number of fully converted huts, particularly Hut 29. Both Hughes will lead on this work.

- d) Activity Plan

Ann Petrie is continuing to work on revisions to the Activity Plan in conjunction with members of Comrie Heritage Group.

- e) Volunteering Time recording

Christian Campbell will gather and collate information on volunteering time spent on the self-catering development and activity plan.

- f) Visitor Survey - satisfaction levels

Christian Campbell will gather and collate views provided by visitors about camp tours and their impressions of the camp.

9. Staffing/Administration

- a) Staff – office days – July/August - volunteer cover

Staff are no longer available on a daily basis in the CDT hut 3 office. There will be particular problems through July and August, when either Andy Heming or Naomi Clarke is on holiday. Blair Urquhart will pursue office volunteer recruitment, and promote this through the CDT website.

- b) Intern

Investigations continue into the potential for employing an intern, with associated special funding, office through Perth & Kinross Council to provide administrative assistance.

- c) Website homepage update and board minutes

Blair Urquhart reported that he now has editorial access to the CDT website, and can provide some work on updates, including provision of board minutes on the website. He will look to provide

volunteer roster on the website. It was also noted that, if provided with text, Neil Rodan is also able to deliver website changes and updates.

d) Comrie Fortnight

Comrie Heritage Group will be providing a camp tour as featured in the fortnight programme. The Orchard Group has booked a table at the Boulevard event on the opening day, and could provide CDT information.

e) Volunteer recruitment – open sessions – working group info joint with CHSC

It was agreed that there would be merit in having open sessions at the CDT office, with refreshments provided, and where staff and others could explain what volunteering work would be available. An open session should be arranged on a weekday and on a weekend day.

10. Estate Management

a) Electricity – SSE cost of guaranteed supply

It was agreed that the Estate Management Group should pursue consideration of energy costs with a view to considering savings against the additional costs of guaranteed electrical supply.

b) Income generation – campsite – climbing wall

Sharon Rice Jones is investigating the potential and requirements for a campsite on the event area and also a bouldering wall at the north end of hut 22. Proposals will be considered by the Estate Management Group and then the Board.

c) Scout Group

The Board wanted to support the provision of space at Cultybraggan Camp for the Scouts, and decided that initially it would be helpful to clarify the potential for a hut sharing arrangement between the Brownies and the Scouts. Sharon would be asked to take this forward initially, because of the work she is currently doing with the Brownies.

d) Munitions Store

It was accepted, in principle, that the proposal to use the Munitions Store for the purposes suggested is worth pursuing. Christian will explore any implications for the location with PKHT and HES. John Kettles should be asked to produce a Business Plan, outlining his proposals, including financial set up requirements. Blair should communicate with John Kettles with the request for a Business Plan and will come back to the EMG and Board with this in advance of those groups finalising rental and leasing proposals to put back to John Kettles and discuss with him.

e) Hut 65

With respect to the request by John Kettles to use 1200 m² of space in Hut 65 for storage purposes, and his offer of repairs to and cleaning up the whole building, this should be taken up through Naomi on the basis of a repairing lease arrangement, including service charges. The arrangements for any storage by the Drama Group in Hut 65 should also be considered and made subject of formal

arrangements. Both matters should be concluded through the Estate Management Group, and Board as necessary.

f) Officers' Mess

The Estate Management Group should coordinate planning for a catering/restaurant facility in the Officers' Mess and bring proposals back to the CDT Board

g) Heritage education/Events hut

h) The Estate Management Group should coordinate planning for a Heritage education/Events hut and bring proposals back to the CDT Board

i) Decision Making Protocol - should be signed off after review by the CDT Board.

11. Events

a) Event booking

Vintage Motor Cycle Club (VMCC) booked to use camp as base on weekend of 6 August

b) Fun Day

Remains on track for 17 July

12. Date of Next Meeting – 25 July 2016

Chairing Rota:

August – ML; September – SRJ; October – CP; November – WL; December – BU

Minute Taking Rota:

August – FD; September – CP; October – SRJ; November – ML; December - BH