

**Board Meeting**  
**15 February 2021. 19.00 hrs.**

**1. Attendees and Welcome**

Directors Present: H Buchan, W Levack, A Moffat, B Urquhart, H Wood  
Staff Attending: S Dawe, L Manderson, A Warden

HB thanked everyone for attending. The Board were very pleased to hear that DR was making progress towards recovery from his illness and HB expressed the Board member's wishes for DR's speedy recovery. HB also thanked the CDT staff for their support to date in maintaining operations during the pandemic.

**2. Apologies**

Apologies: J Lang, Chris Palmer

**3. Minutes of Last Meeting**

Approved.

**4. Health & Safety**

Board agreed to proceed with purchasing insurance for Woodland Group creating a shelter in the Hillground. CP to check whether the cost can be taken from funding.

**5. Finance Update**

- Key focus this last month has been on progressing with National Lottery Heritage Emergency Funding with AW.
- Bank balance is healthy, and a finance report will be issued to the Board at the end of this month.
- Working on issuing statements to tenants to ensure tenants are aware of outstanding amounts.
- Reviewing new accounting systems to improve efficiency.

**6. Estates Update**

AW presented update on estates activities. Key points were:

- Self-catering project: CP contacting architects to obtain completion timeline for project.
- With the exception of the laundry/stores self-catering unit, all other units will have the same toilet sanitary ware.
- With regard to unit 83, the main contact with potential tenants will be the Estate Manager.
- Strathearn Cares: Interested in renting a unit once the current 6 month storage agreement ends. AW will find out hut size and other requirements.
- AW to email neighbours to clarify their plans for planning trees.

**7. Any Other Business**

- Establishment of core path between Crieff and Comrie. It is thought that CP is already part of this group but if not CP to be asked to join this group as representative of CDT.

**8. Date of next meeting**

Monday 15 March 2021, commencing 7pm.

Meeting ended 20.40 hrs.

APPROVED