

Board Meeting
14 June 2021. 19.00 hrs.

1. Attendees and Welcome

Directors Present: D Robertson, H Buchan, W Thow, J Lang, A Moffat, C Palmer, B Urquhart (part-time). W Levack (joined in last half hour)
Staff Attending: S Dawe, L Manderson, A Warden

2. Apologies

None.

3. Minutes of Last Meeting

Approved with one clarification.

4. Matters Arising from Last Meeting

A lawnmower that picks up grass is required especially for the self-catering and recreational areas. AW will review models and obtain advice from local groups who currently use lawnmowers.

5. Health & Safety

There were no health and safety items that required to be raised at this meeting.

6. Strategy & Strategic Review

CDT staff to complete review of draft final report and report back next week.

7. Self-Catering Company

It was agreed that CDT would write to the shareholders with proposals that CDT will put to them at their next AGM. BT will draft a letter for Board review. It is intended to hold the AGM July/August on the same date as CDT's AGM.

8. Finance Update:

- Application made to Strengthening Communities Fund.
- Application will be submitted this week to the Adapt and Thrive Fund
- Tudor Trust Loan of £100k will be reviewed in June. It is currently modelled that the loan will need to be repaid, so is carried as a liability, but repayment timing is uncertain. We do have an assurance that it is not going to be called in in the short term.
- As part of the Adapt and Thrive application a cash flow model was prepared detailing the overall projected cash position over the next 24 months, highlighting how grant funds received would be successfully applied.
- Significant capital expenditure is required on site and there are sufficient funds available to meet the immediate key priorities assuming successful receipt of the two revenue grants applied for.

9. Estates Update

- Board agreed that a tenant who is also an associate member of CDT will be written to regarding the tone of his correspondence. CDT staff will draft a letter for the Chair's signature.
- Self-Catering is progressing well. Fit out's should be largely completed by end of this month. With regard to outsourcing the letting/cleaning, two companies have attended site and a third, and last company, will be on site tomorrow. Quotes will follow. One company provides room packs of furniture which is about 20%-30% less than purchasing furniture individually.
- Discussion took place around naming the individual self-catering units in keeping with the military history of the camp. AM will provide AW with contacts to assist with this and future visitor attraction development.
- Paths around the back of the self-catering will be created using HEF funding. OneCall will put in a new tarmac pedestrian pathway at the Camp entrance next week.
- It was agreed that rather than keep every fire hose box on site in a poor condition, it was better to retain one or two around the site in good condition. It was agreed that the fire hose box outside unit 4 would be removed.
- Unit 13. Board agreed to transfer of land identified by AW's sketch and J&H Mitchell will be instructed to proceed with the transfer.
- Site clean-up: Large skip is being hired to collect all the rubbish around the site.
- Update provided on hut repairs and units being handed back at end of leases.
- CDT are committed to providing unit 42 for an event and therefore the lease for this unit will be formally terminated at its termination date of end June.
- Biodiversity project was agreed to be a good idea and will be attended to within the wider development plans for the Camp.
- Request was made to create a tennis court to find out if there was an appetite for this facility at the camp. It was agreed that AW would make contact with requestor and liaise with local Laggan Park Group to discuss in more detail.

10. Working Groups

- Woodland Group Consultation Survey: It was agreed that the survey would follow on from the final strategy review report. AW to advise the Woodland Group.
- Woodland and mountain biking: LM to check public liability insurance covers such activities.
- AW to contact PKC regarding possible grant that is available for upskilling volunteers.

11. Staffing

Board agreed to meet to discuss the Project Director role and AW will submit his suggestions on the role's remit.

12. AOB

- One new full member approved.
- Press release regarding naming of the Woodland area would be postponed until there is time to engage with the Woodland Group.
- Doors Open Day 19/20 September. A separate meeting will be held to establish whether there is enough on site to merit taking part in this.

13. Date of next meeting

Monday 19 July 2021, commencing 7pm

Meeting closed at 10.00 pm.

Approved