

Board Meeting
Monday 27 September 2021. 19.00 hrs.

1. Attendees and Welcome

AM welcomed attendees.

Directors present: A Moffat, W Thow, J Lang, W Levack, C Palmer, D Robertson

Staff present: S Dawe, L Manderson, A Warden.

2. Apologies

H Buchan, B Urquhart

3. Minutes of Last Meeting

Approved with one amendment against Finance and Self-Catering Association.

4. Matters Arising from Last Meeting

Whilst it was the consensus at the last Board meeting in August that the CDT Board would pay back the share value to the CHSCL members at their request, it was decided to take a formal vote on this at this Board meeting. The Board then unanimously agreed that the CDT Board will pay back the value of shares to any CHSCL member who wants it and the mechanisms of so doing would be discussed at a later date.

4. Health & Safety

No items raised.

5. Board Members' Declarations of Personal Interest

No new declarations made.

6. Heritage Group Remit

AW expressed the view that it was beneficial to leverage the expertise of the Heritage Group in carrying out research, but it was important that we did not ask too much from them. WL pressed for the strategy review to be issued as he had asked the Heritage Group to update the heritage plan in terms of the museum. The original heritage plan was written by Anne Petrie who has indicated she would help with this update. SD advised that the strategy report should be submitted shortly. AM would get involved in chasing the report if required.

7. CHSCL

Discussion took place and it was noted that the shareholders could have requested their money back at the end of three years but as at this time it is believed that no one has asked for it.

- WL proposed and BT seconded the proposal that the CDT Board would provide staff support to assist CHSCL in making a decision on the dissolution of CHSCL. That support would take the form of writing a newsletter and advising on the way forward.

The Board unanimously agreed to this proposal.

- WL proposed and BT seconded the proposal that the newsletter would be issued to CHSCL members from the CHSCL Committee.

The Board unanimously agreed to this proposal.

- WL proposed and BT seconded the proposal that the CHSCL would approve and sign the newsletter and the newsletter would be sent to the CHSCL members by the CDT Staff.

The Board unanimously agreed to this proposal.

- WL proposed and JL seconded the proposal that the CDT Board supported the dissolution of the CHSCL, and that CDT will administer the running of the Heritage Hutting.

The Board unanimously agreed to this proposal.

8. Finance Update

- **Kick-Start Employee:** This role would be to support the VSO on marketing and gain general administration skills. AM pointed out that subscription to this scheme was extremely popular with over 15million applications and there was now a backlog in processing the applications. Based on his knowledge of an application, it seems unlikely that anyone would commence working with us until the new year.

The scheme provides £1.5k towards equipment, the government pays pensions and wages above the living wage. There are no other costs other than the time to train them.

- **VSO Funding:** Applied for 50% towards VSO salary.
- **Self-catering:** meetings held around costs still to come and although we have adequate headroom need to look at other costs and map them out. Next claim will be submitted this week and paid next week.
- At this point a brief discussion on the title VSO took place and the CEO will propose an alternative that was more relevant to this role.

- **Recruitment:** 80% of total spend on the S-C grant was for recruitment and we need to spend that to claim it.

VSO and Estates Manager roles: this will be progressed.

Book-keeper role: Required for no more than 30 hours per month. SD contacted our auditors to get an idea of cost and wants to explore this further. However, it is expected that the rate would be £14-£15 per hour.

9. Estates Update

Self-catering:

- Now at critical phase to get finer details right before handover.
- Fortnightly project meetings CP/SD/LM/AW covers all aspects of the project.
- Re marketing: leaning towards one company who have been very supportive, comprehensive and enthusiastic. AM asked if any Board member had any objection to this organisation and none were made.

Visitor Attraction and Events

- On 16 September AW met with architect to discuss plans to develop the Jailblock,

in a minor way to start with, for opening in April next year and in longer term to develop the semi-derelict eastern part. The Officers Mess will also be discussed, and reference made to existing plans.

- Recruitment of Kick Start employee and VSO to progress.

Estates:

- Commercial lets: some catch-up work to do and expect to be up to date in a couple of weeks
- Two 20' containers delivered last week which will be used for storage and free up huts that are currently being used for storage. Interest from a charity re storage space in one and that is being followed up.
- Caravan: planning deadline on condition for carrying out cladding is at end of this month. No work has taken place and due to the imminent deadline it is unlikely this will be done. AW will advise PKC Planning Dept if the work has not been done and it is expected that PKC will advise the owners to remove the caravan.
- At present civils works on the project is not required and the OneCall construction employee is temporarily working for CDT digging trenches in preparation for laying cables etc. Trenching for the self-catering boundary hedging will be included.
- Rubble at the gate down to the old sewage works will be moved. WL suggested putting it at the top left corner to make it level.
- Water supply for servicing Klargester: Tap will be installed here.
- Hillground water: Standpipe at allotments will be installed and Allotments could pay for the water to be extended into the allotments.
- Cattle grid: grilling will be put in at each side and conduct across it.

10. Any Other Business.

- Hut 1: Expression of interest in longer term let from forestry organisation who wish to have a base in Perthshire. CP and AW will arrange planning permission to change the use from museum to office space.
- Consideration being given to making one of the additional self-catering huts into two rooms, each with bathrooms, but no kitchens but dependent on cafe being available to provide meals.
- Property Management System: last changes made, and handover of live system expected week commencing 4 October.
- Board appreciated the work recently carried out to the verges at the Camp.
- Orchard Group will cut the hedge at the roadway over the next couple of months.
- CDT's AGM will be arranged for end of November. The CHSCL will make their own arrangements for their AGM.
- Self-catering huts: the painters have advised that the exterior paint (decided on by the architect) will need repainting every 12 months. Once HES sign off the project the huts will be coated with something more suitable.
- BT complimented S Holoran on her work in organising the Doors Open Days.

11. Date of Next Meeting

Monday 18 October at 19.00 hrs.

Meeting closed at 21.16 hrs.

Approved