

Board Meeting
Thursday 27 July 2023 19.30 hrs

1. Attendees:

Directors: J Spurway (Chair), L Brown, W Levack, R Macintyre, C Palmer, D Robertson,

Staff: C Crawford, L Manderson

2. Apologies: J Lang

3. Minutes of Last Meeting: JS advised that there were a few minutes to approve but due to workload he has been unable to complete these.

4. Declaration of Personal Interest: JS advised that he has purchased ground that runs the length of the north east of the camp and plans to rent this out for horticultural activities similar to Tomnaha. The route of the track to the munitions store will change but will be more direct for users.

5. Reports from Board members.

Chris Palmer:

- Self-Catering Snagging: OneCall has completed. Painter finishing repairs to doors and windows with different paint finish on doors. Electrical snagging will be carried out over next few weeks depending on access. Once completed OneCall are entitled to the Total of £17,228 is due now and the total including unpaid invoices is £38,500 including VAT. OneCall have accepted being paid in instalments.
- Hut 47 Duke of Edinburgh lease will be signed Monday 31 July. PKC to advise the Planning Class for their activities. Area that will be included for their activities (but is not part of the formal lease) is the cage area which they wish to use as storage. Whilst they had asked permission to remove the cage CP will suggest to them that they retain this particularly as they may wish to create a sit out area in future and this would ensure the area is private to them.
- Planning Application Validation has been received for huts 21, 47 and also the motorhome parking.

Davie Robertson:

- Tenant in Unit 1 is interested in 2/3rds of unit 55. DR to continue discussions with him regarding work that the tenant requires and what is possible in this listed building.
- Caretaker having trouble finding some of the meters and DR will ask previous caretaker to assist. **Action: DR**
- Discussion around the misuse of the commercial bins and the fact that they have again not been uplifted. A separate estates discussion required to find a solution. **Action: DR**
- Caretaker will be given a budget to purchase fuel for mower, truck and petrol strimmer. DR to investigate an account with Comrie garage. **Action: DR**
- Caretaker hours: DR to discuss workload with Caretaker with a view to balancing hours over summer/winter activities. There is no budget to pay overtime. **Action: DR**

Jeremy Spurway:

- Been involved in lease for Hut 47, field access, and with CP measuring the plot for sale to

Wild Hearth Bakery. Area is 270 sq. mtrs. and price based on rate for land sold to Wild Wood Bros. between Units 13 and 16. Board approval may be required by email.

Action: JS

A meter will be required in this area.

6. Confirming Treasurer Appointment

JS advised that RM has been acting as Treasurer and his formal appointment to the role by the Board was required. RM is willing to act as Treasurer for the interim period up to the end of March 2024. D Robertson proposed this appointment and C Palmer seconded it. Board members then unanimously voted to appoint R Macintyre as Treasurer for this period.

7. Health & Safety

To ensure the caretaker has a formal H&S induction in line with CDTs policies and procedures, JL will lead on this. **Action JL**

LM to source a one day CSCS working safely course. LM to set up account with Highland Industrial Supplies in Almondbank to purchase PPE. **Action: LM**

8. Finance

R Macintyre Update

- Self-catering: RM met with Count Accountants and Clark Anderson are not providing information and also when providing information it is not simple to follow. They do not appear to have experience of customers who are VAT rated and seem unable to produce VAT invoices. Need to ensure we do not miss out on recovering VAT.
RM and CC to request the information we require in templet form for CA to complete.
Action: RM/CC
- Self-catering income: Following clarification around invoiced charges, the revenue is c. 33%. With reduced cleaning costs this should increase to 50%.
If the service is not value for money, then we should consider other options. It was noted that the 18% service charge is considerably lower than other potential organisations.

C Crawford Update:

- £7k overdraft left. Payroll will be run tomorrow and will pay electricity invoice and some smaller bills.
- Re SIS loan: SIS require identify checks and information about the Trustees and JS will circulate that list to the Trustees to prepare them. All Board members confirmed they had no objection to identify checks. **Action: JS**
CC to have separate discussion next Monday with JS on the detail of the loan.
LM to keep track on progress with gathering information. **Action: LM**
- Discussion around separate bank accounts for working groups and also for VAT which would help manage finances.
- Year End Accounts: CC to obtain quote from auditors before starting work. Meeting scheduled for next week. **Action: CC**
- Funding: SIF and Thomson Trust won't provide funding (even if successful) until October. Awards for All has reduced availability and need to demonstrate where the £10k received for Officers Mess was used before we can obtain further funding. There is not a lot of funding for what we do. With regard to heritage funding, then if we were an accredited museum there would be more opportunity.
CLLD (Community Led Local Development which is basically LEADER) is a potential. We

already have the Community Action Plan and Conservation Plan funds and this week we have been asked for an update on progress.

Other grant funding is really restricted and making us do more. We need to ensure that we have the capacity to manage any funding we get.

- Priority is payroll, pay bills, SIS loan and getting ready for the audit.
- RM advised that our largest bill is the VAT bill which we have managed to bring down from £8k to c. £4k.

R Macintyre Update:

- Debtors: Payment plans need to be set up for particular debtors. **Action: RM and JS**
- New Tenants: RM advises carrying out credit checks on new tenants.
- Outsourcing lease management was discussed, and DR will contact Doug Smart to find out if this were something his company would do. **Action: DR**
- Discussion regarding what is repairing lease work is allowed in listed hut. DR to discuss this with hut 49 tenant. **Action: DR**
- LM to check/provide Caretaker with list of tenants. **Action: LM**

9. Recruitment

Finance Officer: To attract applicants the salary needs to be £10k more (pro rata), however we do not have the funding for this.

Discussion took place around working groups and it was recognised that an estates group would be beneficial.

There being no other business, JS thanked everyone for attending and the meeting closed at 22.05 hrs.