

**Board Meeting**  
**Thursday 31 August 2023 19.00 hrs**

**1. Attendees:**

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

**Staff:** L Manderson

**2. Apologies:** J Lang, R Macintyre, C Crawford

**3. Minutes of Last Meeting:** CP advised changes to item 5 relating to payments to OneCall and with that change the minutes were then approved.

**4. Declaration of Personal Interest:** None.

**5. Reports from Board members.**

**William Levack:**

Discussed under self-catering.

**Chris Palmer:**

- Self-Catering Snagging: OneCall has completed all but very minor items which will be complete within the next two weeks.
- Self-Catering Water Pressure Issue: Pressure reducing valves required in each of the huts including the laundry as fitting it on a central pipe will adversely affect other properties on the site. Cost of these being obtained. **Action: CP**
- Self-Catering Utilities Costs: It was noted that water meters are outside each hut but there is no separate electricity meter in each hut.
- Hut 47 Duke of Edinburgh tenant. DR met with contractor who will provide DofE with quote for work (electrical sub-contractor visiting tomorrow). It was noted that DofE will find the funding for this work.
- Planning Application for huts 21, 47 and also the motorhome parking. CP will follow up with PKC to see where this is in the process. **Action: CP**
- Neighbouring land with Cultybraggan Farm. JS advised that he had agreed with Farm owner to do a slight land swop to allow the farmer to turn his tractor more easily. Legally CDT will continue to own the land.

**Davie Robertson:**

- Unit 55. DR met with tenant and 2/3rds of area marked out. Tenant is prepared to do work to improve the hut and install washing facilities and toilet. DR to discuss terms with Smart & Co tomorrow when they are on site and advise terms to LM to produce lease. **Action: DR.**
- DR meeting with Doug Smart and his colleague tomorrow afternoon on site to discuss Smart & Co managing the leases for CDT.
- Meter readings: Important that all meters not read in June reading are read prior to September reading. September meter readings to begin mid September and LM can email tenants to help gain access to huts or obtain readings. CW to contact JB if he is unsure of meter locations. To include solar FIT readings. **Action: DR**
- As a trial to try to stop fly tipping, the commercial bins to be placed inside fencing near hut 83 with commercial tenants provided with padlock code. **Action: DR**

- Comrie Garage will set up account with us for caretaker to obtain fuel for mower, truck and petrol strimmer. **Action: DR**
- Caretaker hours: Caretaker now working contractual 26 hours per week. Timesheets are to be introduced to understand the time spent on various activities. Separate self-catering hours from events/museum. **Action: DR**

**Lindsay Brown:**

- Access issues: PKC have had the highest number of complaints this year regarding access: barbed wire at north of camp, potential fencing next to core path along the Ruchill, and fence to the field where general access has been available for a number of years. PKC offered self-closing gate at camp and will issue a Section 14 Notice to enforce this therefore PKC are prepared to use legal means. It was noted that the gates that he removed were CDT's and have been seen stored at his premises.  
 Core Path: There needs to be 2m between any fence and the core path and a Section 19 Notice will be issued if this is breached. There is no public meeting scheduled as PKC are moving forward with this.
- Bird Scarer: the more complaints to environmental health regarding the noise of this then the more serious they will take it. Likewise, any threatening behaviour should be reported to the police.

**Jeremy Spurway:**

- Met with Sharon Rice-Jones and Laura Martin from Community Led Local Development (CLLD) which was LEADER. Advised that the Conservation Action Plan and the Community Action Plan, whilst funded by CLLD had not progressed and CDT have had to use the funds to help keep CDT viable. CLLD wish us to continue with the Action Plans and will provide additional funds for this. They understand the value of CDT to the local community and are willing to provide further support. We do need to provide a strategy that ensures CDT recovers.  
 CP is taking the lead on the Conservation Action Plan: **Action: CP**  
 LB is taking the lead on the Community Action Plan and will involve Comrie Community Council (namely G Brock). **Action: LB**
- Biomass Augur: Has been taken to tenant on site who will obtain a quote to repair this. AMP have already quoted.
- PKC Public Entertainment Licence had to be obtained (£190) for the theatre performance taking place on one evening. The process is lengthy, and it was noted that an annual licence must have all the performance dates specified for the full year prior to application. Following that, any changes to these dates would incur a change fee. JS spoke with PKC regarding retail licence for Orchard Day and provided the traders (local bee keeper etc) take the cost of producing their goods from price and donate the remainder to the Orchard Group then a licence is not required.
- Land sale to Wild Hearth. Not completed yet: When WH bought unit 13 from B Carmichael, CDT were persuaded to include additional ground, but this was not included in the title. The title sold to WH is not the same title as that which B Carmichael purchased from CDT. Need to work out the boundaries and contact Registers of Scotland to resolve. The cost will be worked out using cost of land sold earlier and adding CPI. Its c. 300 sq. metres. **Action: JS**
- Ground in front of 15A has been re-seeded. It is important that areas within sight of A listed buildings retain the historical feature of the camp.
- Parking: Discussion on parking and suggestion that plastic mesh could be used to extend

parking along verges and in areas against huts (e.g., 55). Funding would be required.

- Insurance: Groundhog vehicle value provided to insurance brokers and vehicle is out of action until it is insured.

## 6. Staff

Estate Manager: Extent of role to be confirmed after DR's discussion with D Smart re letting contracts.

Finance Manager: Extent of Finance Officer role to be confirmed after inauguration and discussion with 'Finance Advisory Group'. **Action: JS**

JS referred to organisation charts issued to Board. These propose transferring the Camp management to a separate limited company with CDT purchasing services from the Camp. CDTs income will then fall under the charity audit threshold and would considerably reduce auditing costs. JS considering asking the 'Finance Advisory Group' to evaluate and prepare a plan for this transfer to be completed by end of this tax year. JS working on this next week.

**Action: JS**

**Visitor Experience Officer:** JS meeting with VEO to establish what events are scheduled and how costings are worked out.

**Development Co-ordinator:** JS proposed a Development Co-ordinator role to co-ordinate staff activities (staff being self managed). The aim would be to apply for PKC funding to support this.

## 7. Finance (JS)

SIS loan expected within next month and will provide some breathing space.

Debt: Still have debt of £120k this year and £57k is more than 3 months old. **Action: JS review with RM.**

## 8. Sale of Men's Shed

Men's Shed still interested in purchasing their shed. Previous information from Steinmeyer Committee intimated that funding would not be available and therefore it was assumed that the sale could not go ahead. However, Men's Shed believe they can obtain funding for this, and this will be followed through. **Action: JS**

## 9. Responses to Email to Members

Email to members requesting advice on preventing the mothballing of the museum resulted in the following: Approx. 450 members/associate members received the email. A few responses suggested things that we could do (rather than offering support to do them), several offered suggestions re funding avenues and more suggested that if it threatened other projects then to mothball it. JS allowing a few more weeks to allow members to respond.

## 10. Self-Catering

Laundry. Awaiting proposal from Clark Anderson. Brief discussion on Klargester capability with increased water load but WL suggested that there are changes that can be made to provide in-house laundry. WL on holiday for two weeks and will report after his return.

**Action: WL**

PAT testing of remaining equipment required. DR to arrange. **Action: DR**  
WL advised 37% profit level but caretaker's time to be taken off. WL to provide spreadsheet of costs. **Action: WL**

**Four in a Bed:** Dates on site are 2<sup>nd</sup> and 3<sup>rd</sup> October.

It was agreed that the gas to the biomass should be on during those days.

**Actions:** WL and DR liaise with Clark Anderson to find out what we are expected to do. Also to find out what activities they are planning.

CP: Weeding

LM: Checking cleaning, getting repairs done, etc

#### **11. Leases**

LM advised that tenants obligations specifically with regard to repair/maintenance and insurance need to be reviewed. Discussion on whether we should hold a deposit or not and advice on all these points will be raised with Smart & Co. LM to give DR copy of lease templet for his meeting with them tomorrow. **Action: LM and DR**

#### **12. Any Other Business**

CP: Meeting Vivian White re scope of conservation plan.

LB: Teams meeting next week on CAP with Community Council.

A tenant has submitted costs for loss of products due to not having supply of heating from the biomass. However, under the terms of the lease CDT are not liable for this cost. Once the cost of the augur repair is received then we can review the biomass viability especially as Entier are not on the system.

There being no other business, JS thanked everyone for attending and the meeting closed at 21.15 hrs.