

Board Meeting
Thursday 26 October 2023 19.00 hrs. Hut 4

1. Attendees:

Directors: J Spurway (Chair), L Brown, W Levack, C Palmer, D Robertson. R Macintyre joined on Zoom for the full meeting.

Staff: C Crawford, L Manderson

2. Apologies: J Lang

3. Minutes of Last Meeting: The minutes of meetings on 31 August and 29 September were approved.

4. Declaration of Personal Interest: None.

5. Reports from Board members

William Levack:

- Will chase Clark Anderson re changes to cleaning and laundry arrangements. **Action: WL.**
- Will arrange meeting with Clark Anderson finance team and CDT to discuss VAT details. **Action WL.**

Chris Palmer:

- Self-Catering Snagging: A few electrical things to attend to.
- Self-catering: The noisy water supply is due to high water pressure. One pressure reducing valve that covers all s-c huts could be installed at cost of £2,360. This has been put on hold for now. WL suggested that when that work is carried out a water meter is also installed.
- Hut 47 Duke of Edinburgh tenant. Planning approval obtained and passed to DofE. CP will issue a notice to PKC that works has started. DofE expected to complete works in January. **Action: CP**
- Conservation Management Plan: CP has started looking at a model for the brief.
- Grade B huts window repairs/replacements: PKC Conservation team now have photos and details about the windows. Await PKC response.

Davie Robertson:

- Unit 49: Tenant continuing with repairs and will complete before leaving. Still has lot of items stored in it.
- Unit 50: DR to contact tenant to formalise lease. **Action: DR**
- Unit 75N: Potential tenant now not taking this hut.
- Unit 55: Tenant requested rent reduction due to work. Board agreed that open accounting should be put in place and receipts submitted. **Action: DR**
Work that can be offset against rent is electrical installation work, but installation of shower would not. Tenant to be advised to check whether planning permission is required for kitchen and shower installation. **Action: DR**
- **Glenturret Hut:** Lease not been signed. **Action: DR**
- Unit 14 Biomass Heating: JS and DR to discuss following this meeting.

Lindsay Brown:

- Community Action Plan. Meeting held with Comrie Community Council who had agreed to take this on.
- Perth Access Rights: PKC still taking the local access rights seriously, but it does take a lot of time to resolve. If there are any issues with the farmer, then these need to be reported to PKC or the Community Police.
- Invergeldie Estate have submitted a proposal for a windfarm in Glen Leadnock.

Ruaridh Macintyre:

- Invoices: Done a lot of work bringing invoices up to date regarding service charges and rent for commercial tenants. 88 invoices issued c. £40k but still a lot to do. Some queries from tenants to investigate and RM has had his own queries to investigate.
- Utilities: more work required readings and charges as these are not up to date.
- Scheduling invoice statements need to be restarted.
- Greenshoots funding sets aside money for Count Accounting to do debt management and will also cover legal fees.
- Concentrating on invoicing to get out to as many people as possible. Scope to talk to one of our volunteers for ongoing stuff.
- Creating outline of plan of things to be done to bring us up to date.
- Need clear set of procedures for a new Finance Officer and RM is concerned that he feels he is the only person that can do this. JS, CC, and RM to review this outside this meeting:

Action: JS

- Need a system for clear list of things to do to streamline and improve. Lots to get sorted out.
- Resignation: RM has found it difficult to balance CDT business with his own business and family life and will be resigning. However, he would like to get involved in the future. On behalf of the Board JS expressed their gratefulness of what RM has done up until now and we are in a much better position than we were 6 months ago. All Board members concurred.

Jeremy Spurway:

- Spent time this month chasing people to pay invoices.
- Biomass. Working with one of our tenants on the biomass repair.
- Museum and events: working on costs and returns for these. Due to amount of staff time organising this we did not make money on this.
- Heritage Group: Require serious consideration and decision on how we run the museum. Expect to meet with the Heritage Group soon.

6. Finance (Colin Crawford)

- Audit: Time spent responding to many requests for information from auditors and CC expects further questions. All information is stored on Sharepoint. Although CC hopes to be able to set an AGM date before the end of the year there is a notice period to publish/issue the accounts prior to the AGM.
- Meeting with SIS tomorrow. Awaiting consent letter from Triodos and solicitors completing work before money can be released. Pushing to get this within the next 10 days.
- CC talked through the list of debtors and creditors.
- Funding applications:

Thomson Heritable Trust application for installation of 10 electric smart meters. Application for £7k from Greenshoots will be announced in November and this to cover legal fees to JH Mitchell and cost for auditors and debt recovery.

Gannochy deadline was last Friday for capital and in December we will be advised whether we can go forward to stage 2.

Community Ownership Fund: Aim of this fund is to prevent community assets being lost. CDT are a strong candidate for this and we should put forward a large bid to cover Officers Mess, Jailblock, completion of self-catering, restore derelict units. This funding requires 20% from CDT and applications to cover this amount could be sought from Gannochy, Architectural Heritage Fund and National lottery. CC needs to meet with the Board to tease this out and determine how we deliver on this.

7. Music Space – Hut 64

Discussion around community groups paying service charges due to the lack of CDT's finance. Comrie Cancer Shop are willing to pay these charges. JS will speak with the Men's Shed and Comrie Scouts to see if they would be willing/able to pay: these groups have leases that allows them rent and service charge free so they would need to be willing.

WL pointed out that at a Board meeting in CDT's earlier period it had been decided that in order for a group to obtain free occupation of a hut the following criteria had to apply:

- The group had to be a charity
- Be not for profit
- Meet a local need
- Be locally run
- Benefits the local community

Following further discussion, the Board unanimously agreed to: Any new community group would not be charged rent but would be charged service charges with the provision that in exceptional circumstances the service charge would be waived.

The Board unanimously approved letting hut 64 to the group running the Music Space.

8. Any Other Business

- One associate membership application was unanimously approved.
- CP: Permission for Jim Thomson to erect a timber shelter in the Orchard Group primarily for the Community Playgroup to use was unanimously approved.

There being no other business, JS thanked everyone for attending and the meeting closed at 21.40 hrs.