

Board Meeting
Thursday 23 November 2023 19.30 hrs. Hut 4
Approved 25.1.2024

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: The minutes of meetings on 26 October and 8 November were approved.

4. Declaration of Personal Interest: None.

5. Reports from Board members

William Levack:

- CC will assist WL with VAT details. **Action: WL/CC.**

Chris Palmer:

- Self-Catering Snagging: Contractor paid on Monday. However, release of retention funds is due, and contractor may be willing to be paid in stages. Due to this CP has been holding off on chasing completion of last few snagging items.
- Hut 47 Duke of Edinburgh tenant. Work progressing well.
- Conservation Management Plan: CP started to write brief and will circulate to Board when done. Discussion on whether we can create the plan ourselves based on this brief rather than pay consultants to complete it. However, CC clarified that we have grant funding to deliver the plan.

Davie Robertson:

- Unit 49: Tenant vacating 1 December and will pay for windows repairs as PKC have not yet provided advice on window policy.
- Unit 47 refurbishment by tenant: CP advised he would chase PKC regarding windows policy. **Action: DR**
- Unit 75N: JS to speak with tenant who is storing stuff in here to empty it. **Action JS**
- Unit 50: Full of stuff and DR to contact tenant regarding this hut. **Action: DR**
- Unit 55: Tenant requested rent reduction due to work. Board agreed that open accounting should be put in place and receipts submitted. **Action: DR**
- Caretaker timesheets: DR to check this is being completed as required. **Action: DR**
- It was noted that any member of staff who has been signed off as sick by a doctor must not come into work until a doctor has signed them off as fit to be at work. CDT are not insured for members of staff who attend work whilst a doctor has signed them off as unfit.

Lindsay Brown:

- Windfarm Glen Lednock: At early stage and open meeting held in village recently.
- Community Action Plan. Comrie Community Council had agreed to take this on, but no further progress has been made.

- Perth Access Rights: PKC looking for proof that people have been using the Ruchillside path over the last 20-40 years and they should write to PKC.

Ruaridh Macintyre:

- Trying to get time to work out all that needs to be done on the income side.
- Several things to be resolve, e.g., utilities invoicing as at 31.3.2023; utility invoices to 30 September when Engie electricity contract ended; account reconciliations; etc.

Jeremy Spurway

- Involved in progressing SIS loan; Greenshoots fund.
- Progressing sale of ground between units 13-15-16 with solicitors.
- Augur repair invoice expected to be c. £500.
- LB, CP, JR, JS met with Heritage Group and other interested people – about 12 attendees. It was felt that the meeting was constructive, non contentious, and positions were stated rather than agreed.

Main goals of Heritage group are to: Keep museum staff over winter; have somewhere to store artefacts in suitable conditions; set up exhibition in the village; hold events.

The Boards position is that there is no funding available to keep the museum open over the winter and unless the Heritage Group find funding then the VEO will become a seasonal post. At the meeting one of the attendees suggested they may be able to find funding. However, the Board have not heard anything further about this.

Artefacts are currently being stored in hut 29 but again there is no funding available to improve the storage and the Heritage Group should find funding.

The exhibition in the village does not require Board input.

There is no volunteer base for events. Carry on Culty at best broke even and there is a lot of work involved to employ someone just to break even.

The Heritage Group is very small and need to organise themselves and raise money. The Board will support them, but the Board do not have the capacity to do the work and there is no money to fund staff to do it.

6. Finance (Colin Crawford)

Audit: Almost complete and writing Finance Report now. Expected to be submitted mid December and will meet deadlines for Companies House and OSCR.

CC went over finance report and key points:

- Managing Costs: its not easy to separate the costs for each of the business streams. However, for next year's budget, costs can be separated into business steam on Xero and Count will be asked to set this up. **Action: CC**
- Greenshoots funding will go towards costs of recovering debt. DTAS wish to meet with representatives of the Board to ensure that the Board are in agreement with how we are going to pay back debt on our 5 year plan.
- JS to speak with CLLD (Community Led Local Development) which seems to have replaced LEADER, regarding setting up a trading company. They'd be happy to support us provided

they see we have a recovery plan.

- CC will prioritise aged payments to suppliers. The older debt amounts to small amounts adding up to c. £7k and these would be easiest to pay off. Board unanimously voted to pay everyone who is owed under £500.
- JS has been doing work to firm up on details and tackle aged debtors. JS has already tackled some with some debt being paid.
- CC advised that once the audit was complete he would not have any time to carry out any further Financial day to day activities but would remain focused on funding.

7. Any Other Business

There being no other business, JS thanked everyone for attending and the meeting closed at 22.10 hrs.

APPROVED