

**Board Meeting**  
**Thursday 25 January 2024 19.30 hrs. The Royal Hotel, Comrie**  
**(Minutes approved 7.3.2024)**

**1. Attendees:**

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

**Staff:** S Anderson

**2. Apologies:** J Lang

**3. Minutes of Last Meeting:** The minutes of meeting on 23.11.2023 were approved.

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

**5. Reports from Board members**

**Davie Robertson**

- Caretaker currently away. DR and WL overseeing estate management.
- Biomass boiler working well & is checked every day.
- Drains – there is a blocked drain near self-catering and drainage issues need to be addressed. WL asked CP to update the site maps to include new sewage arrangement from self-catering units.
- DR has obtained an estimate from a contractor to deal with the potholes on site. JS asked SA to circulate estimate to board members and for CP to see if possible to include in Community Ownership Fund application
- DR asked JS to send list of available huts to Doug Smart for processing.

**Lindsey Brown**

- Report from Community Council Meeting: Plan for delivering Community Action Plan submitted.
- LB reported that there are ongoing ROW issues including path obstructions near the Munition Stores. CDT is still awaiting the outcome of the councils enforcement notice regarding access to Right of Way.

**Chris Palmer**

- Hut 47 overview – all progressing well with renovations and building warrant but needs drainage connection information
- CP to liaise with contractor re pressure test for drainage.
- The Chapel renovations are covered by the recent Planning Application. Proposed action is to continue with the repaint in the spring and wait for funds to finish the upgrade.
- Linking the Self-catering units to the Biomass system needs details of the renovations.
- Community Ownership Fund. CP is working with CC to put in an application for this fund, elements could include:
  - Officers Mess Refurbishment
  - Infrastructure Upgrade
  - Pot Holes
  - Heat Meter Replacement
  - Meters for Self-catering

- Conservation Action Plan. This needs tender prices and also to be reviewed by the Heritage Group. Action CP to send draft to Heritage group with a deadline for responses. There is a meeting in February, DR will attend.
- The Woodland Working Group want fencing supplies and already have one quote from Highland Industrial Supplies. Action CP to check for other potential suppliers.

**William Levack**

- Action: send self-catering statement for December to Accountants & Admin.
- Action: review job description of Estate Manager role and approve for advertising.
- Requested JS to give list of available huts to D. Smart.

**Jeremy Spurway**

- JS confirmed that his main focus is on cash flow and debt recovery.

**Ruaridh MacIntyre**

- Action: RM to introduce a system of monthly emails for tenants and owners to submit meter readings. SA to send out monthly email re meter readings
- Action: RM proposed increase in charges for electricity and heat costs. This was unanimously agreed.
- Action: RM to check water charges rate.

**6. Finance**

- The current profit and loss account was sent by Count Accounts
- RM presented the most recent debtors list and there was agreement to chase debts over £2000 first.
- Action: RM to check Quickbook records for certain tenants to ensure consistent invoicing
- Action: SA & LB to receive training on XERO to assist with financial processes.
- Action: CC & RM to review finance officer job description so that it can be advertised.
- Action: SA to advertise finance officer job after review through website, Quair if possible and any other viable route.

**7. Estate Management**

- Action: The Estate Manager Job Description will be reviewed by DM & WL and then advertised.
- Action: SA to advertise finance officer job after review through website, Quair if possible and any other viable route.
- Request by Hut 63 to put up a post box. This was agreed by all present. Action: SA to inform Hut 63 of the decision.

**8. Events**

- SA presented the available information on proposed and confirmed events for 2024.
- The decision was to go ahead with all prepaid bookings, to clarify costs with some organisations particularly toilet & cleaning costs, to accept bookings for those events which have minimum capacity load for CDT in the current period.
- Actions: SA to contact all event contacts with updated information and clarify details.
- Actions: SA to liaise with Heritage Group about the museum reopening and possible tours.

**9. Membership**

- 3 Applications for Full Membership and 1 Application for Associate Membership were received



and approved.

- Action: SA to contact new members and update details

**9. Any Other Business**

- If the Greenshoots money has been received we need to action purchase of new electricity meters.

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