

Board Meeting
Thursday 7th March 2024 19.30 hrs. Hut 4 Cultybraggan Camp

[There was a short induction session for the new board members elected at the AGM (M. Temple, M. Key, S. Bond, and a proposed co-opted board member K. Norton) from 19.00 to 19.30 led by Jeremy Spurway. JS explained the board induction document which had been sent in advance along with the Articles of Association. New members signed their Consent to be a Director forms, Information for Companies House, and Declaration of Personal Interest Forms.]

1. Attendees:

Directors: J Spurway (Chair), L Brown, W Levack, C Palmer, D Robertson, M. Temple, M. Key, S. Bond, K. Norton (proposed as co-opted trustee)

(R. Macintyre has resigned as a trustee but attended as an acting Treasurer to ensure continuity for handover & to present February financial update)

Staff: S Anderson

2. Apologies: C. Campbell

3. JS proposed to stay as Chair for this meeting and the next to provide continuity and time to induct new board members. This was agreed by all present.

4. Minutes of Last Meeting: The minutes of meeting on 2024-1-25 were approved. Proposed by DR and seconded by CP. SB queried the decision to allow Hut 63 to erect a postbox. JS & RM confirmed that this was a temporary structure and not constrained by Listing. JS & CP explained that the Heritage Conservation Plan would be an essential reference document for CDT and tenants. There were no objections.

4. Declaration of Personal Interest: New board members signed their declaration of interests forms before the meeting began. Existing board members confirmed that there were no new declarations of personal interest.

5. Health & Safety

There were no health and safety incidents to report since last board meeting.

6. Reports from Board members

W. Levack

- There are ongoing issues of charging VAT with the holidays to be resolved with Clark Anderson. Information has been received for only 3 of the huts. SA to contact Clark Anderson. RM is continuing to work on the VAT issue with the holiday lets.

C. Palmer

- The contractor working on the Hut 47 renovation has agreed to give a quotation for repairing the roof of the Jail block which will be included in the materials for the Heritage Group funding application. MT asked what the long-term plan for the use of the Jail Block is. WL confirmed that it is an A-listed building and there is a duty to conserve the building in good order. JS confirmed that the long-term usage would be decided by board.
- The Community Ownership Fund application will be completed by the end of March

- CP will continue to liaise with the Heritage Group about the Heritage Conservation Plan.
- CP reminded board about the urgent need to agree a payment plan with One Call.

D Robertson

- DR highlighted the ongoing drainage issues near the self-catering units and in other places. C Walker has been surveying the drainage situation and one manhole is almost full. RM asked DR to confirm that CW is observing health and safety related to confined spaces and that checking manholes is a 2 person job. DR. Recommended identifying a contractor to quote for draining.
- The potholes on site are being managed by temporary infills until funding can be secured to pay the contractor to carry out more permanent repairs.
- DR has been working with CP to carry out surveys of Nissen huts for the Community Ownership fund.
- DR confirmed that the PKC planning department has approved the windows and dormers renovations in Hut 47 and this could be used as a model for all the B-listed buildings on site.

L. Brown

- Path access issues are ongoing. PKC are proceeding but slowly. The area is not a core path but allows access to a core path. Action: LB keep reporting issues to PKC and reporting back to CDT board
- There has been no Community Council Meeting since the last CDT board meeting.

J. Spurway

- Chasing debtors
- Coordinating the Biomass – clearing out space for new chips and overseeing delivery of new chips with MT.
- Coordinating recruitment for Estates Officer & liaison with SA over CDT operations.
- Initial discussions with Sam Grier about the potential form of any community benefit fund if the Glen Lednock wind farm was given approval.

7. Finance (RM continuing as acting Treasurer during handover period)

- As of today, the cash balance is £11,400, including the overdraft facility £41,4000
- Aged Receivables are £89,558 and utilities.
- There are significant debtors and CDT are trying to set up payment plans for the largest debts. RM reminded all trustees of the importance of confidentiality in relation to CDT tenants and debtors. RM confirmed that tenants can pay monthly if required.
- JS discussed the possible use of the Greenshoots fund for assisting with reclaiming debts.
- JS proposed that the Board adopt a working solution in the absence of a paid Finance Officer
 - SA to do one extra day to process financial administration
 - There was general discussion of the need to fill the Treasurer role being vacated by RM, and the need for handover and continuity. It was suggested that SB or KN might take this on. (Subsequently confirmed that Articles allow appointment of co-opted trustee as Treasurer)
 - KN to act as Trustee Finance Officer supporting SA
 - Paid Finance Officer to be employed in next 3 months.
- The lack of leases for some tenants is an ongoing problem. JS suggested that MK and SB worked together to confirm MK's lease and use this as a model for other outstanding leases.

DR suggested looking at the Doug Smart lease model as well.

- **RM** will ask CC to prepare cash flow projection including a payment plan for our larger debts
- JS asked for discussion around prioritising CDT debts. There are concerns about the costs of maintaining the Biomass boiler and MT will carry out a cost/benefit analysis.

8. Trustee Roles

- SB proposed a 'Compliance Officer' role. There was discussion of appointing a Company Secretary to fulfil this role. SB suggested they would be competent.
- MT to act as Tenants liaison trustee
- MT to carry out cost/benefit analysis of Biomass boiler
- MT to assess the logistics and legality to having a café on site, including mobile solutions.
- Trustee Estates group was proposed as DR, KN, MT
- MK & SB to work on fine-tuning tenants' leases
- SB proposed having named roads on site. SB was asked to produce a detailed proposal and bring it to a board meeting for discussion
- LB confirmed he would like to work on Comms and suggested volunteers who might be able to assist CDT. Action: to contact potential volunteers [JS]

9. Estate Management

Recruitment of Estate Manager role is ongoing.

10. Events

- Outlander are coming back with their film unit from the 15th March to the 3rd April (the 2 filming days are the 25/26th March)
- Action: SA to circulate list of confirmed, proposed and upcoming events with the minutes.
- Action: SA to continue liaising with Heritage Group about the museum reopening and possible tours.

11. Working Groups

- Heritage Group is now meeting regularly and hope to reopen the museum for Easter Weekend.

12. Membership

- 3 Applications for Ordinary Membership and 1 Application for Associate Membership were approved at the AGM (2024-2-27).
- Action: SA to update new member details

13. Decisions

- MK asked permission to install a defibrillator outside his hut. MK did not take part in the vote and this proposal was unanimously approved by a vote of the trustees.

14. Any Other Business

- The Heritage Group asked about compost and flowers for planters. SB suggested that the allotments group have compost and also that Comrie in Bloom might have some flowers.
- WL confirmed that there will be no new land sales without consultation with the community.
- CP asked about having a more regular burning of the bonfire near the allotments.

DONM

- Last Thursday of the month.

There being no other business, JS thanked everyone for attending and the meeting closed at 21:30.

Approved