



Comrie Development Trust (CDT)
Board Meeting, Tuesday 23rd April 2024, Hut 4, 7pm

1. Attendees

Trustees: Jeremy Spurway (Chair), Ken Norton (Treasurer), Lindsay Brown, Chris Palmer, Mark Temple.

Visitors: Andrea Loudon joined as a guest for the meeting and Laura Woku joined the meeting online on behalf of DTAS (Development Trusts Association Scotland).

Staff: Seona Anderson

2. Apologies: Miles Key.

3. Declaration of Interest: nothing new to declare since last meeting.

4. The draft minutes of the board meeting on the 21st March were proposed by Mark Temple and seconded by Ken Norton and confirmed as a true record of the meeting.

5. Laura Woku of DTAS introduced herself and the support available from DTAS including:

- Board & Staff Support
- Governance and Board Operations training
- Strategic Review Sessions
- Board Member Drop-in Sessions
- Staff Network Conference in August
- Study Visits/Workshops
- Webinar
- Explore Topics including Place Plan/ Fundraising
- Facilities Management Advice (DTAS: Andrew Aldous) who could visit if this suits
- Bursary to attend DTAS Conference (27/28th August), Glasgow Caledonian

Jeremy Spurway outlined the basis for the Greenshoots Fund Application to DTAS which would support the Architectural Fund application

- to renovate the Officers Mess
- Complete the Self-Catering or Small Offices

LW asked about the make-up and structure of the board. JS confirmed that we have completed a skills audit for current board members and that a gap is in financial and charity accounting. CDT can appoint 2 more co-opted members and 1 full member of the board (to replace a resigned board member) before the next AGM. JS confirmed that the current board working groups are Estates and Finance.

LW asked if there were any questions and SA asked about support for website and IT support. LW said that she knew of some organisations that specialise in charity IT including Third Sector Lan, Just Enterprise, Passion for Social and that it might be possible to access an Awards for All grant to support this.

6. Update from Board Members

MT: Chapel progressing and the board noted their thanks to Sister Candasiri for the donation towards the paint. MT & DR have been looking at pot hole repair options. MT has been working with volunteers on site on site maintenance.

LB: LB & Colin Crawford attended the last Comrie Community Council meeting to ask for community support for the Community Ownership Fund application. Planning permission has been granted for the adjacent land. The A85 will be closed at night for 5 days 8pm to 2pm for repairs

Action: LB to email SA and SA to send information to Clark Anderson

KN: KN has been working on invoicing and credit control with SA. A letter about the service charges needs to be sent by Chair to all tenants/owners on site. KN will work with SA to send out statements to all tenants to clarify financial statements at year end. KN proposes that booking-keeping and payroll are brought back in house in the short to medium term. A meeting with PKC should be set up to clarify rates situation.

CP: CP has been working on the Community Ownership Fund (COF) with CC. There have been 3 quotations from architects/QSs and an architect firm has been appointed. The architects want to meet with the board about the proposals for the Officers Mess. CP is working with Duke of Edinburgh Perth & Kinross Section to resolved outstanding building warrant issues. CP and DR have a meeting with PKC Heritage and Building Standard representatives. JS commented that building development can be complicated because of listed buildings. CP is working with PKC to get sign up for our Conservation Management Plan (in progress).

DR: Drainage. The blockages have been cleared and deposited on site in the Klargest. JS asked about the suitability of fat traps in use by tenants. DR asked SA to be aware of invoice for drains coming from Smartloos.

JS: line management of SA, inducting EM, new estates manager, and writing to community groups about paying service charges or contributing an amount based on their income.

7. Heritage and CDT

There was a discussion around the principles and prospects for supporting heritage activities at Cultybraggan primarily through the Cultybraggan Heritage Group (CHG). JS outlined that the CHG currently have access to 3 units on site (19, 29, 46 and potentially 64). DR said CHG had no objection in principle to paying service charge but were concerned about the level of the proposed charge. DR & MT proposed that heritage at the site should be supported because the site is an important cultural asset and brings people to the camp and that in 2 to 3 years the CHG could contribute to the finances of the site. AL asked about the vision and aims of the CHG and LW from DTAS said that they could assist the CHG and CDT board to develop strategy plans for the different aims of CDT including heritage. LB said that the unit 19 could not be let to any other tenants and that the CHG should be treated as a start-up group on site and given support to succeed. There was discussion about the other groups and activities which also bring visitors

to the camp and the need to support other activities and local concerns as well as heritage. JS cautioned that due to the current financial situation we should be careful what we agree to support and that we must be fair to all the community groups on site. There was discussion around the fact that the part of the COP application is based on a vibrant heritage context at the site and heritage needs to be supported for this reason alone.

Decision: there was a decision to give the CHG a year's grace from service charges and to review the situation in a year's time, with an expectation that the CHG would also use the time to develop a heritage vision for their group and its activities. The development of this vision could be supported by DTAS advisors.

8. Health & Safety

JS outlined that as there were 3 new or recent members of staff it was a good time to hold a meeting to review and update existing health and safety materials and current risk assessments. SA to arrange a time for a meeting with JS and staff to review H&S and RAs.

There was discussion around the activities covered by current insurance which will be discussed at upcoming meeting.

9. AOB

- KN would like to introduce Bright HR as a HR tool
- The Estates Group are proposing to remove the existing cattle grid, sell for scrap value and to use hard core to fill the hole. Action SA to email woodland and allotment group to gather opinions and suggestions on this option.
- The arrangements around grass cutting were discussed.
- There was a proposal to remove the bonfire and close off the area with fencing and signs to deter dumping of materials.

10. DONM: Last Thursday in May

The meeting concluded at 9.20 and the chair thanked all participants for attending.