



CDT Board Meeting Minutes: 16th January 2025
Hut 4, Cultybraggan Camp, PH6 2AB

Present: Mark Temple (Chair) (MT), Ken Norton (Treasurer) (KN), Davie Robertson (DR), Lindsay Brown (LB), Fiona Blacke (FB), Andrea Loudon (AL), Jeremy Spurway (JS),

Apologies: Miles Key (MK), Davie Robertson (DR), Adrienne Clark (AC)

Staff: Seona Anderson (SA), Olena Mazna (OM)

Visitors: Colin Crawford (CC)

1. **Minutes of Previous Meeting:** Proposed by KN and seconded by LB
2. **Declaration of Personal Interest:** None since previous meeting.

3. Matters Arising

3.1 Strategic Planning Update

AL sent an email update of the outcomes of the Strategic Meeting held on the 10th December 2024 and additional information related to existing CDT strategy documents and board induction materials. AL summarised that although many of the trustees are new the 4 strategic objectives of CDT – community, local economy, environment and heritage still remain valid. There was discussion around the ongoing need to firefight issues around financial sustainability but that we also need to have 2 to 3 projects moving forward with our organisational aims. JS identified that supporting local groups to carry out their work with CDT acting as an umbrella organisation should continue to be part of CDT activities. CC highlighted that there is a 'charitable deficit' in some of CDT activities. CDT provides support for other groups to access funds without taking any overheads for its support and in the process makes CDT own fundraising more difficult. CC outlined some possible areas that CDT could/should be looking to seek funding for its charitable activities, and that CDT overheads should be included in any future application from a local group. Cultybraggan Camp operates as a large scale community hub supporting a range of community and voluntary organisations. **Action:** CC asked for a cost for the charity concessions that CDT provides for on Cultybraggan on an annual basis. AL highlighted the need to improve our communication strategy to tell the story of the many benefits that CDT does provide to the Comrie community. **Action:** AL/CC/SA to work on a communication strategy including a case for support for funders. **Action:** FB agreed to take the lead of looking at large strategic funding bids to support CDT's work.

3.2 Conservation Management Plan

Chris Palmer (former CDT trustee) and Vivienne White (Perth Heritage Trust) have worked on a draft outline for the conservation management plan for Cultybraggan Camp and have prepared a draft tender for a £5000 contract which would go out to at least 3 contractors under competitive tendering. LB asked what the benefits are of having a conservation management plan and CC explained that it allows us to fulfil our heritage responsibilities and to support any funding applications for renovations or upgrade. JS observed that the plan as written went further than being a guide for decision making and was too prescriptive. JS suggested that the



text should emphasise that this is a reference document to aid decision making. **Action:** JS will send round some text edits for approval by the board (comments by Friday 24th January 2025). **Decision:** the board agreed to support the conservation management plan project and any texts edits to be sent to JS before returning to Chris Palmer.

3.3 Comrie Community Action Plan

LB & FB are both supporting the Comrie Community Council to implement the consultation for the Comrie Community Action Plan (CAP). All trustees agreed to support the process and to assist in whatever way we can including using our Mailchimp mail list to inform the community about the consultation process. LB confirmed that the process was due to be completed by the end of March but it was likely that the process would not be fully complete by this time.

3.4 Planning Application from ROC Bunker for self-catering

An application to run a self-catering business based at the ROC bunker has been submitted by the owners. The trustees confirmed that none of them had been contacted by the applicants to discuss the application. JS highlighted that the same objections (lack of communication and agreement about sewage, electricity, business planning) existed as for the previous application made by the owners. **DECISION:** the trustees agreed to submit an objection to the planning application within the timeframe of the consultation period.

4. Reports sub-committees

4.1 Finance

KN informed the trustees about the cashflow situation and the financial priorities in the short term. KN confirmed that the sale of land around unit 13 had been completed. KN confirmed that there had been a provisional offer of £5250 for the biomass boiler dependant on more information about the removal and contract. JS asked that the heat exchangers on the self-catering be retained in case we get other renewable energy sources in the future. CC confirmed that CDT has a green tick for submission of annual accounts to OSCR and that the hard copy accounts were ready for signing and to be delivered within the month deadline after online submission.

OM highlighted the size of the monthly electricity bills and that we are only able to recover a proportion of the bill through our metered tenants.

OM asked for clarification about the invoicing of water charges. **DECISION:** the trustees agreed that water charges would be included in service charges rather than billed separately.

4.2 Estates

5. Staff Updates

An application for the post of Estates Maintenance Manager was interviewed for the 15 hour post on 11.12.2024. He will start in post on the 6th January 2025.

6. AOB

6.1 The Allotments Committee have asked if CDT would agree to take back the front half of both huts 106 and 107 in their current state of maintenance in lieu of carrying out repairs and the annual rent would be frozen for the remaining 6 years of the lease. It was clarified that there



would be 2 parking spaces in front of the huts for any tenants. If the board agreed the proposition would be taken to the Allotments AGM on the 20th January. DECISION: The trustees agree unanimously to the proposition.

6.2 The Men's Shed asked if CDT would permit them to have a Burger Van outside the Men's Shed. The decision was agreed unanimously as long as the Men's Shed provided all relevant catering licenses and agreed to operate within all relevant catering and health and safety legislation. DECISION: The trustees agreed unanimously to the proposition.

6.3 DECISION: The board agree to put the café hut, unit 29 out to tender. Action KN to prepare tender, SA to circulate.

7. Date & Time of Next Meeting: Thursday 20th February at 7.15

Actions

SA

- CC asked for a cost for the charity concessions that CDT provides for on Cultybraggan on an annual basis.
- AL/CC/SA to work on a communication strategy including a case for support for funders.
- SA to circulate tender for café 29

AL

- AL/CC/SA to work on a communication strategy including a case for support for funders.
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CC

- AL/CC/SA to work on a communication strategy including a case for support for funders.

FB

- FB agreed to take the lead of looking at large strategic funding bids to support CDT's work.

JS

- JS will send round some text edits on the conservation management plan proposal for approval by the board (comments by Friday 24th January 2025).

KN

- KN to prepare tender information for café 29

Decisions

The board agreed to support the conservation management plan project which will be put out to competitive tender and any text edits to be sent to JS before returning to Chris Palmer.

The trustees agreed to submit an objection to the planning application for the self-catering business at the ROC bunker within the timeframe of the consultation period.

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the trustees agreed that water charges would be included in service charges rather than billed separately.

The trustees agreed unanimously that they would take back the front halves of huts 106 and 107 in their current state of maintenance in lieu of repairs and to freeze the annual rent for the remaining 6 years of the lease if this was agreed at the allotments AGM

The trustees agreed unanimously that they would allow the Men's Shed to operate a Burger Van on camp as long as it complied with all relevant catering legislation and provided copies of all relevant catering and health and safety licenses.