



## Minutes- CDT Board Meeting

---

20<sup>th</sup> March | 19.00 hrs | *Meeting called by* Mark Temple

### Board members

Ken Norton (KN), Treasurer | Lindsay Brown (LB)| Fiona Blacke (FB)| Jeremy Spurway (JS) | Miles Key (MK) | Adrienne Clark (AC)

Staff members: – Seona Anderson (SA)

Apologies: – Mark Temple (MT), Olena Mazna (OM), Davie Robertson (DR), Andrea Loudon (AL)

#### 1. Meeting Schedule

- Future meetings will begin at 7:10 PM.

#### 2. Chairperson Position

- It was agreed to appoint an interim chair for a period of three to six months.
- Fiona Blacke volunteered for the role, this was approved by the board.
- The position of vice chair was discussed; a decision will be made at the next meeting at the next meeting.

#### 3. AGM Planning

- One-third of directors must stand down and be re-elected, provided they haven't completed two terms.
- Fiona Blacke, Andrea Loudon, and Adrienne Clark will step down and be re-elected.
- JS confirmed that three positions remain available for new directors.
- Proposed AGM dates: 7th, 14th, or 15th May, Seona to check White Church availability.
- An AGM planning meeting will be arranged within the next two weeks.

Memorandum and articles of association review to be considered – Action FB

#### 4. Induction Training

Board Induction Training: Fiona Blacke, Andrea Loudon, Adrienne Clark, and Lindsay Brown to complete training. Jeremy Spurway to arrange.

- Adrienne Clark was voted onto the CDT Board.

#### 5. Action Log Review

- Request to convert action log into a spreadsheet or share as a PDF. Adrienne Clark & Jeremy Spurway to confirm.

#### 6. Declarations of Interest

- Fiona Blacke declared an interest in Glenturret.

#### 7. Previous Meeting Minutes

- Proposed by Fiona Blacke, seconded by Jeremy Spurway.

#### 8. Conservation Management Plan

- It was agreed that a Heritage Group representative should attend the initial meeting.
- Jeremy Spurway to approach Frances Trees and Libby Urquhart for availability.

#### 9. Planning Application Update

- Council has approved planning permission.

#### 10. Funding

- Big Funding: Three emails sent with no response. Key personnel to be invited to CDT Board meeting.
- Director General of Communities has requested a meeting.

#### 11. Allotments

No discussion took place. AL to feedback at next meeting

#### 12. Cattle Grid

Andrea Loudon to apply for funding.

### 13. Finance

- Debts with PKC: Cleared. FB to write a note of thanks to Kirsten Lees from PKC.
- New service Charge - Urgent rollout of increased service charge planned for next week with an increase of approximately 2-3%.
- Self-catering huts consume ~£220 electricity per hut per month.
- An unaccounted cost of £2,000-£3,000 per month still remains.
  - Klargestor Biodisc Treatment Plant is running 24/7, the meter cannot be found.
  - Decision to install electricity meters. Action: Ken.

New finance report received with thanks, a well done from the board. Summary graphs also issued by Olena, which she will discuss at next meeting.

### 14. Communication Strategy

- Andrea Loudon pitched to Scottish Tech Army who have agreed to support CDT with website, communications, and social media review.
- No fees for this service as Scottish Tech Army are a charity.
- Email update to members received positive feedback. It will now be sent monthly. Action AL
- Membership requests have had no response.
- The Heritage Group support would be useful. Action AL

### 15. Facebook Access

- Difficulty accessing Facebook to advertise huts for rent.
- Miles to discuss with Unc to resolve this.

### 16. Debt Policies

- Debt cancellation policy:
  - In exceptional circumstances, repair lease details will be presented to the Board for approval.
  - A forum will be created to review debt cancellation requests. A debt cancellation request form to be created – Action AC
- Debt collection policy:

- Tenants will receive both policies along with a cover letter from the Interim Chair explaining their purpose. Action FB
- Debt Policy Addition: Costs incurred in clearing out huts will be passed on to debtors to be added to policy.
- AC to send to KN for approval.
- KN to send to Colin for review and final approval.
- Official approval and rollout at the next meeting.

#### 17. Café Tender Update

- A new tenant has been agreed for the Café with terms agreed.
- They will invest in a new kitchen.
- A cohort of working hours has been agreed: 4 hours per day, 4-5 days per week year-round.
- The café should be operational by the end of April.
- The café will support catering for events.

#### 18. Lease Agreements.

Lease agreements need to be reviewed in line with new draft policies and tenancy agreements. Adrienne Clark to review.

#### 19. Strategic objectives for approval.

- Lindsay Brown has confirmed (reluctantly), that he will be the Communication Lead. A discussion took place regarding the role of the lead, which is to administrate the progress of the actions, not create the content.
- Strategic leadership functions were discussed, it was decided to have one week for the board members to feedback on the proposal.
- A reporting system regarding objectives progress will need to be developed.
- Lindsay suggested having a single community website.
- Fiona Blacke to write to community council to discuss communication process and request an invite to their informal meeting.

#### 20. Estates.

Planning permission for museum roof approved.

#### 21. Staffing.

A tenant was abusive to staff. It was agreed that Fiona Blacke and Miles Key will have a quiet word with this individual.

## 22. Community Action Plan

- Results will need to be reviewed in line with objectives. This will not delay the publishing of the CDT objectives, but the objectives may be reviewed in the future to accommodate the Community Action Plan. FB to send the summary document of the findings of Community Action Plan when available.
- An affordable housing working group was discussed.

23. Date of next meeting: 24.4.25