



Minutes- CDT Board Meeting

1st May | 19.10 hrs | Meeting called by Fiona Blacke

Board members

Fiona Blacke (FB), Chair | Ken Norton (KN), Treasurer | Davie Robertson (DR) | Lindsay Brown (LB) | Andrea Loudon (AL) | Jeremy Spurway (JS) | Miles Key (MK) | Adrienne Clark (AC)

Staff members – Seona Anderson (SA), Olena Mazna (OM)

Item	Action	When	Who
1.The Chair welcomed attendees			
2. Declaration of interest. No DOI declared	No action		
3. Minutes of previous meeting proposed (KN) and seconded (DR).	No action		
4. Chair and Vice-Chair Transition The Board formally thanked outgoing Chair MT and the Vice-Chair JS for their service. The Board welcomed the newly appointed Chair and Vice-Chair, FB & AL.	Ken to speak to Mark regarding his attendance at the upcoming AGM and whether he will re-stand and step down formally at that time.	1.5.25	KN
5. Allotments Update 6 of 7 plots have been allocated and the area is functioning more as a community. Funding application was submitted to the Mushroom Trust for renovation works. Issues noted with painting the gable end of a hut due to scaffolding needs.			

<p>A commercial polytunnel is available; the Allotment Committee will review its allocation.</p> <p>Cattle grid will be removed on an upcoming Sunday.</p>	<p>Key people to be informed due to potential access issues.</p>	<p>6.5.25</p>	<p>SA</p>
<p>6. Commercial Leases, Lease Compliance, and Debt Recovery</p> <p>Approximately 18–22 commercial leases remain unsigned, which poses a risk to public liability insurance coverage. CDT has a legal obligation to safeguard its assets, including ensuring all tenancies are covered by appropriate insurance, which requires signed lease agreements. All commercial tenants must sign a valid lease agreement. Refusal to sign will result in eviction with 40 days’ notice. CDT will strictly enforce this policy to maintain legal and insurance compliance.</p> <p>A structured three-step debt recovery process will apply for tenants with outstanding balances following lease signing:</p> <ol style="list-style-type: none"> 1. First Reminder: A letter advising the tenant of the outstanding debt. 2. Second Reminder: A formal letter stating CDT’s intent to recover the debt. 3. Seven-Day Letter: Final notice advising that if the debt is not resolved within 7 days, the case will be referred to CDT’s solicitor. CDT will no longer handle the matter directly beyond this point. <p>Payment Plans:</p> <ul style="list-style-type: none"> - Must cover both arrears and ongoing consumption. - Maximum term: 2 years. - A formal letter must detail agreed instalment dates, note that interest will apply, and include a clause that if two payments are missed, the full outstanding debt becomes immediately payable. - The debtor must sign the agreement. Failure or refusal to do so will lead to court action via CDT’s solicitor. 			

<p>Owners and tenants who have electricity debt will be given 7 days' notice to produce a payment plan. Failure to do so will result in electricity being cut off and owners sourcing own electricity.</p> <p>Solicitor Actions and Lease Review: - CDT's solicitor will draft the payment plan letter, draft and issue irritancy (eviction) letters, and send initial and formal notices. - If no resolution is reached, the case will be referred to the lawyers to initiate formal eviction proceedings and legal enforcement.</p> <p>The policy will also be explained in detail at the AGM.</p>	<p>Solicitor to issue forms</p> <p>Fiona to send a communication to all commercial tenants outlining the lease compliance policy, signing requirements, and the debt recovery process</p>	<p>5.5.25</p> <p>5.5.25</p>	<p>FB</p>
<p>7. Finance</p> <p>Olena questioned identity of "ARE."</p> <p>Financial accounts are much improved.</p> <p>An attempt is underway to write off the biomass debt. Awaiting response from the Scottish Government. If successful, VAT can be reclaimed.</p>	<p>Andrea to confirm if this relates to the Woodland Fund</p>	<p>5.5.25</p> <p>25.5.25</p>	<p>AL</p> <p>KN</p>
<p>8. Huts and rentals</p> <p>No new tenants have taken up vacant huts.</p> <p>CDT needs to rent more huts.</p>	<p>Fiona to attend Economic Regeneration & Tourism meeting on 9th May.</p> <p>Ken to coordinate a feature in The Courier and The Scotsman.</p> <p>Seona to share previous info sent to Business Gateway and Growbiz.</p> <p>Fiona to coordinate with Comrie Facebook (support</p>	<p>9.5.25</p> <p>9.5.25</p> <p>9.5.25</p> <p>25.5.25</p>	<p>FB</p> <p>KN</p> <p>SA</p> <p>FB</p>

	confirmed).		
	Miles to set up an Instagram page: Life at Cultybraggan.	25.5.25	MK
8. Estates report No issues to report.			
9. Staffing Biweekly Estates meetings have been effective. It was confirmed the Chair may claim expenses.			
10. Revenue Generation <ul style="list-style-type: none"> • Two new packages in development: <ul style="list-style-type: none"> ○ Wedding Package: Led by Fiona. ○ Camping & Caravanning Package: Led by Miles and Andrea. ○ Both groups to prepare proposals including financial feasibility for board review. 	<ul style="list-style-type: none"> ○ Explore possibility of applying for an electrification bid to Perth District Council. 	20.5.25	FB
11. Membership Drive New group to be formed. Action: Fiona to lead. Plan includes partnerships with schools, outdoor playgroups, woodlands, and orchards, and having a stall at Comrie Fortnight.	Fiona to arrange and lead.	20.5.25	FB
	Fiona to prepare plan	20.5.25	FB
12. CAP and Community Council Updates CAP update will be available soon. CDT and the Community Council have agreed to collaborate proactively.	Fiona to secure a monthly speaking slot with the Community Council.	20.5.25	FB
13. Path Progress Jeremy reports progress with a key individual, though commitment is uncertain. Boundary walk planned with Lindsay, Fiona, and Andrea.	One more week to be given before reassessing next steps.	5.5.25	JS

14. Just Enterprise Confirmed: Just Enterprise will explore commercial model for a separate trading arm free of charge. Action:	Fiona to share previous correspondence with Growbiz.	25.5.25	FB
16. Date of next meeting 25 th May 2025 at 7.10pm			