



Board Meeting Minutes: Thursday 21st August 2025
Location: Hut 4, Cultybraggan Camp

Present: Fiona Blacke (Chair, FB), Andrea Loudon (Vice-chair, AL), Ken Norton (Treasurer, KN), Lyndsay Brown (LB), Mark Temple (MT), Davie Robertson (DR), Jeremy Spurway (JS), Miles Key (MK)

Apologies: Adrienne Clark (AC)

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

Visitors: Lynn Urbanik (LU)

Previous Minutes from the 24.7.2025 will be send with these minutes for checking and approval

Declaration of Personal Interest: no change since previous meeting

Chairs Report

- Access Issue. The Community Council met last week and the evidence for the access use is good enough and is going to SMT.
- There is planning for an upcoming event on Pumpkin Day with Cultybraggan Farm and could include tie-ins with the café etc
- Flying Smiles will be parking their van here from the autumn and they will give members a 10% discount
- Newsletter will be issued imminently (Action: draft will be circulated to the board in advance of publication)
- Staff Recruitment – staff recruitment for the Estates Administrator Role is in progress.
- The Community Council will hold a consultation on the Wind Farm proposal in Glenlednock and FB will chair.
- The Just Enterprise session was held in August and we are waiting for the report from the consultant. JS asked for more details on the session. The summary of the meeting was that we are working in line with our stated objectives but a subsidiary organisation is not appropriate for our structure at the moment. Action: AL said she would provide a summary of the event.
- FB/SA/Colin Crawford will attend the upcoming DTAS Conference in Glasgow on the 25/26th August
- CDT plans to move the main office to Hut 1
- Defibrillator. Chris Boardman put in an application for a defibrillator on camp but was not successful, however he could purchase one for a lower prices. LB said he would check if there were any others available locally. FB said she would ask Steinmeyer if there were funds left to purchase a defibrillator. The defibrillator in the Men's Shed is an indoor defibrillator and could not be mounted on the outside for general use.

Finance

- OM – this month was fabulous We received several outstanding payments, we completed new leases, the self-catering was in profit, 90% of tenants paid on time

Comrie Development Trust: Company limited by guarantee – Registered in Scotland – Reg. No SC305425 - Charity reg. no SC038596 Registered office – Unit 3 Cultybraggan Camp, Comrie, Perthshire, PH6 2AB Tel no: 01764 670769



- However there is still a £6500 minus per month and we have been helped to pay staff salaries through the Gannochy grant. OM/KN said we could extend our payment time for our debtors
- KN – CDT should pay the maintenance supervisor a call out charge for evening and weekend work on the self-catering.
- KN – a new 12 month contract has been signed with SSE. We are not able to provide a generator for the planned power outage for work on the overhead cables. The cost is £6,500 and we are not able to provide this for one day.
- KN – MMG will remain as our auditors. They have agreed to the lower fee of £4000 because of the preparation work and system used by OM.
- The Scotsman and the Courier are looking to interview tenants for new stories
- The trustees would like to record their thanks to Olena Mazna for her excellent work on the finances of CDT.

Estates (MT & MK)

- New rotar arriving for Klargester on Tuesday & will be fitted on the 5th of September, the area has been cleaned but needs a water supply. A track from the allotments will be dug back in
- Cattlegrid – it will be removed hopefully start of next week with the help of Billy Malloy. SA to inform tenants of upcoming removal. AL discussed the installation of the new electronic gates. The orchard group would contribute £2000 from reserves, £2000 from sale of cattlegrid. The deadline should be in November for new gate.
- The Cancer Club septic tank has gone in and water supply connected. The connections for sewage and water were put into Hut 41, the events hut.
- There were 5 new leases this month.
- There will be a tenants meeting later in September

Heritage (DR)

- The heritage group are happy with the increased footfall which is supported by the café and events at the camp.
- The heritage group have a new treasurer – Elaine Davidson
- The decision from CLLD about the grant to match fund the repair of the museum roof is expected this week.
- Sara Carruthers has completed the Conservation Framework to allow the trust to make informed decisions about the heritage value and conservation of the camp. JS said it was an excellent and thorough report. The 5 main points are that: everything pre-1947 is of high heritage significance; most of the concern is with the exterior rather than interior; 60% are in poor or very poor condition (98% of very poor are high conservation value huts); there is an urgent need to prioritise maintenance on the huts. The draft will be reviewed on the 1.9.2025 and then Sara will present her findings to the board.

Environment (AL)

- AL gave an update on the CARES project for a scoping study of a solar farm.

Communications (LB)



- LB, JS and SA held meeting to identify website needs. LB also contact our 2 existing website organisations to discuss possible future merging of sites or other options. LB has also been liaising with Harry, a volunteer with Scotlands Tech Army, who has agreed to review our tech/comms needs. Inspire, one of our website providers, is keen to stay engaged and quoted £1500 to migrate the CDT website materials across and/or to hold a workshop on comms needs for £450.
- LB asked who would be responsible for updating. There was a discussion about the pros and cons of allowing wide access to updating websites/newsletters etc. Lynn Urbanik suggested a googledoc to allow for suggestions but access to website and social media restricted.

Staffing

- Interviewing for Estates Administrator role is upcoming
- The Finance Officer will increase her hours by 3 per week
- The Maintenance Supervisor will increase his hours by 5 per week

Funding

- AL received £1000 from the Mushroom Trust

AOB

- KN highlighted the need for urgent action on installing fat traps in food producing businesses on site. KN to lead on this process

DONM: 25.9.2025

Actions

- FB/KN to follow up actions to review munitions stores leasing situation based on the lack of legal right of vehicular access
- FB to circulate draft of newsletter to the board before publication
- AL said she would provide a summary of the Just Enterprise event
- LB to check if defibrillator available, FB to check if Steinmeyer fund has any money for this
- KN notify maintenance supervisor of evening/weekend call out charge
- LB to coordinate website merging plans
- KN to act as lead on fat trap installation on site.