



**Comrie Development Trust: Board Meeting Minutes, 24th November 2025
Hut 4: 19:10**

Present: Fiona Blacke (Chair), Andrea Loudon (Vice-chair), Mark Temple, Davie Robertson, Ken Norton, Miles Key, Lindsay Brown, Jeremy Spurway. Staff (Olena Mazna)

Apologies: Seona Anderson, Adrienne Clark

Declaration of interest: none declared

1. Insulation, Hut Maintenance & Pest Control

Window insulation work has been completed.

Discovery that different insulation types attract mice differently; some materials need replacing.

Most hut doors at the north end require replacement, including several double doors.

Larger doors may require a Glasgow supplier.

Fire doors available at £5 each and may be suitable for some huts.

Volunteers remain essential to delivery of door replacement and insulation tasks.

2. Film Competition Update

The 48-hour film competition team won the Audience Choice Award, despite missing the deadline by 20 minutes.

3. Winter Maintenance Plans

Brush clearance around huts planned for the winter.

A digger will be required for one week; volunteers to support.

Additional hut repairs (doors, minor structures) expected over the cold months.

4. Heritage Conservation & Framework

Heritage Conservation Framework reviewed.

Raised timber floors and original structure need consideration before approving insulation upgrades.

Updated line drawings needed for electrical supply and planned changes.

Assessment required on hut capacities and structural variations.

Updated conservation and use document to be prepared and circulated.

5. Electrical Systems & Grid Capacity

Missed notification regarding expiring electrical equipment; urgent follow-up required. Gerard (electrician) to be contacted to complete a site walk to map new and existing supply lines.

Updated line drawings essential to determine camp grid load, current carrying capacity, and future demand.

Essential for next funding bid and for planning new hut connections.

Access to all huts required for proper capacity assessment.

6. Lighting, Health & Safety

Significant concern around poor lighting and associated public liability risks.

Guests struggle with phones as torches; several paths are unsafe in darkness.

A Health & Safety Officer role or process review was discussed.

Public liability insurance must be reviewed in relation to current lighting and site layout.

Several priority H&S tasks identified (DSAs, risk assessments, etc.).

Museum Move & Preservation Work

Museum has now been emptied; moving process to be completed shortly.

Rewiring carried out to protect artifacts; positive progress reported.

Museum to operate under a dedicated sub-account for financial clarity.

Discussions raised regarding no-service-charge options for the museum group.

8. Volunteers, Skills & Tenant Engagement

Volunteer recruiting increasing; first application from PKC Job Centre received.

Need for volunteers with specific skills to transition from crisis repairs to a stable planned maintenance program.

Concerns raised about tenant culture and understanding of responsibilities.

Heritage policy and lease responsibilities to be presented as an addendum for future leases.

Education session planned for tenants on camp history, heritage responsibilities, and conservation.

9. Spring Cleanup & Business Involvement

Large spring cleanup event planned, engaging businesses, volunteer groups, and community partners.

Businesses may “adopt” huts, providing labour and small materials support.

Aim to improve camp profile for funders, councillors, and the wider community.

Potential involvement of archaeologists to support conservation and educational aspects.

10. Profiling, Media & QR Codes

High-profile bloggers and film crews expected to produce new content for the camp. Video profiling will be used to raise awareness and support. Metal plaques with QR codes will be installed around camp for historical interpretation. Updated document will be produced with financial information removed and circulated for accuracy checking.

11. Front Gate & Security

Need to show and improve the front gate in documentation. Gate security upgrades require a 50mm conduit and dedicated power supply. Issues reported with induction sensors; further investigation required.

12. Financial Overview

Current financial position shows a £3,000 deficit, projected to improve to £5,000 surplus by end of February. Loss of some tenants has impacted income, though alternative funds expected to offset. Confirmation that service charges will not be waived for charities on historical precedent.

13. Debt Recovery & Unit Clear-Outs

Storage unit may be re-let once cleared.

14. Funding & Development Posts

Logos for Youth worker bid successful. DTAS Communities Strengthen bid is strong; shortlist announcement expected in December. Proposed three-year Business Development Manager role. Funding timelines currently being finalised.

15. Hut One Works & Conservation Priorities

Minor construction and electrical works required in Hut One. Office and storage area changes discussed but concerns raised about possible conflict with conservation priorities. Agreement to focus on highest-priority conservation needs first.

16. Communications, Tenants & Governance

Summary version of the conservation plan to be prepared for tenants. Tenants will be invited to comment for accuracy before publication. Strategy work to be refined with clear lines of ownership and accountability.

Decisions & Action Points Summary

Decisions

Funding with Logos approved; strong Communities Strengthen bid submitted.
Proceed with three-year Business Development Manager role focus.
Minor works in Hut One to go ahead.
Gate security upgrades approved.
Lighting improvements required due to liability concerns.
Museum finances to operate through a dedicated sub-account.
Heritage Conservation Framework adopted as guiding principle.
Spring cleanup and business involvement approved.

Action Points

Financial & Legal

- Remove and store contents from former unit.

Infrastructure & Maintenance

- Install 50mm conduit for gate security.
- Complete minor works in Hut One.
- Update electrical line drawings; schedule site survey with Gerard.
- Hire digger and complete winter brush clearance.
- Fix induction sensor and gate issues.

Health & Safety

- Review lighting across camp; address liability risks.
- Review full H&S policy and procedures.
- Complete display screen assessments for team.
- Complete incinerator risk assessment.

Governance & Community

- Establish umbrella insurance for library user groups.
- Coordinate all organisations involved in the Community Action Plan.
- Improve governance clarity for sub-groups and working teams.
- Deliver spring heritage/responsibility session for tenants.
- Add heritage policy and lease summary as addendum to new leases.

Communications & Documentation

- Finalise workshop document; circulate to tenants for accuracy checks.
- Progress QR-coded plaques and historical signage.
- Continue video and social media profiling work