



Minutes- CDT Board Meeting

22nd Jan 2026 | 19.10 hrs (online meeting due to weather conditions)

Board members - Andrea Loudon (AL), Chair | Ken Norton (KN), Treasurer | Davie Robertson (DR) | Lindsay Brown (LB) | Miles Key (MK) | Adrienne Clark (AC)

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

Apologies – Fiona Blacke (FB), Jeremy Spurway (JS)

1. Declarations of Personal Interest

There were no declarations of personal interest, as there had been no changes since the previous meeting.

2. Chair's Report

Brief summary, see attached document.

3. Confirmation of Previous Minutes

The minutes of the previous meeting were proposed by Ken Norton and seconded by Davie Robertson. Note that GMX account is to be used for future communications.

4. Resignation of CDT Board Member

Mark has resigned with immediate effect. The board wish to thank him for his hard work and advise that the door is always open.

5. September & November Action Review

- Provide heritage figures (JAS): Ongoing.
- Finalise workshop document (FB): Ongoing.
- Email tenants (SA): Complete.
- Investigate estate apprenticeship (FB): Complete.
- Website investigation (LB, and CDT): Ongoing.
- Contact Councillor Donaldson (FB): Ongoing.
- Pumpkin Day (FB): Complete.
- Carbon monoxide (SA): To be completed by next week. Ongoing.
- Outstanding electricity bill review: Complete
- Install 50mm conduit for gate security: Complete.

- Minor works in Hut 1: Ongoing
- Update line drawings: Complete.
- Site survey: Ongoing
- Winter bush clearance: Ongoing
- Fix sensor and gate: Complete.
- Health and safety procedures: Ongoing (reviewed by Estates Manager)
- Umbrella insurance for library users: Agreed cost £135 for having own insurance.
- Climate change workshop: Funded by RSTS; coordination ongoing.
- QR code donation plaques: Complete
- Website / social media video: Meeting to be held next week; Heritage Group willing to contribute; KN to check previous website provider re costs.

6. Matters Arising

Disabled Toilet

Installation of a permanent changing places was. Planning permission may be required. Awaiting DTAS guidance.

Self-catering team to clean.

7. Finance

Cash Summary

The cash summary for April to March 2025 was presented.

- CDT estimate indicates a deficit of £29,000 by the end of the financial year, including the boiler payment.
- The boiler payment will be repaid to the Energy Trust, and an extension to the repayment period will be explored.
- A significant loss from debt was noted; however, funds from the Orchard and Woodland Group are included, and cash flow remains sufficient to operate.

Budget 2026–2027

- Priority identified as securing additional tenants to fill huts.
- Maximum projected income of £4,500 per month would allow CDT to break even, excluding additional activities such as weddings.
- An additional £10,000 is expected to be added by payment of a grant at the end of the project.

Funding

- Awaiting outcome of DTAS Resilience Grant (approximately £30,000) to support salary and a Development Officer post.

- Marketing to be strengthened through local papers and improved self-catering promotion.
- Concerns were raised regarding the optimism of the budget, KN confident that the bad debt has been cleared. To consult with Colin re any additional funding.

8. Website

There was a discussion re a missed opportunity re the marketing of the CDT. Agreement that CDT should amalgamate the three websites and operate one website.

Discussion held regarding why a new website was created.

A web developer will be invited to advise on requirements and the possibility of a hybrid approach.

A meeting is scheduled for next Tuesday to discuss marketing and social media.

9. Income Generation

- A new working group will be formed to discuss income generation.
- A brainstorming meeting was suggested to develop new income ideas.

10. Community Shop

The CDT Board agreed it would be beneficial to gather community feedback and support before progressing.

Proposal to form a collective, community shop selling local products and produce. Separate funding would be needed. The CDT would act as a facilitator of this initiative.

Action: AC, Andrea, and Fiona to discuss further.

11. Solar Power

Working with Gerard on final schemes, allowing for significant expansion.

A completed quotation package is required to apply for funding.

12. Estates

- Loss of Mark noted; two new volunteers gained.
- Discussion held regarding a potential climbing wall.
- DR happy to join and assist in the Estates Group.

Biomass

RTS plan to remove radiators from Airbnb huts.

13. Heritage

- Museum roof works progressing; official opening planned for Easter.
- Summer two-day re-enactment event discussed.
- Event organisation must be community-led, not CDT.
- Heritage Group has no social media presence; requires its own online platform.

- Orchard Group currently manages its own Facebook; to be discussed at Tuesday's meeting.
- Condition report and letter issued to all tenants.
- Allotment AGM noted; volunteers from Huts 106 and 107 to assist.

14. Environment

- Cycle pathway project ongoing for over 15 years with PKC, CCC, and others. Funding applications for Phase 1 and Phase 4 submitted; outcome expected in February.
- Explore alternative fundraising routes with Colin, including engaging local politicians.
- Climate change workshop progressing; outputs to inform CAP and resilience planning.
- CDT involvement in CAP discussed and what actions CDT should be considering. LB to present suggestions at next meeting
- It was confirmed that the Affordable Housing project has been launched, chaired by JD and attended by FB.
- Orchard and Woodland Group minutes to be shared. Action AL

15. Staffing & Governance

- Two posts advertised:
 - Administrator
 - Hut Assistant
- Draft Scheme of Delegation issued. Audit to be completed by Adrienne and Andrea, with health and safety considerations included.

16. Summary of new actions

Finance

- KN to consult with Colin regarding any additional funding opportunities.
- KN to explore extension to the boiler repayment period with the Energy Trust.

Website & Marketing

- KN to invite a web developer to advise on requirements and the feasibility of a hybrid / single-site approach.
- SA to hold marketing and social media meeting next Tuesday.
- KN to check costs with the previous website provider.

Income Generation

- FB /MK to form a new Income Generation Working Group.
- FB/MK to arrange a brainstorming session to develop new income ideas.

Community Shop

- AC, AL, and FB to meet and discuss the proposal further, including community feedback and structure.

Solar Power

- KN to complete quotation package to enable funding applications.
- KN to continue working with Gerard on final expanded schemes.

Heritage

- Share Orchard and Woodland Group minutes (Action: AL).

Environment

- KN/FB to explore alternative fundraising routes with Colin, including engagement with local politicians.
- LB to prepare and present suggested CDT actions for CAP involvement at the next meeting.

Governance

- AC 7 AL to complete the audit, including health and safety considerations.

16. Date of Next Meeting