

COMRIE DEVELOPMENT TRUST
Minutes of Board Meeting
19 March 2026 7.10 pm

Attendees:

Board: Fiona Black (Chair), Ken Norton, Jeremy Spurway, Miles Key, Davie Robertson

Volunteer Minute Taker: Lynn Manderson

Apologies: Lindsay Brown , Adrienne Clarke, Andrea Loudon

1. **Welcome:** FB welcomed everyone.
Declarations of Interest: MK declared an interest in that his wife is now an employee of CDT.
2. **Approval of minutes of previous meeting** on 19 February 2026. Proposed: JS. Seconded: DE
3. **Matters Arising:** Will be discussed during agenda items below.
4. **Review of Action Log** (log has been updated based on the following)
 - H&S: Appropriate tenants have been advised of mandatory requirement re CO monitors. Action complete.
 - Carbon credits: MC is back on board. Regarding mapping of planted areas. MC believes there was a lesser area for planting than that applied for. Concerned in case at a later date a request is made to return some funds. However, CP does not believe this to be the case. Noted that for Soil Associate to validate the application it would cost £2-3K. Action: AL/JS
 - Financial position. Colin is no longer required to work on funding. FB advised that good relationships are being established with Gannochy and the Gannochy Board are holding their Development Day in May at the Camp.
 - Ideas for income generation: Meeting still to be set. Action: KN/FB
 - Community Shop: Further discussion to be arranged. Action: AC
 - Priority hut for lease: Hut 77N. Clearing out this hut is ongoing. Action: MK
 - Heritage Conservation Framework: Ongoing topic.
 - Cycle path. AL progressing with this.
 - RSGS Climate Change workshops feedback. AL will put out a newsletter regarding her report. Action: AL
 - Street Lighting: Awaiting electrician replacing timeclock. Action: MK
 - Heritage and sharing meeting notes: Heritage Group Chair thought they were sharing minutes but would check to ensure they do so.
 - Proposed Armed Forces Day event in June. Men's Shed had been asked to submit a proposal for this event by end of March. Action: DR/FB
 - Right of Way: On 12 March, notice was served on the farmer and he has 21 days to appeal. If appeal is made, a Sheriff will decide whether or not there is a case to be heard. If there is no response from the farmer then the obstacle will be removed. It was noted that the gate at the corner of the camp needs to be able to open. Action: FB/MK
 - Websites and Social Media. Discussed under agenda item 8.1.
 - Governance: SharePoint. Discussed under agenda item 8.2.
5. **Finance**

Finances are reasonably healthy.

We are moving forward on recovering debt. One tenant has paid off his outstanding debt of £10k.

Solar Farm: To obtain funding we need to show what the benefits would be and this has to be in the form of a contract. SA has been in touch with other organisations who have gone through the process to benefit from their experience. The deadline for this is 31 March so it is tight. Gerard will be here on site soon to finish the application. Action: KN/SA
6. **Funding:**

Applications Update

6.1 DTAS Resilience bid: Has been submitted and now awaiting their response.

- 6.2 Changing Places Toilet: Planning application has been submitted. Work will be completed in April.
- 6.3 We have been awarded £3.5k for the entrance legend. Work needs to be completed this month.
Action: KN/BN

7. Health & Safety

Facilities Management Assessment has been circulated.
Health & Safety will be an agenda item at each Board meeting. BN will support AC.

8 Communications

- 8.1 Websites. Currently we have two websites: the older CDT one is still maintainable but the newer one is more expensive. BN has been getting quotes for a single website, with costs ranging from £10k to £15k.
It is proposed that the website would be a portal for all of the community (not just CDT) with groups managing their own pages. BN has already analysed our current websites and made a plan for a new website. BN has the capabilities to create this and he will also be asked to quote for this work.
- 8.2 Sharepoint. Some great work is being done by BN/LB/SA. BN has set up generic mailboxes for staff and trustees so there is no barrier to saving documents on Sharepoint. Generic mailboxes ensures succession coverage. At the moment we have paid for 20 licences but only use 14. The cost of these is small. Group mailboxes do not consume licences. These mailboxes will be implemented shortly. BN will carry out onboarding and tidying up Sharepoint. Action: BN

9. AGM

Tuesday 12 May 2026 was agreed as date for the AGM. Work required on how we commemorate the 20th anniversary. Co-op recognise CDT as a community group and as such will supply refreshments and biscuits. Action: All Board

10. Updates

10.1 Estates

Tenants' Meeting: Was a positive meeting. Community groups in attendance as was our neighbouring farmer. For the next meeting a reminder email of this meeting will be sent. CM to look for alternative to Mailchimp. Action: CM

Parking at Hut 55: We have 50 tonnes of tar planing and some of this will be used for parking at Hut 55. The bulk will be used around the camp for potholes JS has requested that potholes be filled on the CDT driveway that leads to his home. This was agreed.

Corporate Wear: Estates team have organised team t-shirts and sweatshirts.

Balfour Beattie Volunteers: About 50 volunteers expected to be on site early Mary and will work on tidying up and painting the buildings opposite self-catering units from the gate to the museum.

Hut 28: FB suggested swapping one of the events huts for hut 28.

10.2 Heritage

Roof repairs in the Jailblock are complete and the inside is drying out.

The museum will open at Easter.

The Heritage group are focusing on the museum becoming accredited. It was noted that there is huge amount of funding available to accredited museums.

The Heritage Group still have Comrie history on their horizon and want to use one of the huts to display Comrie's history. In a couple of weeks time the Group will display Comrie's history in the church hall.

Bravo is helping Leon with the forms for the bank account.

10.3 Environmental

AL has a report on the Woodlands, Orchard and Allotments and this will be sent to the Board.

Action: FB

10.4 Staff

Staff have been very busy and the new team is fantastic.

Staff will have portfolios that mirror a particular board member's activities. Staff will ensure the relevant board member is briefed.

Aiming to have staff in office core times for half a day each day with all in at the same time on one day, currently this one day is on Tuesdays.

Progress needed with new door for Hut 1: Action KN

Need company procurement cards.

- 11. Next Meeting:** A vote was taken to move the meetings from monthly to every 6 weeks. Board voted 4 to 1 to meet every 6 weeks. This will be reviewed after 3 meetings.

Next meeting is Thursday 30 April commencing 7.10pm