

**DUNBLANE DEVELOPMENT TRUST**  
**Draft Minute of the DDT Board meeting**  
**held on Monday 24 April 2017 at 7.30 pm in the Braeport Centre**

<b>1</b>	<b>Attendance and apologies</b>		
	Present:	Alan Booth, Christine Campbell, Ian Gill, Tim Hughes, Susan Morris, Dave MacPherson, Katherine Novosel, Rhona Peet ,Dougal Thornton,	
	Apologies	Barbara Allan	
	In attendance:	Deirdre Fraser, Sue Harley, Lorna Inglis ,George Matthews, John Newman	
<b>2</b>	<b>Minutes of the Meetings held on 6 February and 6 March 2017</b>		
	<p>The minutes of the meetings held on 6 February and 6 March were approved.</p> <p>Item 3 on 6 March minute was commented on: match funding of £1000 had now been secured and the money would be used on enhancing volunteering.</p> <p>In respect of the Norman Excell Legacy. Only one bid for funding had been received from Dunblane in Bloom. However it had now found another source of funding from Bags for Help from Tesco so wished to postpone this application in the meantime subject to being successful with the other application. It was suggested and agreed that the legacy money could be used for signage in Dunblane to raise awareness of the work carried out by the DDT.</p>		<p>Alison Brown</p> <p>Tim</p>
<b>3</b>	<b>Matters Arising</b>		
	<p>It was confirmed that clarification had now been received regarding the use of profits from the subsidiary company and that monies can be transferred to the DDT via gift aid.</p> <p>Stirling Council had now approved permission for a defibrillator to be erected at the front of the building. We will now need to speak to First Responders with regards to cost and installation etc.</p>		lan
<b>4</b>	<b>Appointment of Member Trustee</b>		
	The Board approved the appointment of Sue Harley as a Member Trustee with immediate effect and welcomed her to the Board. Sue is interested in developing services for the older generation and for Dementia suffers and support for the carers.		Katherine/Sue
<b>5</b>	<b>Chairman's Report</b>		

	<p>The Board noted that the Chair had attended meetings in respect of enhancing the area around the Cathedral Square and had met with George Thomson CEO of Volunteer Scotland who was willing to help the DDT in whatever way possible: he would be attending the next DDT Board meeting. The Chair also reported on the Dunblane Dementia awareness initiative, the recent meeting in the Dunblane Centre and that Sue would be taking this forward on behalf of DDT. The Chair was also progressing the possibility of the Christmas Lights being stored at the Burgh Chambers.</p>	<p>Katherine Sue/Dougal</p>
--	--	---------------------------------

<b>6</b>	<b>Finance Report</b>	
	<p>It was noted that the Strengthening Communities grant was still under spent and that a further report would be circulated to inform the Board specifically on the spend to date. Small grant monies were all spent and the DYP funds had now been transferred. A fundraising report would also be circulated to Board members to provide information on the current position.</p> <p>The Board welcomed confirmation that DDT had now been successful in receiving an award from CCF for £93,300 for improvements to the Braeport Centre re windows, heating etc. The funds required to be spent by the end of March 2018.</p> <p>The Board further noted that a draft budget had been created for the new financial year (commencing June 2017) including draft cash flow information. The Board was content with this approach.</p> <p>There was discussion on whether consideration should be given to proposing to the next AGM an increase in the current DDT membership fees. It was noted that this might not be necessary if the DDT membership numbers increased sufficiently. It was further noted that there was some confusion/misunderstanding that if you became a member you had to also join one of the working groups – it was agreed that the Communications Committee would look at this.</p> <p>There were further comments on the financial report including the suggestion that the Glen Road Fund be moved to unrestricted and on the usage of the monies remaining in the Allan Water Restoration Appeal. The Communication Committee would publish information on the DDT website regarding this and it was noted that the remaining money could perhaps be used for further work on the riverside path.</p>	<p>Ian</p> <p>Ian/Dave</p> <p>Board/ComCommittee</p> <p>Ian</p> <p>ComCommittee</p>
<b>7</b>	<b>Secretary's Report</b>	

	<p>The Board noted the report and in particular approved the new DDT members. It was noted that the recent newsletter had generated a number of new members and donations to date: further update would be available at the next Board meeting. One of the new members had expressed an interest in becoming a Trustee and the Chair would take this forward.</p> <p>The Board further the current position re the work around preparation for the keystone award and homologated approval of all the policies circulated to date. Susan Morris which to record that the DDT Child Protection Policy and Procedures did not meet all the recommendations of National Guidance for Child Protection (Scotland) 2014 and NSPCC Scotland. The current limited involvement with children by the working groups was noted. The keystone assessment was to be carried out on 19 May 2017. A limited number of policies/procedures still required to be completed/reviewed and it was noted that Katherine was attending a Data Protection course in relation to reviewing that policy in preparation for new regulations coming into force in 2018.</p> <p>Katherine also commented that these policies would require to be reviewed on a regular basis – including specific review of some of the policies /procedures before and after each AGM. The Board thanked Katherine, Ian and Deidre for all their hard work preparing the policies and taking forward the collation of information for the Keystone.</p>	Dougal
--	---	--------

	Application for rebate on non-domestic rates had also been submitted in respect of Braeport and the Polytunnel.	
<b>8</b>	<b>Membership Strategy 2017-2019</b>	
	Susan Morris and Lorna Inglis presented their proposal for a membership strategy which increased the target number of members to be recruited: ordinary, junior and associate. The Board fully accepted the proposals and concurred with the suggested methods to attract the various age groups. There was discussion on encouraging current sponsors to join the DDT and local businesses (Dunblane in Bloom tub sponsors and businesses re the Christmas lights). It was agreed that improved signage around the town to highlight the activities of the DDT may also encourage membership and the impact of the new website and facebook was noted. Alan Booth commented that a younger group seem to be joining the Laighills group.	
<b>9</b>	<b>CCF Award/Braeport Committee Report</b>	

	<p>The Board noted that the CCF start up report was due on May 5 2017 and that Ian would be meeting with our development officer. Some of the initial proposals and timings for the various improvements have been changed due to planning permissions etc: it has been confirmed that we may only be able to install secondary double glazing on the windows unless they are being replaced; and we are waiting on planning permission for the cycle rack. CCF will work with our Communications Committee in regards to marketing and publicity for the award. Ian confirmed the process for releasing funds and claiming back money spent including advance payments for the larger spends. Part of the award included carbon reduction initiatives which would require Trustee, volunteer and user participation.</p> <p>Ian explained the financial position regarding one of the regular users of Braeport and the board approved the proposals to offer support</p> <p>The Board welcomed that the canopy for outside the Braeport Centre would be fitted in July when the centre was closed.</p>	Ian
<b>10</b>	<b>Laigh Hills Park - update</b>	
	Alan reported on progress to date and confirmed that the finance was now in place with further discussions to take place on utilisation of these funds.	Alan
<b>11</b>	<b>Dunblane Community Partnerships - Update</b>	
	Alan commented that Susan Morris was now chair of this group. The Board noted the update.	
<b>12</b>	<b>Communications Committee - Update</b>	
	The Board noted the report and welcomed that DDT would be present at this year's Fling: promotional materials to be supported from Strengthening Communities.	
<b>13</b>	<b>H &amp; S</b>	
	Dave MacPherson confirmed that he was content that the H&S documents and risk assessments which were fit for purpose. A review was under way re our H&S advisor as the current contract ends in June 2017.	Dave
<b>14</b>	<b>Working Group Updates</b>	
	<p>Dougal, Lorna, George and John all gave updates on the recent work of their groups. Main comments were:</p> <ul style="list-style-type: none"> <li>• DiB were to receive £400 from the contractors for the planters on the bridge but have not received anything. Dougal would follow this up.</li> <li>• Environment Group was still awaiting confirmation around planning permission for the notice boards at the Haugh</li> <li>• MWG progressing with the painting of the railings at Braeport and looking to provide help with the playparks.</li> <li>• Path Group confirmed that work on the Glen Road path was now completed with the next project to be Baxter's Loan.</li> </ul>	<p>Dougal</p> <p>Dougal</p>
<b>15</b>	<b>Community Council - Update</b>	

	The Board noted the minutes from the Community Council and welcomed that Dunblane now had 6 defibrillators in place.	
<b>16</b>	<b>DDT (Projects) Limited - Update</b>	
	It was confirmed that all properties at the Riverview were let including the restaurant. The company was still on track for repaying the loans and generating income.	
<b>17</b>	<b>AOCB</b>	
	Nothing to report.	
<b>18</b>	<b>Arrangements for next Meetings</b>	
	<p>12 June 2017– Board meeting  24 July 2017– Training Event  14 August 2017– Board meeting  4 September 2017– Training Event  30 September – AGM</p> <p><b>2017-2018</b>  23 October 2017– Board meeting  20 November 2017 - Training event  4 December 2017 – Board meeting  5 February 2018 – Board meeting  5 March 2018 – Training event  23 April 2018 – Board meeting  7 May 2018 – Training event  4 June 2018 – Board meeting  2 July – Training event  6 August 2018 – Board meeting  3 September 2018 – Training event</p>	