

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting held on Monday 5 December 2016 at 7.30 pm in the Braeport Centre

1	Attendance and apologies		
	Present:	Barbara Allan, Christine Campbell, Ian Gill, Katherine Novosel, Rhona Peet, Dougal Thornton	
	Apologies	Alan Booth, Dave MacPherson	
	In attendance:	Deirdre Fraser	
	<p>It was noted that the meeting was not quorate (7 Trustees required) and that following the meeting Alan Booth and Dave MacPherson would be emailed to seek their confirmation on any decisions taken or approved at the meeting. It was further agreed that, subject to any change in the date of meetings of the DCC, formal meetings of the DDT Board would now be held on the third Monday of every month – the next meeting of the Board will be held on 20 Feb 2017.</p>		Katherine
2	Minute of the Meeting held on 31 October 2016		
	<p>The minute of the meeting held on 31 October 2016 was approved subject to an amendment in the section on the Finance Report to confirm that there would be no management charge to the Braeport.</p>		Katherine
3	Matters Arising		
	<p><u>Additional Meetings in 2017</u> It was agreed to schedule informal meetings in between each formal meeting of the DDT – this would enable more in depth discussion on topics or could be utilised for training purposes. There would however be no meeting in January 2017. A revised schedule would be circulated of all meetings up to the AGM in 2018.</p> <p><u>Defibrillator</u> Discussions were continuing to take this forward.</p> <p><u>Repair of Allan River Path</u> It was confirmed that the railings had now been successfully installed and the vegetation over the path cut back. Stirling Council was looking to publicise the opening of the path – press release and photo call. All those involved would be invited to the photoshoot. There had been some snagging issues which were being addressed.</p> <p>The Board congratulated all those involved and thanked them for their work in completing this project.</p> <p><u>Pension Regulations</u> There was discussion on the regulations and how these applied to the DDT. It was confirmed that given the level of the salaries of our employees we did not require to put in place an auto enrolment process for 1 Jan 2017, however it was agreed to write to all our employees with the offer to enrol them with NEST (a work place pension set up by the UK government): our accountant would be able to take this forward on behalf of the DDT. If any of our employees decided to enrol with NEST there would be a matched cost to the DDT.</p>		<p>Katherine</p> <p>Ian</p> <p>Ian</p>

	<i>Post meeting note: email sent to all Board members confirming cost for the accountants to take this forward.</i>	
4	Appointment of Office Bearer	
	<p>It was with regret that the Board noted the resignation of Roy Nicolson as a Trustee and Chair of the Board with effect from 15 November 2016; a gift would be presented to him on behalf of DDT. As Vice-Chair, Dougal Thornton had agreed on an interim basis to be Acting Chair.</p> <p>There was discussion on the position of Chair and Dougal confirmed that he was willing to take forward this position until the next AGM. The Board thanked Dougal and agreed to appoint him to Chair with immediate effect. There was also discussion on the position of Vice-Chair and it was agreed to approach Dave MacPherson to ascertain if he would be willing to act in this capacity.</p> <p><i>Post meeting note: Dave agreed to act as Vice-Chair until the next AGM.</i></p> <p>There was also discussion on attracting new Trustees and various actions were proposed including emailing members and a newsletter to all households. After discussion it was also agreed to externally advertise for new Trustees – possibly via SVE and the Stirling Observer: we would continue to advertise in the Wire.</p>	<p>Ian</p> <p>Dougal</p> <p>Ian</p>
5	Vice-Chairman's Report	
	It was noted that a letter had been sent by Roy Nicolson, as agreed at the last meeting, to the DDT member expressing concerns re the road work current under way in Dunblane.	
6	Finance Report	
	<p>The Board noted the report in particular the drawdown of Strengthening Communities Funds and that monies remained available to employ an individual to take forward communications: there was general agreement to this proposal.</p> <p>The Board further agreed to add Katherine to the list of Bank Account signatories to replace Roy.</p>	<p>Barbara</p> <p>Ian</p>
7	Secretary's Report	
	<p>The report was noted, including the additional information provided on membership and the one complaint received which had been successfully resolved.</p> <p><i>Post meeting note: total number of members as at 3 October 2016 is 387.</i></p>	
8	DDTPL Update	
	<p>The report was noted, including the discussion on the factor of the Riverview property.</p> <p>The Board also discussed the proposal regarding the DDT loan to DDTPL and the implications re the DDTPL's SIS agreement. After discussion it was agreed that the DDT loan should remain as currently configured. However it was also noted that clarification was required on whether any conditions were applied to profit/income derived from the</p>	Dougal/Dave

	Riverview once all the loans had been paid off.	
9	Braeport Centre – Committee Report	
	<p>The Board welcomed the submission of the B/P to Stirling Council to support the transfer of the Centre into community ownership and that the caveat re an initial successful funding bid prior to transfer had been removed – the other condition re first rank security remained.</p> <p>The Board further welcomed the submission of the Climate Change Fund (CCF) draft application, final application to be in by 16 Dec 2016 and the areas of improvement to be covered.</p> <p>The outcome of both submissions was anticipated in Feb 2017.</p> <p>There was support for exploring how the Centre could facilitate providing activities of interest to older people (Robertson Trust) and to liaise on this with the other halls in the city ie Victoria Hall, Cathedral Halls and Dunblane Centre.</p> <p>Work was also on-going re the car park and on how this could be improved and seeking to include the Braeport in discussions around the top of the town potential development. The work around the drains was also noted.</p> <p>A quote had been accepted for installing a Canopy and it was anticipated that work would be undertaken during the school holiday in Feb 2017.</p>	
10	Dunblane Community Partnership – Update	
	<p>The draft action plan was noted and that this was still an internal document. The various actions to be under taken during Jan 2017 re wider consultation and further survey work on the plan were welcomed.</p> <p>It was noted that some funds may remain on completion of the work around the railway to enable a feasibility study for options to improve the area around Cathedral Square, and hopefully to expand this to include Millrow, the Haining and up to the Braeport Centre. It was noted that there was to be a ‘walk about’ on Friday 9 Dec 2016.</p>	Barbara/Dougal
11	Communications Committee – Update	
	<p>The report was noted. The establishment of a web group was approved with full delegated authority to take forward the information to be published on the web and the rules etc as well as progressing a Facebook presence. The three members of the group (Christine, Tim and Katherine) would receive training from Kirsty to enable them to publish information on the web.</p> <p>There was support for the preparation of a newsletter to be circulated to all households in Dunblane early in the New Year – it would be helpful if a communications person could be employed to assist in taking this forward. It was further noted that a Christmas message would also be emailed out to members and in addition a separate communications/update to include confirmation of the launch of the new website and to seek new Trustees.</p> <p>The volunteers’ event would be held as previously agreed on 16 Jan</p>	<p>Christine/Tim/ Katherine/Kirsty</p> <p>Communications Committee</p> <p>Ian</p>

	2017, 7.30-9.00pm and an email invitation would be sent out this week to all volunteers. Deirdre and Katherine would take forward the organisation of the food (cost of £150-£200), Tim was looking at providing display boards on the work of the working groups, and Dougal would open the event. There was general agreement that it would be helpful if Trustees could visit the working groups to become better acquainted with their activities and to meet the volunteers (probably in the Spring 2017).	
12	Working Group updates	
	The reports from the Working Groups were noted and it was confirmed that the Paths Group had now obtained fleeces as previously agreed with funds from the windfarm and the DDT. It was further agreed that in future either the leader or a representative of each working group should be invited to be in attendance at DDT Board meetings.	
13	Update from Community Council	
	The minute previously circulated was noted.	
14	Any Other competent Business	
	<u>Board dates</u> A revised schedule would be circulated. <i>Post meeting note: the dates of meetings in 2017 would remain as previously agreed as the DCC had now altered the date of its meetings.</i>	Katherine
15	Arrangements for next Meetings	
	The agreed Board meeting dates were noted 13 Dec 2016 – Christmas lunch Village Inn 12.30pm 6 February 2017 3 April 2017 12 June 2017 14 August 2017	