

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting held on Monday 18 April 2016 at 7.30 pm in the Braeport Centre

1	Attendance and apologies		
	Present:	Barbara Allan, Alan Booth, Alan Cessford, Christine Campbell, Ian Gill, Roy Nicolson (Chairman), Katherine Novosel, Rhona Peet, Dougal Thornton	
	In attendance:	Bill Maclean (for items 1-4 only)	
2	Minute of the Meeting held on 15 February 2016		
	The DDT Board approved the Minute of the meeting held on 15 February 2016.		
3	Matters Arising		
	<u>Defibrillator</u> It was noted that Ian had still to make contact with First Responders in order to take this matter forward.		Ian
4	Mid Week Group		
	<p>Trustees welcomed Bill Maclean, Team Leader of the Mid Week Group to this meeting of the DDT Board.</p> <p>Bill intimated that there were 20 volunteers working with the Mid Week Group which currently met on a Tuesday morning (or alternative an day as appropriate) with a 'core' membership of around 7. The volunteers had an extensive range of experience and came from a wide range of professional backgrounds.</p> <p>The Board noted the draft minute of the Mid Week Group's AGM and the list of proposed projects agreed for 2016 which included further work on the toilets at Braeport Centre (ladies toilets). Each project had been allocated to one of the volunteers who had responsibility for all aspects including ordering/purchasing required materials etc. Work was very dependent on weather conditions – with a fall back being the indoor work required at the Braeport – and as required external contractors were employed to undertake specific tasks.</p> <p>There was discussion on the 2016 projects including the new cup-hooks being installed on the buildings in the High Street to make it easier and safer to install the Christmas lights and issues around the play parks. Contact had been made with Stirling Council regarding the maintenance/new equipment for the George Street Play Park and it was noted that the Millrow Play Park may need to be closed for a short time to enable comprehensive refurbishment. Is confirmed that the maintenance list for the Braeport (which was extensive) had been considered and approved by the Braeport Committee. There was also discussion on the funds required to take forward the projects and it was intimated that donations were collected by the Mid Week Group from the community particularly while project work was on-going and also that paint was supplied by Stirling Council for some of the projects. It was agreed that Bill would approach Ian if particular funds were required or to assist in obtaining external monies from various sources such as the Community Pride Fund.</p>		Bill/Ian

	The Board asked Bill to pass on its thanks to all the volunteers of the Mid Week Group.	Bill
5	Chairman's Report	
	<p>It was noted that separate productive meetings had been held with two Councillors from Stirling Council in respect of discussion on the DDT Strategic Plan.</p> <p>Following contact with Dunblane Community Council it had been agreed that the Chairs of DDT and the Community Council would have routine meetings to share information and discuss activities within each organisation.</p>	
6	Treasurer's Report	
	<p>The Board noted the report and that the format had been revised following the recent DDT finance event: further amendments were suggested. It was also noted that it had now been agreed to look to purchase a finance package and that Paola had started to help Ian particularly with the Braeport accounts and to act as his deputy.</p> <p>There was discussion on aspect of the finance information and it was noted that work was being undertaken to better understand item 'Awards for All'; it maybe that these funds could now be used for unrestricted purposes. It was noted that no further donations had been received for the Allan Water restoration footpath appeal and that monies were still to be received in respect of the sale of the Dunblane in Bloom van and the recent legacy.</p> <p>There was discussion on the current Reserve Policy which was specific to Braeport and it was agreed that in accordance with best practice the DDT should have a reserve policy covering the whole of the Trust. Various issues were discussed and noted regarding how best to determine an appropriate reserve level which should normally cover 3 months running costs to counter any challenges. It was agreed to prepare a draft policy for the next Board meeting. In order to determine an appropriate reserve level further work would be undertaken to determine liabilities in respect of Braeport. The Board noted the requirement for DDTP Ltd to have and review its own reserve policy.</p> <p>The Board noted that while current balances were healthy additional funds would be required to take forward the DDT Strategic Plan and the ambitions for Braeport which may require the current annual fee for members to be raised.</p>	<p>Ian</p> <p>Dougal/Christine</p>
7	Secretary's Report	
	<p>The Board noted the report.</p> <p>The Board approved the one application to become a member of DDT, and that as a result of another member resigning, having moved out of the area and no longer being eligible for membership, the total membership remained at 385 as at 18 April 2016.</p> <p>It was agreed that Katherine should contact/arrange to meet the lady who had emailed regarding the site at Lawder Place/Perth Road to explain the situation.</p> <p>Members thanked Dougal for agreeing to meet with the journalist and for</p>	Katherine

	<p>the subsequent article which appeared in The Times (available to view on line).</p> <p>It was agreed that the Working Groups should be approached regarding the Fling (to be held this year on 28 May) to ascertain if they intended to be represented. A gazebo had been donated to DDT which could be used at the event by the working Groups, In respect of DDT raising awareness and having leaflets/information available it was agreed that Roy would discuss with Discover Dunblane as it was understood that they had a large gazebo which DDT could share at the event.</p> <p>Katherine agreed to contact Tesco to confirm when DDT could hold the annual Tesco Awareness Day.</p>	<p>Katherine</p> <p>Roy</p> <p>Katherine</p>
8	Draft Health and Safety Statement	
	<p>Alan confirmed that Jason Young had now reviewed the draft H&S documentation and had made some amendments. This documentation had been discussed with the Working Group leaders and further amendment had been suggested to the Team Leader and Volunteer H&S Guidelines and the Volunteer Risk Assessment form. Further drafts of these documents would be shared with the Working Groups and once finalized the documentation would be brought back to the DDT Board for formal approval including the H&S Statement.</p> <p>There was discussion on the other issues raised as a result of the meetings with the Working Groups and consideration would be required on how best to take forward issues around PAF testing, COSHH requirements and training on using equipment – it maybe that some jobs would best be undertaken external professionals.</p> <p>It was welcomed that arrangements had been made to hold First Aid Training events for volunteers (Strengthening Communities Funds) and it was likely that the next training events would be on manual handling.</p> <p>It was noted that an individual had still to be identified at Board level to have specific responsibilities in respect of H&S (the Board having ultimate responsibility for H&S matters).</p>	<p>All</p>
9	KeyStone Awards	
	<p>It was noted that Ian and Katherine had meet with the DDT Mentor to take forward the above Award which had been positive. All the paperwork had now been received and a list of the various documents which would need to be prepared/review to meet the requirements of the Award would be compiled and brought to the next meeting of the Board.</p>	<p>Ian/Katherine</p>
10	Strategy and Action Plan 2016-2019	
	<p>The above document had been circulated to all DDT members and no amendments had been suggested. The DDT Board therefore formally approved the Strategy and Action Plan 2016-2019. The Board would now require to monitor the implementation of the Action Plan.</p>	
11	Strengthening Communities Programme - Update	
	<p>Following discussion the Board approved the proposal to appoint an administrator for the DDT on a part time basis as set out in the paper for an initial limited period of time and also to approve the three items of capital expenditure. In respect of the proposed second part-time post for a</p>	

	fundraiser/communications officer it was agreed that Barbara and Christine would consider the options further, noting that a Fundraising Strategy was required given the projects that DDT which to progress particularly around Braeport. Roy intimated that he had also being in discussion on how to best take forward the wider aspects of communications/social media and identify an appropriate individual to assist the DDT in this specialized area.	Barbara/Christine Roy
12	The Friends of the Laighills	
	Alan B provided an update on the current position re the Laighills including the difficulties around a recent application to Stirling Council for funding for improving paths and identifying individuals interested in becoming Friends of the Laighills. There was also discussion on the future of the football pitch (relocating to the High School facilities) and the changing rooms in the Laighills, the impact of these changes for the rest of the site and the potential for other uses.	
13	Charrette Steering Group - Update	
	It was reported that a further steering group meeting had been held and that the group was now to be known as the Dunblane Community Partnership (DCP). Roy had agreed to join this group to represent the interests of the DDT. It was further confirmed that of the five themes DDT was being asked to take forward theme three; Dougal to circulate further information on this It was noted that there was ongoing discussion on how to deliver on the themes coming out of the Charrette and the link with Stirling Council and resource issues.	Roy Dougal
14	Communications Committee - Update	
	Work was on-going: headed paper ordered and delivered; new leaflet printed; and the web was being developed.	
15	Braeport Committee – Update	
	The Board noted the report and in particular the work being taken forward by Barbara on the ownership of the Centre. It was anticipated that the application will be with the Council before the summer to enable the Council to consider in the autumn: further information might be available for the next meeting of the DDT Board but more likely not until the August meeting.	Barbara
16	DDT(Projects) Limited - Updates	
	The Board noted the report and in particular the position regarding the restaurant.	
17	Working Group Updates	
	The two reports were noted and that Dunblane in Bloom had been the recipient of a recent donation of over £600. The Board further noted the briefing note received from the Glen Road Project and Alan C agreed to discuss the status of this project with Bridget Clark as it appeared this group may be working under the auspices of Sustrans rather than the DDT.	Alan C
18	Update from Community Council	
	The Board noted the various matters discussed at the last meeting of the Community Council including the police report and planning applications. In respect of the Railway Partnership it was confirmed that DDT would value being kept updated but did not necessary require to be represented on this group. It was agreed that Roy would consider future circulation of a report/the minute of meeting on the activities of DDT to the Community Council – Alan B currently provided a verbal report.	Roy/Katherine

19	AGM and Board meeting 2016/2017	
	<p>It was agreed that the next AGM would be held on 8 October 2016 in the Victoria Hall; further planning for the AGM would be presented to the next meeting including resolutions regarding the current MOA and membership fee levels.</p> <p>The dates for Board meetings in 2016/2017 as set out in the paper were approved.</p>	
20	Any Other Competent Business	
	<p><u>Statute of Murray Brothers</u> Dougal reported on the current position and there was discussion on how best to ascertain the community's views on proposals and if this was an appropriate matter to be progressed by the DDT.</p>	Dougal
21	Arrangements for Next Meetings	
	<p>The next Board meeting will be held on 20 June 2016 at 7.30pm at Braeport. The training/information event scheduled for 9 May 2016 would be re-organised for a later date to be confirmed as soon as possible; the topic would be H&S.</p>	Alan C