

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting held on Monday 8 August 2016 at 7.30 pm in the Braeport Centre

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| 1 | Attendance and apologies | | |
| | Present: | Barbara Allan, Alan Cessford, Dave MacPherson, Ian Gill, Roy Nicolson (Chairman), Katherine Novosel, Rhona Peet, Dougal Thornton | |
| | Apologies | Alan Booth, Christine Campbell | |
| | In attendance: | Deirdre Fraser | |
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| 2 | Minute of the Meeting held on 20 June 2016 | | |
| | The minute of the meeting held on 20 June was approved subject to a note of the Health and Safety retention fee being minuted. | | Katherine |
| 3 | Matters Arising | | |
| | <p><u>Defibrillator</u> First Response cannot guarantee that they can provide funds for a defibrillator at Braeport Centre. The cost of a defibrillator is £1300. The next step is for Ian to contact Stirling Council with regards to permission before going any further and to see if we can put it at the front of the building or whether it needs to go around the back. If we want to go ahead, we could perhaps approach Community Pride for funding.</p> <p><u>Repair of Allan River Path</u> Dave MacPherson commented that this was now in its third week and good progress was being made. Although there had been some flooding, the completion date was still 6 September. Whilst the works are expected to be substantially complete by this date it is likely that the balustrade work will extend beyond this. There may also be additional grouting work to fill voids behind the existing river walls, but the scope of this will depend on available funds once the river wall is complete. French Duncan had submitted their invoice for VAT consultancy in respect of this work and the Board approved payment from within the total funds available for this project.</p> <p><u>Local Development Plan</u> The Dunblane Community Council will take this forward.</p> | | Ian |
| 4 | Chairman's Report | | |
| | There was nothing to report. | | |
| 5 | Finance Report | | |
| | The Finance report was noted and it was confirmed that the cash position for all accounts was satisfactory. The money from Sustrans had now been received to meet the costs of the maps. Progress was also being made with the Sage Software and Ian was being helped by Paola and Deirdre. The first draft of the annual accounts would be ready on 17 August and Ian would set up a meeting with the accountants to discuss. Once he received the opening balances from the accountants, the | | Ian |

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| | intention was to commencing using Sage which would be run in tandem with our current accounting system for one year. | |
| 6 | Secretary's Report | |
| | <p>The Board noted the report. Katherine had organised a fundraising date at Tesco for 4 September 2016. It was agreed that Alison Brown would coordinate this. It was also noted that Marks and Spencer would allow us to bag pack one weekend in November or December. Barbara agreed to speak to Alison with regards to this.</p> <p>It was agreed to support the Dunblane in Bloom application for the Windfarm grant in full. It was anticipated that the Mid Week group may wish to apply for funds from the Windfarm grant to purchase Christmas lights and a ladder and further Ian may also apply for funds to support Braeport. Any such applications would be circulated to the DDT Board for its support prior to submission.</p> <p>Katherine tabled a copy of the proposed advert and the poster for the AGM which The Wire had produced: this was approved by the Board.</p> | Katherine/Alison/Barbara |
| 7 | Arrangement for AGM | |
| | Lorna had emailed Katherine with the list of current DDT members. Katherine would send out an informal email inviting them to the AGM the mid-August, the formal notice being sent and emailed 21 days before the AGM. At the same time these papers were sent out, Ian would also send a reminder letter to the late payers: cut-off date agreed as December 2014. The Board approved the AGM agenda subject to the information on DDT Priorities being included in the Chairman's report rather than as a separate item: information on the priorities could be tabled at the AGM. A clean copy of the Memorandum and Articles of Association should be put on the web along with a covering note highlighting the changes. | |
| 8 | Annual Report | |
| | Katherine had started drafting the Trustees' Annual Report. It was agreed that Barbara and Ian would provide further information on the Strengthening Communities section. Ian would also confirm where the reserves policy should be place in the Annual Report and additional information to be included but fundraising. More information was need about the Charrette which Barbara would provide. Board members to get back to Katherine with the additional information required for the Report for 22 August. | Katherine/ Ian/ Barbara |
| 9 | Braeport Centre – Business Plan and Committee Update Report | |
| | <p>The Business plan was just about ready to send to Stirling Council along with the required application form: this will hopefully be considered by the SC Committee in November. It was agreed that it might be helpful to also send the BP and application to Community Council and the local SC Councillor: Barbara to ascertain how best to take this forward.</p> <p>The report from the Braeport was noted. There had been a welcomed £16K increase in income from hall lets. Roy was concerned about Kirsty's time commitment to the booking system. Ian commented that Hallmaster was up and running and as groups were getting used to it the benefits to this approach would become more transparent.</p> | Barbara |

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| 10 | Dunblane Community Partnership | |
| | Dougal and Barbara reported that progress fairly slow with regards to the outcome of the Charrette process. Until it was clear on the commitment from Stirling Council it was difficult/inappropriate for the DDT to get involved in what could be unviable projects. | |
| 11 | Communications Committee | |
| | The priority was to ensure that the new website was operational in time for its launch at the AGM. If possible, all information for the website to be provided before the end of August. Ian and Barbara both commented that it is looking really good with excellent photographs. Facebook had been discussed and would be taken forward once the website was completed. It would be good to find a marketing person based in Dunblane who was willing to volunteer to take forward Facebook and perhaps to update the website. It was suggested that the Board could get a demonstration of the website at the meeting on 12 September if this meeting takes place. The Board mentioned that the Volunteers function should be held in November and not September. | |
| 12 | Working Group Update | |
| | The report was noted from the groups. | |
| 13 | Update from Community Council | |
| | No report. | |
| 14 | AOCB | |
| | <p><u>Health and Safety</u> Katherine mentioned that some concerns were raised by Dunblane in Bloom volunteers in respect of the H&S documentation. George Matthew had asked if a further meeting could be organised with the team leaders of all the working groups. Alan Cessford and Roy Nicolson agreed that they would be happy to organise this. It was confirmed that dates for two further training events were also being sought: manual handling and working at heights training.</p> <p><u>Alan Cessford</u> As this was Alan's last Board meeting, Roy thanked Alan on behalf of the Board and DDT for his commitment and contribution over the last 6 years.</p> | Roy/Alan C |