

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting
held on Monday 4th December 2023 at 7pm at the Braeport Centre

<p>1. Present/Apologies/in Attendance</p> <p><i>Present:</i> Sandy Fleming (Chair), Anita Smiley, Ian Gill, Mirella Marchini, Sue Hunter, Gillian Joynes, Malcolm Dougall, Paul Nelson, Scott Williamson, Margaret Sharkey <i>Apologies:</i> David Storrie <i>In Attendance:</i> Deirdre Fraser, Celia Carman, Bob Stainton (potential trustee)</p>	
<p>2. Shop Update</p> <p>Rhona McInnes gave the Board an update on the shop. The Giving Tree opened for business on 17th November 2023 and the first 2 weeks of trading has brought in £8K showing an improvement on last year's figures. Stock levels are lower than last year as most of the stock from Mary's Meals was sold off before closing and there was a restricted time to get donations before opening The Giving Tree. Volunteer numbers are down slightly but Rhona is starting to recruit again with some coming for a taster day in the next week. They are also looking for volunteers to work in the basement sorting stock and for someone to look after Ebay sales. They are also looking for a driver to collect and deliver goods. She said that Facebook is up and running and the website is also now live. Plans for the shop front signage and colours have been submitted. Plans for the future include a fashion show and external events (Stirling University). It is hoped to sell electrical goods once they have been PAT tested (MWG). A question was raised about the shop window advertising the DDT. It was felt that this should be a permanent feature of the shop window display. The shop management committee should take this forward. Kirsty confirmed that an application had been made to the Green Shoots Fund (DTAS) for start-up costs. The Board was asked to ratify the Shop Management Committee TOR - since circulating the TOR there have been a couple of comments which will be addressed by the Trading company board prior to approval.</p>	<p>Gillian/Rhona Ian/Gillian</p>
<p>3. Fundraising and recent Events</p> <p>Kirsty updated the Board on her work over the past few months. She has worked directly with volunteers and supported Rhona set up the shop. She looks after the PVGs for all the volunteers. At the moment she is unsure who is taking on the task for the Doune volunteers for the DFD Meeting Centre. She is trying to update all the DDT volunteer records as many of them are out of date. Kirsty was responsible for finding the Erasmus student, Dori Pardi, and has managed her for the last few months. Dori has helped with the newsletter, Facebook, posters and the website which has allowed Kirsty to focus more on grant applications and fundraising. The recent Ceilidh made £580 profit (shared with the Dunblane Centre) and the Extravaganza was very successful for the DDT raising over £1300. It was noted that the DDT had been very successful in getting Community Pride funds but we have been advised by Stirling Council that we are unlikely to be so lucky going forward as these funds are being reduced (may even be curtailed) and DDT's annual income is in excess of £200,000 which would normally preclude us from applying. A discussion took place regarding how we might ringfence some grant monies as our smaller working groups might miss out on grants due to the DDT's overall financial situation. It was noted that some of the profit from The Giving Tree could be allocated to the smaller working groups or for specific projects. It was</p>	<p>Fin Com</p>

<p>agreed that the Finance Committee would look into ways to achieve this. Kirsty mentioned that a major donor letter has been drafted which should go out before Christmas. Board members were asked to provide the names & addresses of suitable recipients of past and present prominent residents so that the letters can be personalised. Upcoming events which she has organised are a Woodland Project which is sold out and a Santa Run on 23rd December with the Forth Valley Orienteering club.</p>	<p>All</p>
<p>4. Minutes of meeting 3rd October 2023 The minutes were agreed to be a true record of the meeting with one change to be made to item 8.</p>	
<p>5. Actions Update and Matter Arising See attached. Bob Stainton was introduced to the Board and he provided a brief resume of his career. Bob has a background in health and safety and is willing to come onto the Board to advise the DDT and the working groups. He has already had a look at the current H & S policy as drafted by Avensure and one of the working group risk assessments. He will work on a new policy statement as well as a short form users health & safety document and the safety arrangement booklet for volunteers. He will arrange to meet with working group leaders to discuss. Malcolm raised a concern regarding the DDTPL policies – it was agreed he could adapt the DDT policies as can DDT Trading (the shop).</p>	<p>Bob Stainton Bob/Malcolm/Rhona</p>
<p>6. Chair report Sandy reflected on the work of the DDT this year highlighting that it had been a very successful year, including the DFD expansion, collaboration with the Bank, new heating in the Braeport and culminating in taking over of the Marys Meals shop. There have been many successful events this year, eg Ecofest, Ceilidh and Extravaganza. Sandy thanked the Board and the volunteers for their hard work. He mentioned that a newsletter is nearly ready to go out to all houses in Dunblane and this will be distributed with the help of the Boys Brigade. The Place Plan survey is on hold until next year. A comment was made regarding the Windburn Windfarm which will be sighted in Sheriffmuir area. The Board was urged to complete the survey which was sent by email and it was agreed the DDT as an organisation should make a submission.</p>	<p>Mirella</p>
<p>7. Treasurers report Ian confirmed that the 2022/23 accounts have been lodged with Companies House and OSCR; the DDT financial year end has now been moved to end of March and the Admin and Braeport budgets have been adjusted accordingly. He commented that a discussion is required regarding the long-term financial viability of the current Braeport model as it may require some fresh ideas to increase turnover. Finance Committee had agreed that the DDT should charge a management fee for the running the Braeport from March 24 and this will form part of the budget discussions in the new year. He confirmed that a donation of £8k had been received from DDTPL this week. Ian is querying the latest SSE electricity bill with Ledi as it has doubled in the last month. He will report back.</p>	
<p>8. The Bank - update The Board noted David Storries's report which had been circulated. Celia advised that there will be a children's film showing in the afternoon of 16th December followed by a pop up café and adult film showing in the evening.</p>	<p>David</p>

<p>9. DDTPL</p> <p>The Board noted Malcolm’s report which had been circulated. Malcolm commented that building regulations have changed since 2010 when the Riverview was built and the wiring failed its recent inspection. The wiring upgrade is going to cost about £2k. He commented that there is still an issue with the previous factor regarding an outstanding EDF bill. DDTPL, Craft Central and Flat A are pursuing DJM for £3838.71, having reached an agreement with EDF energy.</p>	<p>Malcolm</p>
<p>10. Working Group update</p> <p>Scott updated the Board that the DIB and the path groups are quiet at the moment with winter tidying taking place.</p> <p>Paul updated the Board that DFD has just received another grant from Communities Mental Health and Wellbeing and Ill for £12,188.</p> <p>Paul updated the Board that the Town Centre group had had a very successful Extravaganza.</p>	
<p>11. Windfarm Report</p> <p>The board noted the Windfarm report which had been circulated. It was agreed that Christine Campbell should be invited to a Board meeting to explain how their decisions are made.</p>	<p>Mirella</p>
<p>12. AOB</p> <ul style="list-style-type: none"> • Gravestones – The largest gravestones close to the Cathedral will be dismantled to allow a geophysical survey to take place underground. The work will be ongoing for a long time. • Planning application – it was noted that a new planning application had been submitted for the gate into Holmehill – this is as previously agreed by the Board. • Meeting Dates - <ul style="list-style-type: none"> 8th December 2023 – Governance 29th January 2024 25th March 2024 27th May 2024 29th July 2024 5th October 2024 (AGM) 	