

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting held on Monday 3rd October 2023 at 7pm at the Braeport Centre

<p>1. Present/Apologies/in Attendance</p> <p><i>Present:</i> Anita Smiley (chair), Ian Gill, Mirella Marchini, Sue Hunter, David Storrie, Malcolm Dougall, Paul Nelson, Scott Williamson <i>Apologies:</i> Sandy Fleming, Stewart Corbett, Margaret Sharkey, Gillian Joynes <i>In Attendance:</i> Deirdre Fraser, Celia Carman, Dori Pardi</p>	
<p>2. Appointment of Officers</p> <p>The Board members approved the appointment of Sandy Fleming (Chair), Anita Smiley (Vice Chair), Mirella Marchini (Company Secretary), Ian Gill (Treasurer) and Paul Nelson (DFD chair).</p>	
<p>3. Minutes of meeting held on 28th August 2023</p> <p>The minutes were agreed to be a true record of the meeting and approved.</p>	
<p>4. Actions update and matters arising.</p> <p>See attached.</p> <p>It was noted that posters have been prepared for display at the Braeport Centre with QR codes so people can either donate or become a member. Dori is also preparing social media material regarding membership and donations.</p> <p>Extravaganza Paul updated the Board on the plans for the Extravaganza. He now has £1450 in sponsorship. Road closure has been approved by the Council and 3 evacuation points have been arranged.</p>	Dori
<p>5. Committees and Roles</p> <p>It was agreed that a number of positions could not be finalised until Sandy, Margaret and Stewart had returned from their holidays. Ian and Anita will follow up with individuals and the working group leaders over the next fortnight and circulate some options.</p>	Anita/Ian
<p>6. AGM – feedback and membership fee increase</p> <p>The feedback from the AGM has all been positive and concluded that it had been a successful event. Kirsty to be asked to prepare a letter to go out to the membership regarding the increase in the annual fee to £20 from 1st January 2024. An updated membership leaflet will also now be required.</p>	Kirsty

<p>7. Marys Meals update</p> <p>Ian confirmed that a new company has been created [DDT (Trading) Limited] and he is currently applying for a bank account. The insurers have confirmed that the new company D & O and public liability as well as shop contents & fittings can be covered within the DDT policy with only a small increase to the premium. The Landlord's surveyor is coming on 10th October to carry out the EPC and condition survey. The report is expected by the end of the week. Ian and Angela are looking at quotes from accountants. The Board approved the proposed name for the shop - 'The Giving Tree'. Agreed to keep it simple with any strapline being separate. Artwork needs to be agreed – Dori & George Glennie both asked for ideas. Planning permission will be required.</p>	Dori/George
<p>8. The Bank - update</p> <p>David updated the Board on the progress of The Bank project. There had been a good turnout at the 'open day' and they have managed to get 750 members so far. The meetings had been very positive and most are supportive of this initiative. The priority now is the Community Ownership funding application.</p>	David
<p>9. Treasurers Report</p> <p>Ian advised the Board that he is waiting for the final accounts to be returned from the accountants following a few edits to the Trustee report. Once he receives the accounts they can be signed off. He advised the Board that he has changed the DDT financial year end to 31st March in line with the new trading company as this will make DDT accounts more straightforward as payroll runs from April to March and the majority of grant fund reports also follow the fiscal year. He also confirmed that the DDT now has a savings account with RBS to take advantage of improved interest rates. Ian and Gillian will be reviewing DDT's overhead costs to see where savings can be made and adjust8ng the Admin and Braeport budgets accordingly.</p>	Ian/Mirella Ian/Gillian
<p>10. DDTPL</p> <p>The Board noted Malcolm's report. Malcolm commented that nothing had yet been done about a plaque acknowledging the funders of the Riverview Building and the connection to the DDT. A design for the plaque needs to be agreed. It was also noted that DDTPL hopes to make a further donation to the DDT at the end of November.</p>	Malcolm??
<p>11. Health and Safety</p> <p>It was noted that the Board is still in need of a H & S advisor. David Storrie agreed to follow up on a contact made at The Bank open day.</p>	David
<p>12. AOB</p> <ul style="list-style-type: none"> • Holly Cottage planning application – it was agreed that the DDT would not be objecting. • Remembrance Sunday – a Trustee is required to lay the DDT wreath. • Declaration of Interest – Trustees need to update. • Data Protection Policy – Trustees need to sign. • Meeting Dates - TBA - November – Strategy meeting 4th December 2023 5th February 2024 8th April 2024 3rd June 2024 5th August 2024 5th October 2024 (AGM) 	Deirdre Kirsty Sandy