

DUNBLANE DEVELOPMENT TRUST

Approved Minute of the DDT Board meeting held on Monday 25th March 2024 at 7pm at the Braeport Centre

<p>1. Present/Apologies/in Attendance</p> <p><i>Present:</i> Sandy Fleming (Chair), Anita Smiley, Ian Gill, Sue Hunter, Malcolm Dougall, Paul Nelson, David Storrie, Bob Stainton <i>Apologies:</i> Scott Williamson, Gillian Joynes, Margaret Sharkey <i>In Attendance :</i> Deirdre Fraser</p>	
<p>2. Minutes of meeting 29th January 2024 The minutes were agreed to be a true record of the meeting.</p> <p>2.1 Minutes of Extraordinary meeting 27th February 2024 The minutes were agreed to be a true record of the meeting.</p>	
<p>3. Actions Update and Matters Arising See attached</p>	
<p>4. Board Governance Session follow up</p> <p>Sandy reminded the Board that following the Board Governance meeting session on 3rd March 2024, where the Board in principle agreed that DFD should become independent of DDT, Sandy and Stewart met with Paul and Breda to discuss how DFD could develop with autonomy whilst keeping a link with DDT. Sandy has discussed this with DTAS who confirmed that it did not need to go to the AGM although members did have the right to vote off the Board members if they disagreed with the decision. After a long discussion regarding DFD and DDT, the Board were asked to vote once again on whether DFD should become more autonomous. There was majority agreement with only one dissenter. A discussion then took place regarding setting up a working group to facilitate this move. It was agreed that some of the current grants may need to run out before anything could happen and other funders would need to be advised. The Board agreed that DFD should be a 'pilot' with the view that over time other groups may be able to do the same. Paul then discussed the paper that he submitted to the Board for the Governance session suggesting that DDT should rethink its ethos and that all groups should be independent. The Board agreed that most groups would be unable to do this due to lack of regular income and the volunteers would be unwilling to take on a more structured role (e.g. treasurer). Paul's paper suggested that the DDT should be able to make money from the Giving Tree, DDTPL and Braeport which in turn could be distributed to the working groups and other worthy causes. However, Ian pointed out that we were still in the early stages of trading at the Giving Tree, and it was too soon to commit to distribution of monies. The issue of the DFD Doune pilot project was raised and Ian advised that insurers needed to know about this project especially as it was outside the DDT's area of operation. Paul advised that all PVGs for the Doune volunteers will be organised by Kilmadock Development Trust and a committee has now been set up there.</p> <p>The Board agreed to set up a working committee to investigate the feasibility of DFD becoming a more independent entity (perhaps separate from the DDT) to improve the</p>	<p>Sandy</p>

<p>efficiency of both organisations. This committee should include the DDT Chair, DFD Chair and a n other Trustee. DDT Treasurer will attend as required.</p>	
<p>5. Chair Report</p> <p>Sandy updated the Board that planning permission has now been approved for the gate in the wall at the back of the Braeport Centre leading to Holmehill along with permission for the pond and deer fence.</p> <p>The gazebo that was originally in the sensory garden is now in Holmehill and is already being well used. Schools also plan to use it as an outdoor classroom.</p> <p>Sandy volunteered at Lade Path at the weekend. This is now complete after 3 days work mainly carried out by volunteers from the Environment group and assisted by DIB and Paths groups. The Board expressed thanks to Monica Cessford for her work on this project. A comment was made that a sign should be put up beside the Lade Path stating who fixed it.</p> <p>Comments were raised regarding other signs advertising the work of DDT in Dunblane are far too small. Scott should follow up on this.</p> <p>The E bikes are now all serviced and ready to be sold. They have been valued between £1k and £1.5K each. There has already been interest from someone wishing to buy one. It was agreed that DDT members should be asked first if they would be interested in purchasing one of the bikes before going out to the general public. Sandy will compose a letter to members.</p> <p>Base Fitness has approached the DDT looking for space to run a fitness centre at the Braeport. Deirdre is meeting with them this week to see if the Haining would suit them. If it does then Braeport Management Committee would need to discuss how to take this forward.</p>	<p>Scott</p> <p>Sandy</p> <p>Deirdre</p>
<p>6. Treasurers Report</p> <p>Ian had previously circulated an email he received from the DTAS lawyer explaining the difference between restricted and unrestricted monies. This had never been raised as an issue with previous accountants (French Duncan) or with A9, our current accountant. Ian has had an initial meeting with A9 which indicated that adjustments needed to made to the current year end position to correctly reflect the allocation of restricted, unrestricted and designated funds. Ian, Angela and Deirdre will have a further teams meeting with A9 next week to discuss the steps required for the financial year end process. As some unrestricted funds may need to be transferred to restricted funds Ian asked that the Finance Committee be allowed to agree any transfers ahead of later Board approval to aid the financial year end process. The Board approved.</p> <p>Ian advised the Board that an award of £15000 has been granted by CSET towards further stabilisation works on Glen Road. Sustrans have also awarded £3,000 for the latest works.</p> <p>HR Committee has approved a pay increase for salaried staff and hourly paid staff will go onto the new national minimum wage from 1 April.</p> <p>Ian has been working on budgets for next year. The Admin and Braeport budgets are looking acceptable although the finance committee has not yet met to discuss the numbers in detail. The Giving Tree budget will be discussed at the shop meeting on 26th March 2024 before going to the DDT Trading Board for approval.</p>	<p>Ian</p>
<p>7. Health and Safety</p> <p>The Health and Safety Policy has been distributed to everyone and Sandy has signed off the policy. Bob will now pass this on to the working groups. He plans to deliver awareness training on working at heights and manual handling to relevant working groups in the near future.</p>	<p>Bob</p>

<p>8. The Giving Tree</p> <p>The Board noted Gillian's report. Work is continuing on the shop. The Giving Tree is still in need of more volunteers. Freya Fleming is helping out with eBay sales but the Giving Tree will need its own account although they could use the DDT account. The fashion show preparations are going well. The staff and volunteers of the Giving Tree have chosen The Duncan Hospital Charitable Trust for the international charity for the next financial year. This charity was set up by Dunblane Doctors and is based in Bihar in India and is the only medical facility in the region providing care to 5 million Nepalese and 6 million Indians. The charity plans to deliver a talk at the Braeport Centre in the near future. The new till (SumUp) is now in place and working well.</p>	
<p>9. Bank Update</p> <p>David updated the Board that work continues inside the Bank although they are still waiting on planning permissions to be approved. He has now got volunteers to run marketing and communications and is hopeful that a Treasurer has been found.</p>	
<p>10. DDTPL</p> <p>The Board noted the report. Malcolm commented that there are still issues with DJM and they have now received a demand notice from EDF for £5.4K. DDTPL are trying to have further discussions with DJM to try to receive a substantial credit from them. Aside from this, finances are healthy and they are currently working on a budget for the next financial year. It is proposed that any donations to DDT would be made on a quarterly basis.</p>	Malcolm
<p>11. Working Group update</p> <ul style="list-style-type: none"> • Environment Group – Lade Path complete. • Glen Road – an unexpected grant has been awarded by CSET. • DIB – The £1500 from FEL has been spent with new sleepers and plants installed at the M and S beds. Planting at the rockery has also started. Some volunteers helped Monica with the Lade Path. • Path Group – no activity at the moment. • MWG – The group continue working on the shop and Braeport. 	
<p>12. AOB</p> <ul style="list-style-type: none"> • Company Secretary – following the resignation of Mirella Marchini it was agreed that Deirdre Fraser should be appointed Company Secretary • Trustee for Braeport Oversight – Ian Gill intimated that he would be standing down from this role at the end of April after 12 years involvement and he will be speaking to Margaret Sharkey and Stewart Corbett regarding taking over. • Holmehill Funding Application- a joint funding application with the Carman Family Foundation is being proposed for the gate installation, paths and deer fencing on Holmehill. Kirsty is helping with this. • Extravaganza 2023 - despite 4 phone calls being made to Erskine, we are still awaiting their donation. Once received the surplus will be distributed to contributors to the event. • Meeting Dates - <div style="text-align: right;"> 27th May 2024 29th July 2024 30th September 2024 (Monday) New date </div> 	