

DUNBLANE DEVELOPMENT TRUST

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

1. Present/Apologies/in Attendance <i>Present:</i> Sandy Fleming (Chair), Anita Smiley, Ian Gill, Sue Hunter, Paul Nelson, David Storrie, Bob Stainton, Scott Williamson, Stewart Corbett <i>Apologies:</i> Malcolm Dougall <i>In Attendance :</i> Deirdre Fraser, Breda Seaman and Caroline Earnshaw for item 2.	
2. DFD Report Breda updated the Board saying that DFD continues to flourish with 3 meeting centres now running (2 at the Braeport Centre weekly and one in Doune monthly). The smooth running of these meeting centres is due to a committed group of volunteers. Local businesses are showing support with some providing weekly tray bakes, soups etc for the meeting centres. All staff work well together and have completed the Worcester University training. At the end of April, restricted income was £64k. £60K is needed to run the centres annually and they are on target to be able to keep running once the last of the current grants run out in September 2025. Caroline then updated the Board on the activities run at the cafes and the number of members and volunteers attending. A cognitive stimulation therapy course is planned to start in July 24 at the Braeport Centre which will run for 10 weeks. 3 day trips are planned which will be funded by Age Scotland. She mentioned that there is still a good intergenerational connection. Members were recently invited to QV school for afternoon tea, the centres are supporting Duke of Edinburgh students, and the primary schools and nurseries pay regular visits to the centres. The Boys Brigade have been supporting the centres with help delivering hampers at Christmas and eggs at Easter. Caroline then mentioned that the Doune meeting centre which started in November is doing well and is being supported by KDT who are responsible for their own volunteer management. Breda concluded that the DFD is networking well both locally and nationally. The rejuvenate lunches continue to be busy and have carried on even although the grant has finished. Fish suppers will finish at the end of June. DFD have several fundraising events planned for the next few months. They were very successful at the Dunblane Fling raising £700.	
3. Minutes of meeting held on 25th March 2024 The minutes were agreed to be a true record of the meeting.	
4. Matters arising from minutes not covered by agenda. DFD Governance – Sandy, Anita Paul and Deirdre met in May as agreed at the Board meeting in March to discuss the best way forward for DDT and DFD. At this meeting Paul suggested that communication could be improved and that DFD could do more administrative and financial reporting themselves. He suggested that DFD could look after the grant spreadsheets allocating costs themselves etc. However, since this meeting, Sandy has been in contact with John Main from DTAS for advice on this matter and it has been agreed that Sandy, Paul, and John Main should meet w/c 17 th June to discuss how best to take the issue of the DDT and DFD relationship forward.	Sandy/Paul

<p>5. Chair Report</p> <p>Sandy advised the Board that there have been 2 resignations since the last meeting – Margaret Sharkey and Gillian Joynes have both stood down as Trustees with immediate effect.</p> <p>The Local Place Plan survey was launched at the Dunblane Fling and has been emailed to the Board who are asked to fill it in.</p>	All
<p>6. Treasurers Report</p> <p>The Board noted Ian's reports. All working group funds have now been assigned to restricted funds which has left the unrestricted funds at £29,344, just ahead of the reserves policy of £27,285. Ian asked the Board to approve the updated reserves policy which they did. It was noted that the unrestricted funds should improve during the current financial year as anticipated regular income from DDT Trading and DDTPL is received. The DDT accounts paperwork for year ending March 24 are currently with the auditors and draft accounts will be circulated to the Board once the accountant has prepared them. With Gillian Joynes stepping down as a director of DDT and DDT Trading, the finance committee are looking for someone to replace her.</p> <p>The DDT Trading accounts have been finalised showing a profit of £13,361 for the 5 months of trading. The accountant has suggested quarterly reviews of the P & L so that donations can be made more frequently thus helping to reduce any corporation tax liability.</p>	All DDT Trading Board
<p>7. The Giving Tree</p> <p>The Board noted the report. Sales for April were up on the previous year and May sales figures are looking promising.</p>	
<p>8. Promoting DDT at the Giving Tree</p> <p>With Gillian Joynes stepping down, Sandy has taken over as Rhona's line manager and has met with her regarding advertising the DDT in the shop and will work with her to improve marketing the work of the DDT.</p>	Sandy
<p>9. DDTPL</p> <p>The Board noted the report. Discussions are still taking place with DJM Property Management with regards to reaching a reasonable settlement figure from them.</p>	
<p>10. Extravaganza</p> <p>£538 from the profit from the Extravaganza will be distributed to the many voluntary groups who helped at last year's event. Cheques will be distributed to the groups in the next few days. The first meeting of the 2024 Extravaganza has taken place with Stewart Corbett in the Chair. It is hoped that the event will move to Friday rather than Thursday. Suggestions have been made to have a craft fair, market stalls and a ceilidh which can take place over the weekend of the Extravaganza.</p>	
<p>11. Eco Fest</p> <p>Anita commented that the Eco Fest had been relatively successful. Although not a great deal of money was made at the event, the general feeling was that it was a good community event and should be continued. She mentioned that more help is required at these events.</p>	
<p>12. E Bikes</p> <p>4 E-bikes and the trailer have now been sold. The ridgeback tourer is still to sell and will be re-advertised. £3583 has been generated from the sale of the bikes.</p>	Sandy

<p>13. Bank Update</p> <p>David updated the Board that planning permission has still not been approved but it is expected to be approved by the end of June. They are still looking for someone to take on the role of Treasurer. The Bank Group were present at the Dunblane Fling and had been a successful day for them.</p>	
<p>14. Working Group update</p> <ul style="list-style-type: none"> • Environment Group – following a complaint regarding bags of rubble (thought to be rubbish) being left at the side of the Lade Path – Monica and Alan Cessford have now cleared most of it. £450 was made at their plant stall at the Fling • DIB – the summer plants should be planted this weekend. • Path Group – the group have prepared a new path at the entrance to Ashfield from Pont Crescent. Stirling Council will supply materials to allow the path group to complete it. • MWG – The shed has been erected and insulation should be going in this week. The MWG are waiting on a quote to run power into the shed. • Braeport – Carol Ann, the regular cleaner, has resigned with immediate effect due to ill health. She has been the cleaner since 2014 and the Board sends her their best wishes. Monika, the relief cleaner, will take over her role. There have been issues with the Wi-Fi in some of the rooms which hopefully have now been resolved. Following the resignation of Margaret, Stewart Corbett will now be the Trustee responsible for the Braeport with support from Bob. Another person needs to be identified for the Committee, perhaps a regular user. There has been no further offer from Base Fitness regarding sole usage of the Haining. It was agreed that an analysis must be carried out to review the income that might be lost as well as the cost implications of removing the Haining room from general use. 	
<p>15. Health and Safety</p> <p>Bob has corrected typos in the policy and is planning to go through section 3 to make the document more readable. He is planning to get 3 quotes for fire curtains for the Braeport attic. He has organised a Health and Safety leadership meeting on 6th June which Kirsty will facilitate.</p>	Bob
<p>16. Actions</p> <p>See attached.</p>	
<p>17. AOB</p> <ul style="list-style-type: none"> • Trustee application – Barry Makin has applied to become a Trustee/Director. His application has been approved by the Board and he will be invited to the next meeting. He will need to become an associate member of the DDT. • WhatsApp group - Sandy agreed to set up a group for Board members which hopefully will keep everyone in the loop and improve communications. • DFD Board Member – another Trustee is still being sought to join the DFD group. • Meeting Dates - 29th July 2024 30th September 2024 (Monday) AGM 	<p>Sandy</p> <p>All</p>

