

DUNBLANE DEVELOPMENT TRUST

Approved Minute of the DDT Board meeting held on Monday 29th July 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, Malcolm Dougall, Scott Williamson, Stewart Corbett, Barry Makin <i>Apologies:</i> Bob Stainton <i>In Attendance :</i> Deirdre Fraser, Meg Wright (Indépendant Consultant).	
2. Meg Wright Proposal/DTAS Meeting Sandy introduced Meg to the board saying that following a training course Deirdre attended earlier in the year, the Board were interested in finding out more about governance and invited her to the Braeport. Five Trustees attended a meeting with Meg on 17 th June. Meg went on to introduce herself stating that she has over 25 years' experience in the charity sector at CEO and Chair level. She acts as an interim executive for organisations, looking at governance etc. She thought that the DDT had grown in complexity in the last few years which can sometimes result in governance being overlooked. She explained that she planned on looking at the structure of the DDT and the role of the Trustee. She will also be looking at the DDT governance documents. She then went on to explain that she has met with the officers and reviewed the DDT constitution. She plans to look at the governance process, good practice and compliance, the induction handbook and finance structure amongst others. She will investigate the role of Trustees and the interface with staff. She plans to speak to all Trustees individually. She will report back with her findings before the next Board meeting. Meg plans to look into where there are gaps in staffing etc and what funding requirements are needed. The Board all approved to go ahead with this study. A question was raised regarding DTAS's involvement. Sandy explained that in time DDT will ask for help from DTAS for strategic planning but felt that the work Meg was going to do was more important to drive the DDT forward at this stage. The Board also agreed that the officers should be Meg's contact for reference.	Meg Wright
3. Chair report The Board approved the appointment of Barry Makin as a Trustee by email. The Board noted Sandy's report. Sandy updated the Board that work to instal a gate in the Braeport back wall for accessing Holmehill has been approved but there is no date set for the work starting. It is hoped that this work should not cause too much disruption. A risk assessment will be carried out before the work commences. All the e-bikes are sold but Tim has a couple of heavy-duty padlocks that should now be sold. It was suggested that they are put on either Gumtree or Facebook marketplace along with the DDT pages to see if a buyer can be found. Sandy mentioned that he will be meeting someone on Friday regarding joining the Board. Anita will also attend this meeting. Sandy advised that there is renewed interest in a statue for Andy and Jamie Murray to be erected in Dunblane. It was suggested that the DDT should facilitate the organising of this statue and a working group should be set up. Sandy and Barry will liaise with Judy Murray and Paul suggested asking members of the Town Centre group to see if anyone wishes to join this group.	Sandy/Anita Sandy/Barry/Paul

<p>4. Treasurer Report</p> <p>Ian advised the Board that brought forward balances from FY 2023/24 are not yet available so the first quarter accounts are not so easy to understand. Although DDT admin is improving it is still not in great shape for the first quarter. Admin is now receiving a regular monthly management fee and a quarterly donation from DDT Trading (The Giving Tree) and also received a £5000 donation from DDTPL. Braeport showed a profit of £1500 for the last quarter. A discussion took place regarding getting more income from the subsidiary companies in order to reduce the amount of corporation tax payable by those companies at the end of their financial years. Paul had met with another development trust where they put in place an arrangement to reduce reserves to a bare minimum so that no corporation tax was due. This had received HMRC approval. It was proposed that DDTPL and DDT Trading look into this.</p>	
<p>5. The Giving Tree</p> <p>Ian confirmed that the first set of accounts had been circulated to the Board for information and that corporation tax (£2,466) is due in January 2025. DDT Trading is now paying DDT management fees monthly and donations to DDT and DHCT are being made quarterly. The DDT loan will be repaid quarterly over the current financial year. Takings are up on last year for the first quarter (using Mary's Meals figures) and expenditure is within budget. Rhona is still needing volunteers to cover Wednesdays. Following a visit from the Trustees of the Green Shoots Award, Rhona was asked if she would like to apply for more money from that award. She is working on an application with Kirsty for £3K to £3.5K for further shelving, a dehumidifier and heating for the basement sorting and storage area.</p>	Rhona/Kirsty
<p>6. DDTPL Quarterly Report</p> <p>The Board noted Malcolm's report. Malcolm commented that all tenants of the flats have been advised of a rent increase from August 2024 and there have been no objections. Similarly Craft Central have also been advised of a rent increase from August 2024. There has been no progress this quarter regarding the dispute with DJM despite letters being sent in May 24. Malcolm commented that there is a problem with the electrical supply and has received 2 quotes – one was working with the existing unit and the other was to renew the consumer unit (£3,800). The Board agreed that he should accept the quotation to renew the consumer unit. He advised the Board that DDTPL have deregistered for VAT and the final VAT payment to HMRC was for March 2024. Malcom notified the Board of his intention to stand down as director of DDTPL as he has been involved with it since 2009. A discussion took place regarding who could step into this role, and it was agreed that someone with property management and/or building experience is required. It was suggested the a 'job description' was prepared which could then be advertised through Mailchimp, membership, university and perhaps banks. Meg mentioned that she would be able to assist Kirsty with where to advertise. It was agreed that Kirsty should work with Malcolm on the wording of this advert.</p>	<p>Malcolm</p> <p>Malcolm/Kirsty</p>
<p>7. Bank Update</p> <p>Dave advised the Board that the Bank is still awaiting planning permission/building warrant to start the internal works. The plans have been kicked back a few times, but they are confident that permission will be granted in August 24. The focus now is funding and the transfer of the building from the Carman Foundation to the Community. They are working on a funding strategy to see what funding is still required. The Bank board is also considering what approach to take for hospitality – whether to run with volunteers or franchise the hospitality out. The Bank is also looking for more volunteers.</p>	

<p>8. Health and Safety The report submitted by Bob Stainton was noted. There needs to be a fire drill at the shop in the near future.</p>	Bob
<p>9. Working Group Updates DIB – work is going well but they are short of volunteers Path Group – the Allanwater path behind Pont Crescent is now complete MWG – The workshop has been the main focus of the group. The MWG are applying to the Windfarm for money towards the power supply. The Finance & Fundraising Committee have yet to see this application. The group have also been working on shelving for the shop and Stewart has completed the PAT testing. It was agreed that someone else should be trained in PAT testing. Stewart commented that if DDT were to take on PAT testing, then better equipment would be required. Sandy commented that Stirling Reuse Hub run PAT testing courses. Environment Group – this group now has 19 volunteers working. They are still trying to fix the fence down at the Allanwater but are having difficulties finding someone with the required skills to do it. DFD – a report was circulated. A 10 week cognitive stimulation therapy course started in July which members are enjoying. DFD plan to use some of the training budget to train our staff who will be able to deliver this course in time. Age Scotland funding - 2 day trips are still to take place. 11 people have now signed up for the Kiltwalk in September and donations can be made through Just Giving. A golf day is organised for 30th August in memory of Claire Watt. 11 members attend the Doune café monthly and DFD are now looking at how to hand this over to KDT. Two new grants have been awarded in the last month (an extension for the Impact Volunteer Support funding for a further year to March 2025 and the Mental Health Recovery Fund which was applied for in 2022 – this is for 12 months from the date of receipt – July 2024). Sue Hunter has agreed to join the steering group.</p>	
<p>10. Funding Checklist The Board noted the report which had been circulated. Ian commented that the Mental Health Recovery grant (as above for DFD) had been received since the report was circulated and that the Legacy completion date is September 2025.</p>	
<p>11. Minutes of meeting on 27th May 2024 The minutes were agreed to be a true record of the meeting and approved.</p>	
<p>12. Matters arising from minutes not covered on the agenda Stewart was asked to follow up on what is happening with the local place plan.</p>	Stewart
<p>13. Actions See attached.</p>	
<p>14. AOB</p> <ul style="list-style-type: none"> • Braeport Meeting – meeting to be arranged • Base Fitness – Stewart and Sandy to arrange a meeting with Ian and Suzie Letton • Meeting Dates - 26th August or 2nd September - TBA 30th September 2024 (Monday) AGM 	