

## DUNBLANE DEVELOPMENT TRUST

### Approved Minutes of the DDT Board meeting held on Monday 19<sup>th</sup> May at 7PM at the Braeport Centre

<p><b>1. Present/Apologies/in Attendance</b></p> <p><b>Present:</b> Stewart Corbett (Chair), Bob Stainton, Paul Nelson, Scott Williamson  <b>Apologies:</b> Barry Makin, Malcolm Dougall, John Clinkenbeard, David Storrie  <b>In Attendance:</b> Kirsty Robertson, Councillor Alistair Tollemache</p> <p>Stewart welcomed Councillor Alistair Tollemache to today's board meeting and thanked him for his attendance. He advised that he is welcome to attend any future meetings, and the door is always open to him or any other councillors who wish to attend. It was also noted that we would like to invite a member of the Community Council to attend as a nominated director on the DDT Board. Stewart will speak with Anna (chair of the Community Council) to ask who would like to stand.</p> <p>Stewart also introduced Kirsty Robertson to the board and welcomed her to her first board meeting in her position as Administration Officer for DDT.</p> <p>Stewart noted there were only four board members in attendance. All decisions require to be ratified by other trustees via email. Stewart advised that this emphasised the drive to secure additional trustees.</p>	<p style="text-align: center;">Stewart</p>
<p><b>2. Minutes of meeting previously held on 7<sup>th</sup> April</b></p> <p>Stewart thanked Scott for sending out the previous meeting minutes. The minutes were agreed to be a true record of the meeting and approved by those in attendance. The other trustees will need to confirm their acceptance via email.</p>	<p style="text-align: center;">Barry/Malcolm/ John/David</p>
<p><b>3. Actions from previous meeting</b></p> <p><b>Awareness around Town:</b> Scott advised there are no updates but agreed that board meeting minutes will now be posted on the notice board and library notice board by Kirsty. Councillor Tollemache pointed out that he has noticed that some information on the notice board is outdated and should be removed. Stewart will communicate to George and Fraser to ensure outdated information and posters are removed. It was highlighted by Paul that the notice board is supposed to be sponsored by Neroli on a year-by-year basis. Kirsty to get in contact with Neroli to see if they would like to continue this sponsorship going forward. Kirsty will also update our Social Media platforms to remind local organisations that they are welcome to display information in our notice boards, and they can be handed into either Braeport or the Library.</p> <p><b>AGM:</b> Date to be confirmed (<i>proposed 22<sup>nd</sup> September</i>). Kirsty has collated a list of provisional dates for forthcoming board meetings and will circulate along with minutes. George to be included so he can book dates in Hall Master.</p> <p><b>Local Place Plan:</b> Public event took part on Friday 9<sup>th</sup> May as part of EcoFest. DDT was not advised that this was taking place and there was no mention of DDT on the advertising materials. It was agreed that we should speak with the community council for clarification as to whether they want to collaborate on this going forward.</p> <p><b>Policies and Procedures:</b> We need to review all policies and procedures and ensure everything is up to date prior to AGM which Kirsty will do. Bob advised that the guidelines are that Health and Safety should be done annually and the rest</p>	<p style="text-align: center;">Kirsty</p> <p style="text-align: center;">Stewart</p> <p style="text-align: center;">Kirsty</p> <p style="text-align: center;">Kirsty/George</p> <p style="text-align: center;">Kirsty</p>

<p>should be every 3 – 5 years.</p> <p><b>Fundraising Committee:</b> Stewart made a proposal to the group that we change the Fundraising Committee to an Events Committee as he feels that events are what help us raise the most funds. It was discussed and agreed that events are the way forward and should be our focus. Stewart will work on a proposal and come back to the board.</p> <p><b>Membership and Volunteer Register:</b> Aware this needs to be updated. Kirsty will work on this - will work on membership first followed by a volunteer register.</p>	<p>Stewart</p> <p>Kirsty</p>
<p><b>4. DDT Trading – Articles &amp; Memoranda:</b></p> <p><b>Amendments and Articles:</b> Paul advised there were some amendments made. He has confirmed the area in which we can work, and if the Giving Tree can donate money outside Dunblane and advised we should be able to do so. He advised that a lot of tidying up is required and needs to be done and agreed prior to the officers meeting one week before AGM. Paul agreed to take the lead on this and will start working on a draft version.</p> <p><b>Risk Register:</b> Paul advised that we are aware this needs to be reviewed and is ongoing.</p> <p><b><i>Stewart asked if everyone had read the DDT Trading document and if anyone had any questions. Discussion was had around these points:</i></b></p> <p><b>Paragraph 4.3:</b> A query was raised as the meaning of the paragraph is unclear due to being quite early in the document, and it has a lot of wording.</p> <p>It was advised that this hadn't been amended but means if a financial dispute arises, they will have financial guarantee from DDT, which is a standard procedure for any holding company. It was raised that it looks risky as it is referencing shareholders. Paul clarified that the term 'shareholders' is referencing DDT board members and will change the wording to members to make it clearer.</p> <p><b>Amendment of paragraph 4.2 and deletion of paragraph of 7.3:</b> Paragraph 7.3 has been deleted to allow the move into joint ventures. 4.2 has been amended so that we are able to invest in property if advantageous to the organisation. Clarification that they are not able to set up another charity.</p> <p><b>DDT Powers:</b> A concern was raised that there wasn't much information about what the DDT board does. It was advised that paragraph 7 onwards states the DDT's powers.</p> <p><b>Spending:</b> It was brought up if there were any concerns around spending, as this wasn't included in the document. It was confirmed that there are no concerns around spending, but it was asked for clarification on how this will get incorporated. It was advised that funds can only be sent to DDT for distribution and expenditure limits need to be agreed. The documents were checked and the special resolution states that "the maximum trust balance for DDT Trading is £10,000. Anything over this limit should be sent to DDT. The Directors of DDT must report quarterly annual figures".</p> <p>It was raised whether £10,000 would be a constraint on operations as £15,000 had been requested by DDT Trading. It was discussed and agreed that £10,000 would be sufficient based on current overheads. It was agreed that there is flexibility so if they do require a discretionary overage, this can be discussed with DDT. It was also discussed whether this should be amended to state that the cash balance will be reviewed monthly or quarterly. It was agreed that a quarterly reconciliation would be appropriate.</p>	<p>Paul</p>

<p>Stewart asked everyone if they were happy with the proposed changes. It was agreed that there would be no concerns regarding the articles if the changes discussed were actioned.</p> <p>Stewart put to formal vote and asked if we accept the proposed changes discussed tonight and all four members voted yes. Stewart advised that the final draft will be circulated to the other board members to vote on.</p> <p>It was raised that this vote highlights the need for more trustees and suggested it would be a good idea for Kirsty to post about recruiting for more trustee's on social media. Stewart advised that this has already been discussed, and an advert will be going out in The Wire. Kirsty agreed to post on social media.</p> <p>Stewart asked if there is anything to advise on whether board members can vote electronically, for example over a closed WhatsApp group or email. Councillor Tollemache advised that you can, but it needs to be added to the constitution to say members can vote by electronic means. The legal aspects of this were queried and how we would record this information. Scott advised that it can be recorded as an update to the minutes later, however Paul confirmed that electronic voting was already included in our constitution however it cannot be done retrospectively.</p> <p>Following this information, Stewart proposed that to accept these changes without waiting a further six weeks for acceptance that the updated M&amp;A document is circulated then a whole board conference call is held for the resolution. It was agreed that it will be a discussion followed by formal vote online. Kirsty will be on the call and will take the minutes. Paul checked DDT Mem and Art's, and it says that we can vote online and do not need a full decorum.</p> <p><b>DDT Trading Directors:</b> It was highlighted that we do need one more director on the DDT Trading board, as it should be an odd number for voting purposes. The board was also reminded that DDT has the authority to elect and dismiss members of the DDT Trading Board.</p>	<p>Stewart</p> <p>Kirsty</p>
<p><b>5. Business Planning Day Output &amp; Next steps</b></p> <p>It was discussed at the recent business planning day that progress is required in the following areas:</p> <ul style="list-style-type: none"> <li>- Improve communication within community</li> <li>- 360-degree comms survey to be actioned – <i>a new survey license is required</i></li> <li>- Define our brand and improve the logo – <i>Agreed that this is not a priority for this year, and our brand will improve this year once we start allocating grants.</i></li> <li>- Engage with the High Street businesses and Traders.</li> <li>- Potential to theme the High Street – <i>to be discussed with Rotary. It was noted there is no chamber of commerce or equivalent and we have previously struggled with engaging with some of the High Street. This was discussed and agreed that it is important for us to help improve the vibrancy of the High Street. It was agreed that we need to give ourselves some legitimacy when speaking for the High Street and there needs to be a constitution/group for this. Stewart will speak with potential candidates from the High Street. Councillor Tollemache advised there is a new Economic Development Manager within Stirling Council. Councillor Tollemache to</i></li> </ul>	<p>Stewart</p>

*engage with them and CC Stewart in.*

**Projects we would like to progress:**

- Dam walk - 3 slats missing, need to be replaced.
- River walk/Haugh pathway - Still work to be done including fencing and walkways.
- Allan Water regeneration scheme - Similar scheme currently running in Callander but different to what we are proposing (small turbine at bottom of the hill). This should be something we propose with DDT projects potentially doing this on our behalf. It was suggested that this could fall under the DDT large projects fund with potential for match funding. It was agreed this should be something we push forward with, and we should start engaging with relevant parties such as the Rivers Trust. It was noted that there have been objections from the Rivers Trust previously due to protected fish species so we should be mindful of this.
- Farmers Market - There has never been one held in Dunblane so looking to do some themed ones throughout the remainder of the year. We do have a group interested in running the market on our behalf and they will sell the space to independent traders. If successful, we will look to expand into next year. We will need to liaise with traders to keep them informed and inform the council about street closures.
- Create a Tourism offering – create a tourist office, improve the tourist board at the Train Station. Paul advised he had previously spoken with the council regarding this but the economic development team within the council suggested reasons why this wouldn't work. We should still look to replace the board at the station and replace it with something more modern. Councillor Tollemache will raise this with the Council. Regarding the road sign, Councillor Tollemache has advised he has raised this with the council again as they had committed to having these in place by December 2024.
- We have purchased the Visit Dunblane website ([www.visitdunblane.com](http://www.visitdunblane.com)) which we are looking to develop including adding in themed walks and cycle routes.

**Other Projects:**

- Pavillion to be redeveloped for future use – Councillor Tollemache advised that Community Council are currently looking at this and have architects currently drawing up plans.
- Shuttle Bus/Dial A Bus service – Councillor Tollemache had investigated this in 2019 but will speak with the council Transport Team about this again. Suggested that we work alongside the schools to support school runs to provide additional usage of the service. A feasibility study will need to be undertaken.
- Commuter Parking – Concerns that the parking doesn't support visitors to the Town Centre. Again, Councillor Tollemache advised this was looked at in 2019. Identified issues with Mill Row car park and Cathedral car park mainly being used by all day commuters and residents whereas the lower Tesco car park is never full. Suggestion that we change the charging mechanism to allow short term parking to be free to drive footfall into the centre.
- Improved leisure cycle tracks around the town – Bob pointed out there are already some great leisure tracks, and we should make more people aware

<p><i>of these.</i></p> <p>It was agreed that we are aiming to achieve half of these over the year and Stewart will produce a document with all the information and a plan for the rest of the year which will be distributed.</p>	
<p><b>6. Health &amp; Safety - update from Bob</b></p> <p><b>Fire Safety:</b> Bob advised he is struggling to get a design inspection for the fire safety curtains in Braeport as no one is engaging with him and will need to look further afield. It was agreed that this does need to be progressed, and it was highlighted that the Entertainments License has expired. If we are to renew this, we do need the fire curtain to be in place for the fire risk assessment.</p> <p><b>First Aid:</b> First Aid is being looked at and DFD have a First Aid training course booked in for Thursday.</p> <p><b>H&amp;S training:</b> Agreed we should also speak with Avensure to see what training is available to us and utilise this.</p> <p><b>Accident reporting:</b> Discussed incident at DFD last week where a member fainted possibly due to the warm weather. No further actions required.</p>	<p>Bob</p>
<p><b>7. Working Group Update</b></p> <p><b>Braeport Centre:</b></p> <p><b>Update on Base Fitness lease:</b> It was discussed that we need to discuss rates liability with Stirling Council regarding rates relief related to Base Fitness. Stewart to push Peter for a response on this.</p> <p><b>Holmehill works:</b> No updates</p> <p><b>Cleaning Status:</b> Cleaning is still an issue with complaints from Yoga and Tae Kwon Do around dirty floors. A discussion was held around Aqua Clean, and it was discussed that they charge £85 per session which looks excessive. However, it was advised that this is for a two-person deep clean and the benefits are they are a one stop shop who provide their own cleaning materials and equipment and holiday/sickness cover. The issue is that they cannot move to a different date or time due to availability. It was discussed that they only deep clean twice a week and if it needs to be maintained more often, then should we investigate recruiting a cleaner. It was discussed that 1 hour of Aqua Clean would give us approximately 6 hours with our own cleaner and we would have more flexibility. It was also suggested by Stewart that we hire a cleaner to do additional floor cleans a few times a week but keep Aqua Clean for deep cleans but potentially less. Stewart will speak with George to come up with a new proposal.</p> <p><b>Maintenance – lighting/alarm:</b> Still issues with the fire panel beeping sporadically despite the new panel being fitted two weeks ago. Stewart advised that George believes it to be linked to the current electrical issues within Ramoyle. However, the electrician has gone silent, so we do need to find an alternative electrician. George to investigate.</p>	<p>Stewart</p> <p>Stewart</p> <p>George</p>

<p><b>8. HR</b></p> <p><b>Salary Reviews:</b> Paul advised that all salary reviews have been undertaken and processed.</p> <p><b>PVG's:</b> Work is required on with PVG's for DFD. Caroline has been working on this and is liaising with Kirsty to progress this.</p> <p><b>Pensions:</b> Our new Pensions Advisor has queried the amount of pension contributions that have been paid, and they believe that we are paying too much. Paul working on this with the Pension Advisor.</p> <p><b>Year End Accounts:</b> Paul working through the year end accounts with Deirdre. We don't foresee any issues with having these completed prior to the AGM.</p> <p><b>Bookkeeping:</b> Paul advised Deirdre is staying on to help with the bookkeeping at the moment, but we would like to wind down Deirdre's involvement and start moving tasks over to Kirsty. Plan is to get Kirsty settled in her role first then start transferring over tasks – Handover will need to be given and split of work to be agreed with Kirsty.</p>	
<p>9. <b>Donations</b> Scott advised that this does not need to be discussed as this was for a previous donation from the Golf Club which has been resolved. No longer required to be on any future minutes.</p>	
<p><b>10. AOB:</b></p> <p><b>Giving Tree Funding Distribution:</b> A discussion was held regarding confirming the split of the proceeds from DDT Trading, and to confirm what amounts will be going to the three areas previously agreed (<i>The Giving Tree Volunteers Fund, The Dunblane Development Trust Small Community Grants Fund and The Dunblane Development Trust Large Community Grants Fund</i>). It was discussed whether the values should be in monetary terms or percentages, and it was agreed that percentages make more sense, as this will be reviewed year on year and can be changed in the future. This was agreed by all.</p> <p>It was agreed that the proposed increase to from 10% to 12.5% to The Giving Tree Volunteers Fund be finalised. It was noted that the draft minutes from the most recent DDT Trading Board Meeting indicated a desire to increase this percentage. It was discussed that this percentage had already been increased to 12.5% and it was agreed that no further increase to be given.</p> <p>It was raised that the Wind Farm Committee also issues small grants, so the larger proportion should go to DDT Large Community Grants fund. There was a discussion around the percentage to be given to the DDT Small Community Grants Fund, and possible duplication of the work of the Wind Farm Committee. It was suggested it could be double the percentage of The Giving Tree Volunteers Fund (25%) and this was agreed by the board.</p> <p>The confirmed amounts are as follows:  The Giving Tree Volunteers Fund - 12.5%  The Dunblane Development Trust Small Community Grants Fund - 25%  The Dunblane Development Trust Large Community Grants Fund - 62.5%</p> <p>Councillor Tollemache suggested that it would be advantageous for people to know how much money they potentially will receive through our schemes so that this can be noted in any grant processes.</p> <p><b>Wind Farm Trust Committee:</b> Stewart advised that we are needing to recruit for a chair for the Wind Farm Committee due to Christine looking to retire. A few potential candidates were discussed, and it was agreed to approach them to</p>	

<p>ascertain their willingness to act in this capacity.</p> <p>The potential for conflicts of interest was discussed. It was noted that current practice was that any committee members involved with a group requesting funds absolved themselves from the decision process. Councillor Tollemache emphasised the need for transparency and fairness in the awards process.</p> <p>Stewart proposed if we should investigate implementing one group who will deal with both the Windfarm Trust grants and the DDT Small Community Grants Fund, resulting in the same DDT group managing both processes. This was discussed, and a point raised that it needs to be clear to people that they cannot apply for both a Wind Farm grant and a Small Community Grant fund – they can apply for one or the other. It was suggested that the grants be distributed as a joint fund with the same criteria as the Wind Farm grants currently has and no individuals can apply.</p> <p>It was agreed that we were happy to communicate the DDT Small Community Grants fund in the same way as the Wind Farm, and that we would adopt the same criteria but state only for non-profit organisations and LTD companies or individuals are excluded. The Wind Farm communicates implies this but does not state this explicitly.</p> <p>Stewart asked if everyone agrees on one single committee reviewing all applications (DDT Small Community Grant fund and Wind Farm). It was raised that there are concerns that the Wind Farm committee will find this workload too much, and this should be discussed with them and the chair directly.</p> <p>There were also concerns around the admin burden on DDT increasing, as we currently administer the Wind Farm grants but do not get any remuneration to cover the cost of the administration of this. It was discussed and another point was raised that this might not be the case, as they will have the same number of applicants going through the process but will be able to allocate more funding.</p> <p>It was agreed that we need to go to the Wind Farm Committee and chair to get their opinions on this proposal prior to implementing it. If agreed, Christine would need to communicate this change to the Wind Farm and report back to us.</p> <p>Stewart mentioned that he had spoken with Councillor Tollemache regarding the administration of the funds, who has put him in contact with Stirlingshire Voluntary Enterprise (SVE). Councillor Tollemache raised concerns if everyone who was judging the allocation of funds was completely independent, and SVE are an independent organisation who regularly distribute funds. They will be able to help us if required.</p> <p>We advised that we keep the judges as private as possible, and the chair is completely impartial and ensures the process is impartial. Stewart agreed to approach SVE and see what support they can provide us with.</p>	<p>Stewart</p>
<p><b>Dunblane 30<sup>th</sup> Anniversary:</b> Stewart highlighted that it is the 30<sup>th</sup> Anniversary next year and asked if we should have a discussion around marking this. It was highlighted that this may not fall under our remit, and this might lie with the Dunblane Centre. It was suggested that we approach and ask if there had been any discussions and ask if we can offer support to a planned commemorative event.</p> <p><b>Forward Meeting Plan:</b>  <b>Next meeting</b> – Monday 30<sup>th</sup> June  <b>Resolution meeting for vote</b> – To take place within the next two weeks. The</p>	<p>Stewart</p>

updated M&As for DDT Trading will be distributed and proposed dates. Stewart to arrange this.	Stewart
Kirsty will also issue a list of meeting dates for the remainder of 2025.	Kirsty

**PLEASE NOTE:** Please also refer to the Minutes from the Resolution Vote Board Meeting held on Wednesday 28<sup>th</sup> May for additional minutes.