

DUNBLANE DEVELOPMENT TRUST

Approved Minute of the DDT Board meeting held on Monday 13th January 2025 at 7pm at the Braeport Centre

1. Present/Apologies <i>Present:</i> Stewart Corbett (Chair), Scott Williamson (Secretary), Paul Nelson (Treasurer), Malcolm Dougall, Bob Stainton <i>Apologies :</i> Barry Makin (Vice Chair), David Storrie, John Clinkenbeard	
2. Minutes of meeting on 25th November 2024 3. Minutes of meeting on 17th December 2024 The board members present unanimously approved both of these minutes. However it was noted that the board meeting was not quorate so would require email approval from other board members in order for them to be adopted. This led to a discussion on wider circulation of the minutes, and more openness of the matters discussed at board meetings. It was agreed that: <ul style="list-style-type: none">• minutes should be posted on an appropriate noticeboard in the town• minutes should be available in the library if possible• there should be open invitations to Stirling Council and Dunblane Community Council to send representatives to our board meetings	Barry M, David S, John C Scott W
4. Committees and Roles Paul will be discussing with Deirdre the terms under which she will continue to do bookkeeping for the Trust. Line management of staff was discussed. It was agreed for the moment that the line managers would be the chair person of the relevant board/committee. <ul style="list-style-type: none">• For George, Stewart would be line manager as chair of the Braeport Management Committee• For DFD staff, Paul would be line manager as chair of the DFD board.• For Rhona at the Giving Tree, the chair of DDT Trading Limited will be line manager. Currently there is no DDT trustee on that board, so Stewart will take that role for now. Stewart noted that the Braeport cleaner had been absent since 19 th December 2024 and hadn't been in touch in any way, despite attempts to contact her. It was supposed that she may never return. Braeport cleaning was being done in an ad hoc manner for the moment, and some complaints had been received. Aquaclean(?) will be asked to do more frequent deep cleaning. Stewart to determine if a new cleaner needs to be recruited. Communications Committee:	Paul N Stewart C

<ul style="list-style-type: none"> Stewart reported that Bernie Beattie will continue to perform web site updates if supplied with content. She will not be creating new web pages though. Paul is a Mailchimp administrator and will make Scott an administrator also. Stewart will provide content to The Wire for this month's advert. This will publicise the need for new DDT members and trustees. Scott will post the same information on Facebook. <p>The mechanism by which The Giving Tree shop could donate money to its chosen international charity was raised. It was unclear whether they could donate directly or whether it had to be via DDT. The Finance Committee is to investigate this.</p> <p>IT Issues:</p> <ul style="list-style-type: none"> Stewart to contact Alex Tyhuis to arrange a meeting to get necessary access to the OneDrive shared drive. Scott to speak to George about access to Hallmaster room booking system. 	<p>Paul N</p> <p>Stewart C, Scott W</p> <p>Finance Committee</p> <p>Stewart C</p> <p>Scott W</p>
<p>5. Exit Interviews Update</p> <p>Information regarding exit interviews and grievance procedures regarding former staff members and former trustees has been received from the external HR consultant – STEP HR.</p> <p>Due to the personal nature of these matters this will not be minuted other than to say that Stewart will be collating responses, and that the general recommendations from STEP HR will be taken on board.</p>	<p>All, Stewart C</p>
<p>6. Actions</p> <p>It was noted that the Action List had many obsolete items on it. Scott is to tidy it up and bring it up to date.</p>	<p>Scott W</p>
<p>7. Health and Safety</p> <p>Bob is having some difficulty contacting the architect who needs to design the fire curtains for the attic – Laurie Orr. It was suggested that the Vault alarm company may have some expertise or contacts in this area (later ruled out). Stewart to continue contacting Laurie Orr, or find an alternative.</p> <p>Bob is to arrange a new date for manual handling training for shop staff.</p>	<p>Bob S</p> <p>Bob S</p>
<p>8. Matters arising from minutes not covered by agenda</p> <p>DDTPL has made a £5000 gift aid payment to the trust for this quarter. A further £5000 for the final quarter may be able to be paid, depending on expenditure in the meantime.</p> <p>Malcolm reported that he has resigned from the DDPL board. John Clinkenbeard will be DDTPL Treasurer, with Malcolm's assistance in the meantime. Malcolm will remain as a DDT trustee.</p> <p>The board expressed thanks to Malcolm for his many years service at DDTPL and for transforming it into a net contributor to DDT funds.</p>	

<p>9. AOB</p> <p>Dates of future meetings – it was agreed that board meeting should continue to be every 6 weeks. The next 3 meetings will be:</p> <p>24th February 2025</p> <p>7th April 2025</p> <p>19th May 2025</p> <p>AGM date – the date of the next AGM is tentatively proposed to be 22nd September 2025</p>	