

DUNBLANE DEVELOPMENT TRUST

Approved Minute of the DDT Board meeting held on Monday 24th February 2025 at 7pm at the Braeport Centre

1. Present/Apologies <i>Present:</i> Barry Makin (Vice Chair), Scott Williamson (Secretary), Paul Nelson (Treasurer), Malcolm Dougall, Bob Stainton, David Storrie, John Clinkenbeard <i>Apologies :</i> Stewart Corbett (Chair)	
2. Minutes of meeting on 13th January 2025 These minutes were approved.	
3. Actions The action list was carried forward to the next meeting.	
4. Volunteer Event Since we hadn't yet organised a Volunteer Evening this year, we decided we should have one on Monday 17 th March 2025 in the Braeport Centre from 7pm to 9pm. Paul to send out invitations to all volunteers on the Mailchimp list, Scott to separately email all group leaders to cover all bases. Scott to ask Deirdre how we purchased drinks and nibbles last time. Scott to book hall with caretaker George.	Paul Scott
5. OSCR and STEP HR recommendations Following the recent resignations of staff members and trustees, we have received feedback and recommendations from STEP HR and the charities registrar OSCR. We agreed that we would read and act on the guidance we had been given. John will find out about online training for board members. (John subsequently provided the following link: https://www.volunteerscotland.net/volunteer-practice/training-and-workshops 1. Collaborative Leadership in Voluntary Organisations 2. Developing leadership practice in voluntary organisations)	John
6. Health and Safety There had been an injury fall at the table tennis. Bob determined there were no issues with the floor or lighting and it is recorded as a sporting incident. Bob is attempting to progress the installation of fire curtains in the attic. Awaiting feedback from the architect, but will spread the net wider in case of no response. There are old heating blocks from storage heaters in the basement of the shop. Bob has determined they don't contain asbestos so will take them to the tip himself.	Bob Bob

<p>7. Recruitment</p> <p>We have a live advert for a full time administrator. Barry will be reviewing the applications and contacting Rhona to assist with interviews.</p> <p>Paul to ensure we have a written contract with Deirdre so we know exactly what her responsibilities and working hours are.</p> <p>Scott to meet with caretaker George to discuss if he will take on additional responsibilities, for example maintaining DDT memberships with Membershipworks and following up subscriptions etc.</p>	<p>Barry</p> <p>Paul</p> <p>Scott</p>
<p>8. Working Group Updates</p> <p>Giving Tree: We agreed the board of DDT Trading needs more representation from the main board. Stewart to clarify the agreement in the terms of reference with the shop.</p> <p>Dementia Friendly Dunblane: Paul had attended the DfD annual planning meeting. Kilmadock will be formally taking over the running of Doune Meeting Centre on 10/03/2025. Caroline Earnshaw will be a named representative for PVG checks and will be responsible for all DfD staff and volunteers. Barry has to apply to be lead person. DfD want to build a shed on the old greenhouse base for storage. Stewart to liaise for this. DfD have some money to spend before year end, and want to upgrade the toilets and fit an automatic electric door on the Cathedral Hall side of the building. We agreed this made sense, Paul to progress it.</p> <p>DDT Projects Ltd: There has been some storm damage to the Riverview building. No contractor has been found yet to perform repairs. NFU is insurer.</p>	<p>Stewart</p> <p>Barry</p> <p>Stewart</p> <p>Paul</p> <p>Malcolm/DDTP L board</p>
<p>9. HR</p> <p>Salary increases are agreed to be: National minimum wage – will increase to £12.21/hour in April Others – 3% increase, although more if necessary to maintain differential with minimum wage</p>	
<p>10. Finance</p> <p>Paul has some concerns that the Braeport electricity bills from EdF are higher than expected, though the billing process makes it difficult to determine. More data to be gathered. Contract with Base Fitness to be reviewed to check if we can separately charge for electricity (now or in the future).</p>	<p>Paul</p>
<p>11. Donations</p> <p>We have received a donation of £768 from Dunblane New Golf Club. Scott to send letter of thanks. Half of the donation is to be designated for the Environment Group.</p>	<p>Scott</p>
<p>12. Braeport Cleaning</p> <p>We have no proper cleaner for Braeport. Aqua Clean are only doing 2 deep cleans per week. We agreed to advertise for a cleaner, Bob to speak to George Glennie.</p>	<p>Bob</p>

George has also offered to revamp the consumables in the toilets, we agreed he should go ahead with this.	
<p>13. AOB</p> <p>Having the plant sale inside Braeport on the same day as Ecofest last year caused a lot of mess. We agreed the plant sale should be outside in the car park, with the consequence that it's unlikely to be practical for any Ecofest stalls to be in the car park on the same day. We don't yet know of any specific Ecofest plans.</p> <p>The gap in the wall through to Holme Hill is in the wrong place, and the surrounding wall is leaning and has been shored up. Once work starts on this again the gate should be moved to the correct place. Bob to email Stewart.</p>	Bob

Next board meetings:

7th April 2025

19th May 2025

30th June 2025 (to be confirmed)

AGM - 22nd September 2025