

DUNBLANE DEVELOPMENT TRUST

Minute of the DDT Board meeting held on Monday 29th January 2024 at 7pm at the Braeport Centre

1. Present/Apologies/in Attendance <i>Present:</i> Sandy Fleming (Chair), Anita Smiley, Ian Gill, Mirella Marchini, Sue Hunter, Gillian Joynes, Malcolm Dougall, David Storrie, Scott Williamson, Margaret Sharkey <i>Apologies:</i> Paul Nelson, Bob Stainton <i>In Attendance :</i> Deirdre Fraser, Christine Campbell (Item 3), Tim Hughes (Item 2).	
2. E- Bike Report The Board noted the report circulated by Tim Hughes which gave the background to the E Bike scheme and updated the Board on the current situation. Since the E bike scheme was established in 2017, there have been 5 bikes purchased along with a trailer. 97 people have hired bikes since 2018. Unfortunately, year on year, the numbers interested in hiring the bikes have dropped despite an increase in marketing. Tim also advised the Board that he was stepping down as the leader of the E- Bike scheme but would be available to advise a new leader. Unfortunately, none of the existing volunteers are willing to take on this role due to other commitments. As the bikes have been bought with grants received, a question was raised regarding whether we would be allowed to sell them. It would appear that after 3 years, the bikes can be sold. Tim was thanked for his contribution to the E Bike scheme. A discussion took place regarding the future of the E Bike scheme, and it was decided that a group should be set up to discuss what the best outcome for this scheme would be. Sandy, Sue, and Stewart will form this group.	Sandy, Sue, Stewart
3. Braes of Doune Windfarm The Board noted the report. Christine gave the Board the background to the Windfarm Award scheme stating that it was originally set up by Dunblane Community Council who handed it over to DDT to administer as they did not have the banking facilities to manage the award. There are 6 committee members (3 nominated by the Community Council and 3 by the DDT). The Windfarm agreement is for 25 years and has now been running for 16 years. Posters are displayed from May/June each year and the closing date for applications is normally mid-September. The award is always oversubscribed. A meeting takes place in October with the successful applicants receiving the money by the end of October. Christine emails all applicants advising them of the outcome and at the same time advises DDT Treasurer to make the payments. Successful applicants are asked to send in receipts to prove how the money was spent. Reports are sent to the DDT and to the owners of the Windfarm, Greencoats Capital, each year. In 2022 Greencoats engaged an external agency to follow up with all the communities that benefit from the Windfarm monies and Christine and Ian had a Zoom call with them. We also provided two case studies for a newsletter which Greencoats was compiling. They have indicated that we may be asked to do this again. The Board thanked Christine for all her work in administering the Windfarm awards on our behalf.	
4. Minutes of meeting 4th December 2023 The minutes were agreed to be a true record of the meeting.	

<p>5. Actions Update and Matters Arising</p> <p>See attached.</p> <p>The Board ratified the appointment of Bob Stainton as a Trustee.</p> <p>Braeport Redevelopment- needs to be discussed as part of the budget planning.</p> <p>Christmas lights – A discussion took place regarding options for storing the lights as they now need moved from the Burgh Chambers. Stewart will look at the shop, Riverview building and perhaps the bike shed to check suitability.</p> <p>Policies and procedures – Ian updated the Board that following the governance training session with DTAS it is clear that the DDT needs to review its legal structure ensuring it is fit for purpose for the next 20 years. The Memorandum and Articles should be reviewed before the next AGM as it was last reviewed in 2016. Ian commented that the current structure as a charity and company limited by guarantee may no longer be the best option for the DDT. The current structure with the income for all working groups combined is hindering some grant applications for the smaller working groups as total DDT income is in excess of £250K, the cut off for many funds as well charitable exemptions, e.g. for water rates. Proposed that Ian, Anita and Scott meet again with DTAS regarding these issues. David Storrie suggested they take advice from The Bank Group who have been through this process recently. Ian will contact Ailsa Gray to understand the questions that need to be asked.</p> <p>Volunteer Workshop – discussions are undergoing at the moment to agree the best location for the workshop. A special board meeting may need to be convened for Mid Week group to table a proposal prior to obtaining planning permission.</p> <p>Resilience Fund Application – Kirsty will submit an application this week for a grant to support the employment of someone to help draw up a resilience plan for Dunblane in the case of a natural disaster (e.g. flooding).</p> <p>Santa Dash – this had been a very successful event which should be repeated.</p> <p>Under the Trees – three events planned in Holmehill this February half term.</p>	<p>Stewart</p> <p>Ian, Anita, Scott</p> <p>Stewart</p>
<p>6. Chair report</p> <p>Sandy updated the Board that he is meeting with the General Manager of Cromlix who has approached him as he would like to discuss ways Cromlix could help DDT. Sandy will discuss the E bike situation with them. He has been on a Teams meeting with Stirling University Student Consultancy Project which may give us an opportunity to have a student working for us from June to August. There have been discussions regarding the Golden Phone Box on Doune Road and what can be done with it. Sandy Robb (local joiner) appears to be keen to get involved with this. A discussion took place regarding a community fridge/freezer at the Braeport where people can pick up frozen food donated by local shops, supermarkets. It was noted that the Newsletters were now ready for distribution. Deirdre asked to look into the cost for them being delivered by the Royal Mail. Sandy advised the Board that Dori Pardi had now finished her placement with the DDT and was thanked for her contribution.</p>	<p>Deirdre</p>
<p>7. Treasurers report</p> <p>The report was noted. The overall position has much improved with £8k coming from DDTPPL and the £10K loan for the shop. This has helped the cash flow significantly. The DDT has also now received a grant for £9,966 from DTAS towards set up costs for the new company (DDT Trading Ltd) and for the shop. The Finance Committee are hopeful that the loan can be repaid early. DFD have received a grant of £12K for developing a meeting centre in Doune. The main concerns now are hall lets for the Braeport and membership fees are below budget. The increased membership fee became effective from 1st January 2024 - a reminder is going out to members as some are still paying the old rate. The Extravaganza raised enough money to repay the loss from the previous year. It was noted that Ian and Gillian will be starting the budget process for the next financial year in the next few weeks.</p>	<p>Ian/Gillian</p>

<p>8. Health and Safety</p> <p>In Bob's absence, Ian updated the Board. Bob has been looking at the Avenure proposed H & S policy and is now proposing breaking it down into 3 parts (Section 1 Health, Safety & Welfare Policy Statement with Environmental Statement, Section 2 Organisation and Responsibilities in H and S and Section 3, Health, Safety and Welfare Arrangements (under review). He has updated sections 1 and 2 which the board must approve and then signed off by the Chair. All are asked to read and agree these sections. Ian will re-circulate – any questions to Bob.</p> <p>Bob will discuss updating section 3 before the next board meeting.</p> <p>Bob has also looked at some of the working group Risk Assessments (Ras) and has advised that these should be reviewed annually unless there is a change or addition to the work of the group. He will be contacting the groups to update their RA's.</p> <p>Bob has also reviewed the Braeport Fire Risk Assessment and advised that it should be reviewed internally every year with a more formal external review every five years unless there are any significant changes in the way the Centre is used. He did pick up that there had been a recommendation to fit fire curtains in the attic. The Braeport Management Committee should look into this and get quotes. Extinguishers, emergency lights, fire alarm panel, etc are professionally checked every year. Bob has been asked to look at an improved folding wheelchair ramp for the front emergency exits as the current one is cumbersome to use. There is a need for a bespoke ramp for the toilet block fire exit.</p> <p>Bob is meeting with Rhona McInness to look at the shop's requirements.</p> <p>Bob has also been in discussions with environment group about the risk assessment for carrying out the Mill Lade path and drainage works.</p> <p>Bob has also spoken with Kirsty regarding First Aid training and other training requirements for volunteers.</p> <p>Bob will also support the board to update/review the risk register.</p>	<p>All Bob</p> <p>Bob</p> <p>Ian/Stewart</p> <p>Bob</p> <p>Kirsty</p> <p>All</p>
<p>9. The Giving Tree</p> <p>The Board noted Gillian's report. She updated the Board that the shop has now been granted Advertisement consent so they can go ahead with a vinyl sign. Rhona will contact D Signs to organise. 2 new part time staff have now been appointed but they are still needing volunteers. A fashion show will be held in the Braeport in April, a scarecrow competition in September and a Christmas card competition later in the year.</p>	
<p>10. Bank Update</p> <p>David updated the Board that they have now received in excess of £400K funding which allows them to implement plans. TORs have been circulated and 'working groups' formed to allow planning of the kitchen.cinema etc to take place. He commented that marketing and communications have been tightened so that a clear message is being conveyed – what they are doing and what volunteers are required.</p>	
<p>11. DDTPL</p> <p>Malcolm is due to start working on the budget for the next financial year and commented that any money due to the DDT may be paid quarterly next year. All flats are occupied and there has been no communication from the previous factors. He advised that some white goods in the flats will have to be replaced in the next year as they were first purchased in 2010/11.</p>	<p>Malcolm</p>
<p>12. Working Group update</p> <ul style="list-style-type: none"> • Environment Group - report noted • Glen Road – report noted. • DIB and Path Group- both quiet at the moment with both tidying up after the storms. • MWG – all Christmas lights are now down. About to start putting shelves up in the shop 	

13. AOB**Meeting Dates -**

25th March2024
27th May 2024
29th July 2024
5th October 2024 (AGM)