

DUNBLANE DEVELOPMENT TRUST LIMITED

APPROVED Minutes of the DDT Board meeting held on Monday 3rd November 7PM at the Braeport Centre

<p>1. Present/Apologies/in Attendance</p> <p>Present: Scott Williamson, David Storrie, Stewart Corbett, Malcolm Dougal, Anthony Delleur, Paul Nelson Apologies: Bob Stainton, Alf Scambler In Attendance : Kirsty Robertson</p>	
<p>2. Welcome and apologies – Stewart Corbett:</p> <p>Stewart welcomed everyone to the meeting and passed on apologies from Alf Scambler and Bob Stainton. He confirmed that the meeting was quorate, based on the updated <i>Articles of Association</i> approved at the AGM on 27 October.</p>	
<p>3. Nominations and Election of Officers – Stewart Corbett:</p> <p>Following the AGM, Stewart noted that all Officer positions needed to be re-elected. The Trustees unanimously agreed on the following appointments:</p> <ul style="list-style-type: none">• Chair: Stewart Corbett• Treasurer: Paul Nelson• Secretary: Scott Williamson <p>Paul confirmed that he is happy to continue as Treasurer for this year but intends to step down next year. It was agreed that a succession plan should be developed to allow time to find a replacement.</p> <p>Stewart opened up the Vice Chair vacancy following Barry Makin's resignation at the AGM. No one chose to stand at this stage, so it was agreed not to fill the position immediately but to actively look for someone suitable. Stewart noted he will be away from mid-February to April 2026, so it would be ideal to have a Vice Chair in place by the end of February.</p> <p>The group discussed the committee structure following the resignations of Barry Makin and John Clinkenbeard, and it was agreed that recruiting someone to lead on HR should be a priority, as staff appraisals and pay reviews are coming up. This will be reviewed again in January.</p> <p>It was also agreed that Trustees should aim to speak with staff more regularly, both individually and as a team, to stay up to date with any issues and gather feedback.</p> <p>On the Finance Committee, it was agreed that Paul's current approach is working well and that he regularly presents the board with updates and issues.</p> <p>For the Braeport Management Committee, it was noted that Bob Stainton currently looks after Health and Safety. It was agreed that it would make sense for him to take on the overall management of the committee, given his knowledge and experience. Stewart to speak with Bob regarding this.</p> <p>The group discussed starting an Events Committee to help coordinate events throughout the year, not only DDT events but also those involving other community groups. Planning for The Fling should begin soon, as the Environment Group will no longer be running their annual stall. DDT should have more presence at this</p>	Board
	Stewart

<p>event next year.</p> <p>Anthony will raise this at the next Community Council meeting to encourage wider support. It was also suggested that we contact the Rotary's events coordinator and anyone locally with event experience.</p>	<p>Anthony</p>
<p>4. AGM Feedback and Reflections – Stewart Corbett: Trustees felt that the AGM went well, with the only concern raised being the reduction in the number of Trustees from seven to five.</p> <p>The 2023 AGM Minutes were approved at the AGM and will be uploaded to the website. It was agreed that although there's no legal requirement, a draft copy of the 2025 AGM Minutes will be shared with Members as a courtesy.</p>	<p>Kirsty</p>
<p>5. Minutes of the Board Meeting held on 22nd September The minutes from the previous meeting were circulated in advance and approved unanimously.</p>	
<p>6. Matters Arising – Stewart Corbett: Volunteers' Evening: The idea of a Volunteers' Evening was well received. It was suggested that late February could be a good time, and it was noted that we do need to pencil in dates for planned events at the time of discussion.</p> <p>Staff Christmas Lunch: It was agreed to hold a Staff Christmas Lunch on Thursday 11 December at 2PM at Dunblane Golf Club, including all paid staff and group leaders. The Golf Club has also offered use of their boardroom from 12PM for a meeting before lunch. Kirsty has provisionally booked the venue and will confirm the arrangements. Stewart will invite everyone, and the invitation will be extended to Trustees who wish to attend.</p> <p>The Trust will cover the cost for staff and group leaders, while Trustees will pay for their own lunch.</p>	<p>Stewart</p> <p>Kirsty</p> <p>Stewart</p>
<p>7. Laigh Hills Pavillion Proposal – Stewart Corbett: Stewart advised that there has been little progress since the last meeting, other than a discussion with the Paths Group, who are happy to clear the pond of vegetation. Stewart had hoped they might take on the project fully, but this wasn't agreed.</p> <p>The project is expected to cost around £8,000–£10,000. Concerns were raised about ecological issues, as SEPA had previously threatened action when this was proposed previously, which caused upset locally as there was strong community support for the project.</p> <p>Anthony advised that an ecology report would be needed to move forward and offered to get quotes for the work. Stewart approved this. Stewart added that the Laigh Hills Group would need to submit a formal proposal to the DDT Community Grants Fund. Some concerns were raised about funding a project that doesn't currently have clear ownership.</p> <p>To support the asset transfer, a business plan will be required showing support from key user groups. Stewart plans to meet with these groups before the next board meeting on Monday 15th December, with the aim of having a full proposal ready for consideration at this board meeting.</p>	<p>Anthony</p> <p>Stewart</p>

<p>8. The Bank Application to the Large Community Grants Fund – Stewart Corbett:</p> <p>An application was received from The Bank for £20,000 from the Large Community Grants Fund to support refurbishment of the courtyard.</p> <p>David Storrie declared a conflict of interest and left the room during this item. He did not take part in the discussion or vote.</p> <p>The total cost of the work is £40,000. The requested £20,000 would cover the essential elements, with other improvements such as electrical work planned for later.</p> <p>The Board was supportive in principle, recognising that the project would benefit the wider Dunblane community and fits well with DDT's aims. The courtyard is also used for DDT events such as the Extravaganza.</p> <p>However, there were concerns raised around:</p> <ul style="list-style-type: none"> • Where the remaining £20,000 would come from, • How much had been raised through crowdfunding, and • The impact that such a large grant could have on the funding available for other projects. <p>It was suggested that The Bank review their specifications to see if costs could be reduced.</p> <p>The Board agreed to offer £5,000 at this stage, with a view to reviewing the application once further details are provided, including:</p> <ul style="list-style-type: none"> • The project specification, • Confirmation of a competitive tender process, • Assurance that the project can be completed, and • Clarity on what would happen to DDT's contribution if the project doesn't go ahead. <p>David was informed of the decision and thanked the Board. He will respond formally once he has gathered the additional information.</p>	David
<p>9. Community Grants Fund Update – Stewart Corbett:</p> <p>Stewart confirmed that the Community Grants Fund Committee is being set up. A Chair has agreed to take on the role, and a Board representative from the DDT Board still needs to be nominated.</p> <p>It was agreed that running the fund on a quarterly basis is the best approach. The current funding round closes on 31 December, with the committee due to meet in early January to review applications.</p>	Stewart
<p>10. AOB:</p> <p>Wind Farm Grants:</p> <p>Stewart shared the Wind Farm Grants Report from Christine Campbell. Kirsty will circulate Christine's report along with the meeting minutes.</p> <p>Extravaganza:</p> <p>Stewart advised that planning is underway for the Christmas Extravaganza but there are still some outstanding tasks. He will meet with local groups and traders soon and contact the reindeer provider.</p> <p>The cost of the Christmas tree has risen from £500 to £700, but £500 sponsorship has been received from Wright, Johnston & Mackenzie (WJM) to help cover this.</p> <p>Board Recruitment and Open Day:</p>	Kirsty Stewart

<p>Stewart suggested holding an Open Day in January to attract new Trustees, committee members, and volunteers. This will also be a chance to connect with local groups.</p> <p>The event will run under the theme “Get Involved”, highlighting three ways people can take part:</p> <ol style="list-style-type: none"> 1. Become a member 2. Volunteer or join a committee 3. Become a Trustee <p>It was noted that Malcolm would like to step back as Chair of DDT Projects, so this role will also need to be filled.</p> <p>Affiliated Bodies:</p> <p>Stewart mentioned that there are many small community groups in Dunblane that might benefit from affiliating with DDT, which could offer cost savings and shared resources.</p> <p>However, it was noted that affiliation could limit access to some funding streams, as funders may only allow one application per organisation.</p> <p>This will be promoted across our social media platforms, the November edition of The Wire and form part of the open day.</p> <p>Damp Issue – The Giving Tree:</p> <p>Malcolm reported ongoing damp issues in the cellar of The Giving Tree. Stewart confirmed that he has contacted Stirling Council, asking them to carry out a survey as a minimum.</p> <p>It was noted that while the damp issue was mentioned in the initial lease report, DDT is only responsible for maintaining the existing condition, not for repairs. However, the situation has worsened significantly over the past 12–18 months, and water is now dripping down the walls, making the space unusable. It was highlighted that if the water is dripping, this will be a huge issue very soon.</p> <p>The Board agreed that while DDT has a duty of care to staff and volunteers, it would not be appropriate to invest large sums in repairs to a leased property. It was agreed to explore alternative options, including approaching the landlord about a rent reduction due to the unusable space.</p>	<p>Stewart</p> <p>Stewart</p>
---	-------------------------------

NEXT MEETING: MONDAY 15TH DECEMBER, 7PM, BRAEPORT CENTRE