

## DUNBLANE DEVELOPMENT TRUST LIMITED

### APPROVED Minutes of the DDT Board meeting held on Monday 15<sup>th</sup> December 7PM at the Braeport Centre

<p><b>1. Present/Apologies/in Attendance</b></p> <p><b>Present:</b> Stewart Corbett, Bob Stainton, Alf Scambler, Anthony Delleur, Scott Williamson, David Storrie</p> <p><b>Apologies:</b> Malcolm Dougall, Paul Nelson</p> <p><b>In Attendance :</b> Kirsty Robertson, Rhona McInnes (for agenda item 4), Anita Smiley (for agenda item 4)</p>	
<p><b>2. Approval of minutes from DDT Board Meeting held on Monday 3<sup>rd</sup> November</b></p> <p>The minutes of the DDT Board Meeting held on Monday 3 November were approved unanimously.</p>	
<p><b>3. Matters arising from previous minutes:</b></p> <p><b>Damp in The Giving Tree:</b></p> <p>Rhona provided an update on the damp issue in the cellar. The downpipes on both sides of the building have now been cleared, which has resulted in a significant reduction in water ingress. The letting agent has inspected the property and intends to report back to the landlord to enquire whether he would contribute towards the cost of installing tanking, which has previously been recommended. It was agreed that damp levels will continue to be monitored over the coming weeks, with a decision on tanking to be made in January 2026.</p>	
<p><b>4. The Giving Tree: Potential lease of additional space at 24 High Street – Rhona McInnes and Anita Smiley:</b></p> <p>Rhona and Anita outlined a proposal to sub-let 24 High Street from Mortgage Advice Brokers as additional premises for The Giving Tree. A written proposal had been submitted to the Board in advance of the meeting.</p> <p>The need for additional dry storage, space for high-end and out-of-season stock, improved office space, and facilities to support online sales (including storage, photography, and packaging areas) was noted. The premises would also offer some retail space.</p> <p>The estimated cost of running the unit is approximately £1,100 per month, with the lease fixed until August 2029 and no break clause. In comparison, The Giving Tree's current average monthly sales were £12,000.</p> <p>Possible uses for the retail area were discussed, including a reuse/upcycle hub. It was agreed that any retail offer should be distinct from The Giving Tree's existing shop so as not to detract from current trade. Suggestions also included use as a community drop-in space, with potential collaboration with Citizens Advice and banking providers. Anthony advised that the Community Council has been exploring the establishment of a food bank, and this location could potentially support that initiative.</p> <p>Concerns were raised regarding volunteer capacity to operate two premises. While this was acknowledged as a risk, it was noted that two Board members have already offered volunteer support. It was noted that any retail operation would likely be limited to three days per week.</p> <p>Concerns were raised about the sub-lease arrangement. It was agreed that Rhona would revert to Mortgage Advice Brokers to confirm DDT Trading's interest, clarify dates and costs, and obtain the draft sub-lease. This would then be circulated to</p>	

<p>the Board for formal approval, potentially via email or Microsoft Teams. It was also agreed that landlord consent would be required, as the use may constitute a change from office to retail. The DDT will ask for the sub-lease to be reviewed by a solicitor.</p> <p>A vote was taken and the Board confirmed its support in principle at this stage, subject to further assurance that the premises can operate profitably. It was agreed that DDT Trading must provide a full business case and financial model demonstrating viability before final approval is granted.</p>	
<p><b>5. Nominations and Election of Officers – Appointment of Vice Chair:</b></p> <p><b>Nomination: Anthony Delleur (proposed by Stewart Corbett)</b></p> <p>Stewart proposed that Anthony Delleur be appointed Vice Chair. Anthony outlined his involvement with the Community Council and expressed a desire to strengthen collaboration between the Community Council and DDT. He suggested quarterly joint meetings to improve information sharing and project delivery.</p> <p>The nomination was put to the meeting and approved unanimously.</p>	
<p><b>6. Finance Report – Stewart Corbett:</b></p> <p><b>DDT Projects:</b></p> <p>The DDT Projects Financial Report for the period 1st July to 30th November 2025 was circulated to the Board in advance, as Malcolm was unable to attend.</p> <p>As previously reported, Cathedral City Estates ceased trading, and management of the Riverview Flats was assumed by Clyde Properties without consultation or agreement from DDT Trading as owners and landlords of the Riverview building.</p> <p>While continuation with Clyde had been considered, their management and accounting practices between late October and November proved unsatisfactory, including the overcharging of two tenants.</p> <p>As a result, arrangements have been made to transfer management of the flats to Halliday Homes, which has been agreed by all parties.</p> <p>Trading income for October–November 2025 totalled £7,830, bringing year-to-date income to £30,090. General maintenance and repair costs for the same period totalled £1,346, with year-to-date costs of £17,032, resulting in a year-to-date trading profit of £13,058, prior to the payment of £20,000 in Gift Aid donations.</p> <p>Maintenance and repair work to the flats and common areas continued throughout the period. As the building is now over ten years old, replacement of white goods is increasingly required; two washer dryers were replaced during this period. The lift was also out of service for nearly two weeks while awaiting delivery of a new control panel but has since been restored.</p> <p><b>DDT:</b></p> <p>DDT's 2025 accounts have been finalised by A9. Scott Williamson signed the accounts at the meeting. Kirsty will submit these to Grant at A9 for submission to Companies House. Kirsty will also forward them to OSCR.</p>	
<p><b>7. Health &amp; Safety Update – Bob Stainton:</b></p> <p>Bob advised that he has spoken with Bill Carman regarding the unresolved hole in the wall around the Braeport carpark. Several options were discussed, but it was agreed that a long-term solution is required rather than a temporary fix.</p> <p>Bob will investigate whether the wall is listed, as this will impact what work can be undertaken, and whether planning permission or a building warrant is required. It was also agreed that a contribution from Bill Carman towards the repair should be explored.</p> <p>Concerns were raised regarding Health and Safety training for volunteers across</p>	

<p>some working groups. Bob confirmed that volunteers should be treated in the same manner as paid staff, including appropriate training and risk assessments. While responsibility for this sits primarily with group leaders as line managers, it was acknowledged that Trustees retain overall responsibility. It was agreed to reset current arrangements and hold a session with all group leaders to refresh Health and Safety policies and risk assessments. Tailored handbooks will be developed for each group, to be signed by volunteers as a record of compliance. Bob recommended that refresher training should ideally take place every six months.</p>	
<p><b>8. Extravaganza – Feedback &amp; reflections:</b>  The Board reflected on this year's Extravaganza. While a formal complaint was received from the Cathedral minister and some online comments were made regarding the positioning of food units, overall feedback was positive. Dave reported strong engagement at The Bank during the evening.  Stewart expressed his thanks to the DIY group, particularly Alf and Alan, noting that the event would not have been possible without their efforts.  It was agreed that planning for next year's event should begin much earlier and that wider involvement is required. A planning meeting will be scheduled for February.  The Board agreed that the combined bar and food court area worked with increased footfall in that area and hopefully we will be able to incorporate the forecourt at The Bank next year. It was also agreed that, as the event continues to grow, improvements are required, including a clearer organisational structure on the night, a designated event lead, marshals who are contactable for support, more formal arrangements for trading licences, and a more prominent first aid area.  It was noted that there may continue to be resistance from some local traders regarding the scope of the Extravaganza. However, it was agreed that it should continue to operate as a community-wide event, which ultimately benefits traders through increased footfall. While some online comments suggested that not all stalls were local, it was noted that the majority of traders were local, but without bricks and mortar stores.</p>	
<p><b>9. Small Community Grants – Update and scheduling of January Committee Meeting:</b>  Dan Gunn has yet to be formally approached, and therefore a date for the January committee meeting could not be confirmed. Stewart confirmed he will follow this up before the end of the year.  Kirsty advised that several applications have been received from local groups, though none from DDT groups to date but she will reach out to group leaders.</p>	
<p><b>10. AOB:</b>  <b>Volunteer Evening:</b>  This was originally planned for January 2026, but it was agreed that this should move to the first week of February. Stewart proposed that this be held jointly with the Community Council as a wider community volunteer event, which was agreed. Anthony and Stewart will approach the Community Council regarding this.  <b>Laighills Project:</b></p>	

Stewart advised that progress is ongoing and that meetings with user groups are still required. Anthony reported that the Sports Association is considering converting one pitch to astro turf and has a meeting scheduled with them for January.

**Companies House Verification**

Stewart reminded Trustees that some still need to complete their Companies House identity verification. Scott will also investigate updating Companies House regarding the appointments of Alf and Anthony to the Board.

**The Bank**

David Storrie provided an update and advised that an opening is now anticipated in Summer, rather than Spring. Support from DDT volunteers would be welcomed.

Stewart confirmed DDT would be happy to help where possible as we are always looking at expanding volunteer opportunities and skills development.

**Braeport Centre**

Alf advised that the DIY group would be happy to assist with repainting the Braeport Centre. Stewart authorised this and requested that colour suggestions be circulated to the Board.

• **Date of next meeting and confirmation of 2026 Meeting Schedule:**

Kirsty circulated the proposed meeting dates for 2026, following the usual six-week cycle. It was agreed to cancel the meeting which falls on 28th December 2026.

2026 Meeting Dates:

- Monday 26 January
- Monday 9 March
- Monday 20 April
- Monday 1 June
- Monday 13 July
- Monday 24 August
- Monday 5 October
- Monday 16 November

**DATE OF NEXT MEETING: MONDAY 26<sup>TH</sup> JANUARY 2026**