

## DUNBLANE DEVELOPMENT TRUST LIMITED

### APPROVED Minutes of the DDT Board meeting held on Monday 22<sup>nd</sup> September 2025 7PM at the Braeport Centre

<p><b>1. Present/Apologies/in Attendance</b></p> <p><b>Present:</b> Stewart Corbett, Paul Nelson, Anthony Delleur, David Storrie, Scott Williamson, Bob Stainton <b>Apologies:</b> Malcolm Dougall, Barry Makin, John Clinkenbeard <b>In Attendance:</b> Kirsty Robertson</p>	
<p><b>2. Approval of previous Minutes</b></p> <p>The minutes of the board meeting held on 11th August 2025 were confirmed as an accurate record of proceedings and were formally approved.</p>	
<p><b>3. AGM preparation – Stewart Corbett:</b></p> <p>The Board discussed arrangements for the forthcoming AGM, which will be held on Monday 27th October. It was agreed that the meeting would begin at 7.00pm, with Members invited from 6.15pm to meet with the Board informally in advance.</p> <p>All AGM papers will be distributed by 30th September. Fully paid-up members will receive the full set of papers and voting rights, while lapsed members will receive the papers as a courtesy, accompanied by a note explaining that they are not eligible to vote. An updated Membership list will be held at the AGM and voting cards will be issued to paid-up members at the door.</p> <p>The Board reviewed the Memorandum and Articles. Point 31 has been amended to read: "<i>The annual membership subscriptions shall be payable on or before the Member's annual renewal date each year</i>" (previously worded "1st January each year"). The amendment was unanimously approved.</p> <p>The draft Annual Accounts will be circulated to members prior to the AGM for their approval at the AGM.</p> <p>In line with requirements, Stewart Corbett and David Storrie will stand down and seek re-election at the AGM. John Clinkenbeard will step down and not seek re-election. In addition, Anthony Delleur will stand down as a co-opted Director and seek re-election.</p> <p>It was noted that Companies House had returned the Giving Tree documents, likely due to the mention of Memorandum. The Board agreed to resubmit with Articles only, via Special Resolution. Stewart also proposed holding a community engagement event to encourage volunteering, fundraising and trustee recruitment. The Board approved this proposal, with Saturday 4th October suggested as the date, and Stewart agreed to organise the event.</p>	Kirsty
	Stewart

<p><b>4. Laigh Hills Pavillion – Stewart Corbett:</b></p> <p>Stewart reported that a letter had been received from Stirling Council regarding the asset transfer, and a meeting has been arranged for 1st October. He will circulate the Council's documents to the Board. The next step will be to prepare a business plan for the proposed facilities. While the need for public toilets is well established, further research will be required to confirm demand from sports clubs for changing facilities and from the public for a coffee shop.</p> <p>Anthony confirmed that the project is intended to be delivered in two stages, with the toilets completed first, followed by the coffee shop. Concerns were raised about the cost implications of operating toilets without any associated income. It was suggested that the Council should be asked either to contribute towards maintenance costs or to include the cleaning of the toilets within their existing rounds. Toilets would also need to be locked overnight.</p> <p>The Board recognised the importance of preparing cost estimates and agreed that Anthony's continued work on the project should be properly costed, as it is not reasonable for him to give up further time without being paid. It was further agreed that any funding request connected to this project should be submitted through the Small Community Grants Fund for Board approval to ensure transparency and compliance.</p>	Stewart
<p><b>5. Local Place Plan – Stewart Corbett:</b></p> <p>Stewart previously circulated the Local Place Plan via email for consideration. While the Plan was broadly welcomed, concerns were raised over insufficient infrastructure, particularly the lack of parking and limited bus services. The Board agreed that access and amenities must be improved before any new housing developments could proceed. It was agreed we need to be more challenging on the details before giving our support, so the Board have been asked to review the plan and send their comments to Stewart, who will formally relay these to the Community Council.</p> <p>Stewart noted that work is also required on the Community Action Plan and proposed that DDT should play an active role in progressing this. Anthony confirmed that the Local Place Plan has helped advance matters, but that further work is required. Stewart recommended that DDT work with the Community Council to take this forward. Stewart expressed his thanks to Anthony for his work on the Local Place Plan.</p>	All board members  Stewart
<p><b>6. Braeport Centre – Stewart Corbett:</b></p> <p>Stewart reported on developments at Holmehill, noting that he had met with Bill Carman recently and that work is expected to begin soon. An opening event is being considered for Easter or to coincide with EcoFest, with suggestions including a beer festival or farmer's market.</p> <p>Tim Hughes from the DIY Group has enquired about applying for a Small Community Grant to purchase additional Christmas lights. The Board agreed that he should apply and consider investing in a larger installation.</p> <p>Regarding the fire protection, Bob confirmed he would contact Studio East to advise that this is being taken forward as part of a bigger project and we no longer require their services at this time. Following an inspection of the loft space, Bob and Anthony noted around 5 meters of headroom above the roof which brings potential for building upwards and therefore preserving car parking space. This could be used for additional storage and a small meeting space. Anthony will check joist load capacities, and it was suggested that a lift for disabled access might also be considered.</p>	

<p>A discussion was held regarding Tae Kwon Do, which has a regular Tuesday evening booking but has not paid any lets since January. The Board agreed that payment must be received, or risk the booking being terminated. Stewart will follow up with Tae Kwon Do directly.</p>	<p>Stewart</p>
<p><b>7. Giving Tree – New Manager – Stewart Corbett:</b></p> <p>Stewart advised that Angela Kingsley will take up the post of Shop Manager on Monday 6th October. Her contract includes additional sick leave, and concerns were expressed by the Board regarding this. However, it was noted that this was an operational decision taken by DDT Trading.</p> <p>It was also noted that Sandy Fleming has resigned from the Board of DDT Trading for personal reasons. The Board agreed that a formal letter of thanks should be sent, and Stewart will prepare this on behalf of the Board.</p>	<p>Stewart</p>
<p><b>8. DDT Projects – Stewart Corbett:</b></p> <p>Paul reported that the recent DDT Projects Board meeting had been positive. However, it was noted that DDT Projects at times operates independently of DDT, for example by paying for a separate accounting system rather than using the existing Sage package. The Board agreed that greater alignment with DDT is required and that succession planning should be prioritised in anticipation of Malcolm's eventual retirement.</p> <p>Concerns were also raised regarding the level of reserves currently held by DDT Trading. Paul will raise this matter with Malcolm.</p>	<p>Paul</p>
<p><b>9. Treasurers Report – Paul Nelson:</b></p> <p>Paul presented an update on the accounts. The Admin and Braeport budgets, which are our only non-restricted funds, are currently showing a surplus of approximately £3,000. All other funds remain restricted. A further payment of £5,000 from DDT Projects is expected by the end of the month.</p> <p>Paul highlighted the need to reduce reliance on income from The Giving Tree to cover operational costs, as this income should be directed towards supporting our two Community Grants Funds. Paul is currently working on reducing our running costs and has already implemented savings including ending the Avensure contract at its expiry and transferring responsibility for accounts from Deirdre to Kirsty (saving approximately £400 per month). Paul raised concerns around the high cost of charges being made by Vault which seem excessive for the level of work carried out. Concerns were also raised regarding the way DDT Trading wages are being processed by DDT Trading and Paul will discuss this with Ian Gill.</p> <p>The Board agreed to close the Braeport bank account, with all hall let income now being paid directly into the DDT Cooperative Bank account. George is contacting all users to advise them of the change.</p> <p>It was further noted that DFD has now spent its existing grants but retains sufficient reserves to continue operating for between 18 months and two years. The Board agreed that DDT must become more proactive in applying for grants and that responsibility for this work should be clearly assigned to someone, as it currently doesn't sit under anyone's remit. A project plan should be drafted to support and streamline the grant application process.</p>	<p>Paul</p> <p>George</p>

<b>10. AOB:</b> <b>Dunblane.info Sponsorship – Stewart Corbett:</b> The Board considered a request from Bernie Beattie for sponsorship of £150 per year to support the running costs of the Dunblane.Info website. The Board approved this, subject to increased visibility of DDT across the website. It was suggested that we should be approaching local businesses to advertise or sponsor the website too to increase income. Stewart will update Bernie on the outcome of the discussion.	Stewart
<b>Kippendavie Woods – Stewart Corbett:</b> Stewart reported that a solicitor, acting on behalf of the owner of Kippendavie Woods, has contacted DDT with an offer to donate the land for community use. The Board discussed possible uses but agreed that further details regarding costs and conditions must first be clarified. Stewart will pursue this matter and report back.	Stewart
<b>High Street Bakery Planning Application – Stewart Corbett:</b> The new bakery on the High Street currently doesn't have a building warrant and have a meeting with Stirling Council next week to try and resolve the issues. Stewart has submitted a letter of support from DDT for the bakery stating the benefits to the High Street.	
<b>Extravaganza – Stewart Corbett:</b> Stewart confirmed he will be holding a meeting with the Extravaganza Committee next Monday. It was noted that the Bank forecourt will likely be unavailable this year due to building works. Kirsty asked whether DDT intended to run a raffle at the Giving Tree; Stewart confirmed he has no plans too. It was noted that DFD will be running some fundraising during the event.	Stewart
<b>Memberships – Kirsty Robertson:</b> Kirsty gave an update on Memberships following a cleansing exercise prior to the AGM. According to Membership Works, we currently have 492 members, but many have lapsed. Kirsty has contacted all 212 lapsed Members either via email or letter, asking if they would still like to remain a member. It was noted in the correspondence that we required a response by 10 <sup>th</sup> September and if we did not get a response, we would assume they no longer wish to remain a member and we would remove them from our database.  Out of the 212 members contacted, 52 have renewed, 25 have withdrawn, and 139 have not responded. After the AGM, all non-respondents will be archived, leaving only active Members on the database. It was agreed that AGM papers will be issued to all members listed on Membership Works, but only paid-up Members will hold voting rights.	

**NEXT MEETING: AGM - 27<sup>TH</sup> OCTOBER**

**NEXT BOARD MEETING: MONDAY 3<sup>RD</sup> NOVEMBER**