

DUNBLANE DEVELOPMENT TRUST LIMITED

Approved Minutes of the DDT Board meeting held on Monday 26th January 7PM at the Braeport Centre

<p>1. Present/Apologies/in Attendance</p> <p>Present: Paul Nelson, Anthony Delleur (Chair), Scott Williamson, Malcolm Dougall, Alf Scambler, Bob Stainton Apologies: David Storrie, Stewart Corbett In Attendance: Rhona McInnes, Kirsty Robertson, Ian Gill (For agenda item 4 and 5)</p>	
<p>2. Welcome:</p> <p>Anthony welcomed everyone to the meeting and advised that he would chair the meeting in Stewart Corbett's absence.</p>	
<p>3. Meetings from Board Meeting held on Monday 15th December:</p> <p>A discrepancy was noted in Item 6 of the previous minutes, where reference was made to DDT Trading instead of DDT Projects. Kirsty will amend the minutes accordingly. Subject to this amendment, the minutes were approved by the Board.</p>	Kirsty
<p>4. DDT Trading – Quarterly update – Ian Gill:</p> <p>Ian Gill presented the DDT Trading quarterly report for the period October - December 2025. Ian advised that, going forward, Angela Kinsley will attend quarterly Board meetings to present the DDT Trading update.</p> <p>Financial Performance</p> <ul style="list-style-type: none">• Quarterly sales totalled £38,548, a decrease of 1.6% compared to last year (LY).• The reason for the reduction was unclear however customer numbers have increased, suggesting that customers may be spending less per visit.• Year-to-date sales are £121,902, compared to £112,446 LY, representing an increase of 8.4%.• Sales are ahead of budget and expenditure remains within budget.• Concerns were raised regarding high wage costs, largely due to overtime. An example was noted where 49 hours of overtime were paid in the previous month. Ian confirmed that overtime hours are being closely monitored. <p>Charity Tins</p> <p>It was noted that funds raised via charity tins for The Duncan Hospital are currently being paid directly to The Duncan. As this is not permitted under the Articles, it was agreed that:</p> <ul style="list-style-type: none">• Ian will transfer the full amount from both charity tins (DDT and The Duncan) to DDT.• Ian will advise Paul of the amounts for each charity.• Paul will then transfer the appropriate funds to The Duncan Trust on their behalf. <p>Donations</p> <ul style="list-style-type: none">• Donations remain strong, with 1,821 donors contributing 2,882 boxes/bags during the quarter (an average of 40 boxes/bags per day).• Donations may increase further following the closure of the Sue Ryder shop.• Ian noted the challenge of sorting high volumes of donations while trading	

continues but confirmed that DDT Trading does not wish to turn donations away.

- An additional storage area is still being considered; however, the preferred approach is to sort donations as they are received rather than placing them directly into storage without processing.

Volunteers

- The shop currently has 25 regular volunteers, 3 ad hoc volunteers, and 4 young volunteers.
- Two regular volunteers have recently left due to ill health and a new job, and two ad hoc volunteers have stepped down.
- Two new volunteers started in December and are settling in well, with two further applications currently being progressed.

Online Selling

Ian advised that DDT Trading would like to proceed with online selling. An advert was placed on the SVE Volunteer Portal in December to recruit volunteers to assist with activities such as photography and item listings. Applications have been received, and some existing volunteers have also expressed interest.

Ian asked whether the Board would be supportive of Kirsty managing the process, with volunteers undertaking the photography and listings. The Board agreed, provided this work falls within Kirsty's contracted hours for The Giving Tree.

Events

- The Extravaganza was a significant success, with the shop busy throughout the evening and £1,213 raised.
- A Fashion Show has been scheduled for 30 April at Cathedral Halls, with Sandy Fleming confirmed as compere.
- Plans are in place to PAT test donated electrical items currently in storage, with a view to selling them at an event linked to Eco Fest.
- It was noted that the Repair Café has applied to the DDT Small Community Grants Fund for funding for a PAT testing kit and training for two members. This would be shared with the DIY Group to allow PAT testing for DDT/The Giving Tree.

Damp Issues

Stirling Council attended The Giving Tree and advised that downpipes and drains be cleared. This has now been completed and has improved the situation, with water entering only through the original hole, making the issue more manageable. A further visit was carried out by the landlord following correspondence from Keith Brown MSP. The landlord's agent met with Angela, Ian and Rhona, and the discussion was viewed positively. Suggested remedial works have been costed and submitted, with a request made for the landlord to contribute towards the costs.

Opening Hours

The shop is trialling revised opening hours of 10AM – 4PM, commencing at the beginning of January, for a three-month period. Some negative feedback was received on Facebook; however, Angela has spoken directly with the customer concerned.

24 High Street

Ian advised that the landlord has decided to sell the building at 24 High Street. As DDT Trading is not prepared to wait for a sub-lease, plans relating to the property have been placed on hold.

5. DDT (Trading) Scheme of Delegation and DDT / DDT (Trading) Collaboration Framework – Ian Gill:

Ian requested the Board's agreement that the DDT Trading Scheme of Delegation is suitable for use as an internal document within DDT Trading. The Board agreed the document is appropriate and were content with its use, provided activities remain within agreed authority levels.

<p>Regarding the Collaboration Framework, Ian explained that this document arose from joint discussions between DDT and DDT Trading and sets out how the two organisations will work together. Ian reiterated that DDT retains overall control of DDT Trading, which DDT Trading accepts. However, DDT Trading would welcome receiving copies of key communications, including DDT Board minutes. It was agreed in principle that DDT will share agenda items for DDT Board Meetings that involve DDT Trading with the DDT Trading Board. It was noted, however, that this may not always be possible where issues arise on an ad hoc basis during meetings. This document was approved by the DDT on 26.01.26</p>	
<p>6. DDT Projects Update – Malcolm Dougall:</p> <p>Malcolm advised that recent damage and an ongoing fault with the lifts is causing concern, particularly as one tenant requires lift access. Concerns were raised regarding the service provided by Vault, with Paul noting similar issues experienced at the Braeport Centre.</p> <p>Due to the cost of repairs, Malcolm advised that DDT Projects may not be in a position to pay the £5,000 Gift Aid payment to DDT this quarter. Concerns were also raised regarding an existing tenant, and a discussion was held on how best to proceed.</p> <p>Malcolm highlighted the need to review the structure of the DDT Projects Board. The Articles require two DDT representatives, and both Malcolm and Paul have indicated their intention to step down. Malcolm confirmed he will remain in post until the end of the financial year to allow accounts to be approved.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • Jim Plaice will take responsibility for maintenance following Malcolm’s departure. • Bookkeeping duties will transition to Kirsty Robertson over the coming months. • A DDT member is required to replace Malcolm from April as a priority, ideally someone able to take an overview of DDT Projects. • Experience in buildings or facilities management would be beneficial. <p>Malcolm confirmed he is happy to provide a full handover and noted that DDT Projects operates smoothly, with Halliday Homes managing the flats. Communication is largely via email, with quarterly board meetings. An overview of the role and a job description will be prepared, and Kirsty will advertise the opportunity via social media.</p>	<p>Malcolm / Kirsty</p>
<p>7. Tae Kwon Do:</p> <p>Paul Nelson advised that he met with Stephen Rooney the previous week. Stephen raised concerns about a lack of communication from the DDT, which Paul agreed was a fair reflection.</p> <p>They also discussed the minutes of the DDT Board Meeting held in August 2025. Paul confirmed that amendments to the minutes would be made. Paul highlighted these amendments to the Board, and the amended minutes were approved. The revised minutes will be sent to Stephen Rooney and uploaded to the website. All issues were resolved.</p>	<p>Kirsty</p>
<p>8. Laighhills Project – Anthony Delleur:</p> <p>Anthony advised that he is developing initial concept drawings. Alistair Tollemache has indicated potential funding of £50,000, supporting the need for toilet provision in the area. Alf offered the support of the DIY Group for refurbishment works. It was suggested that the project be managed by DDT Projects rather than DDT. Concerns were raised regarding ongoing running costs, including daily opening, locking, and cleaning, estimated at approximately £50 per day. A potential short-term solution discussed was engaging a coffee van instead of a café, with responsibility for maintaining and securing the toilets included in the agreement. Concerns about vandalism of unmanned toilets were also raised, and it</p>	

<p>was agreed that this would be mitigated if the coffee van operator was on site. It was suggested that appointing a coffee van operator for a six-month trial would help prove the concept. A local company was proposed as a potential operator. Questions were raised regarding whether a building survey has been completed, particularly relating to potential asbestos and legionella risks. It was noted that asbestos surveys are costly and these expenses will need to be factored into the project.</p>	
<p>9. Holmehill Project – Bob Stainton: Bob advised that discussions have taken place with Stirling Council and Bill Carman regarding the wall leading to Holmehill. A meeting had been scheduled with Bill Carman and contractors, but Bill was unable to attend. Further discussions were held regarding next steps.</p>	Board
<p>10. Heart of Dunblane – Paul Nelson: Paul advised that DDT has been approached by Heart of Dunblane, comprising of the Leighton Library, Dunblane Cathedral, and the Dunblane Museum, to explore opportunities for working together. It was agreed that DDT will attend their meeting in June, with Paul arranging a meeting prior to this to discuss our town centre development goals. It was noted that a Board member who will remain in post for at least six months is required to help drive forward the High Street Traders Group, which will require a constitution.</p>	Paul
<p>11. DFD Safe Guarding Policy: DFD has requested that the Safeguarding Policy be ratified to support grant applications. It was agreed that the following paragraph should be amended so that concerns are first reported to the line manager, and that unnecessary investigation language is removed: “Staff and volunteers who, for any reason, become concerned that a child, young adult, or protected adult may be at risk of abuse must immediately report that concern to their line manager. The line manager will then escalate the matter to the Safeguarding Officer as appropriate.” It was agreed that the policy should not include language implying investigation or clarification at this stage. Subject to this amendment, the policy was agreed as suitable for DFD. It was also noted that the volunteer section lacks clarity regarding PVG requirements. It was agreed that:</p> <ul style="list-style-type: none"> • Clarification will be sought on PVG requirements for volunteers • Separate DDT and DDT Volunteer Safeguarding Policies should be developed and brought to the next meeting. 	Kirsty
<p>12. DDT Small Community Grants Fund: A date is required for the Committee meeting to review applications from the most recent funding round. Kirsty will check with Stewart Corbett regarding his</p>	

availability and whether she should approach Dan Gunn to arrange a meeting date.	Kirsty
<p>13. Volunteer Thank You Evening: It was agreed that the Volunteer Thank You Evening will be held on Monday 16th March at 7PM A quiz was suggested and agreed as a new addition for this year. Rhona confirmed that herself and Angela Kinsley are happy to organise the quiz.</p>	
<p>14. Volunteer Recruitment Evening: It was agreed to hold a Volunteer Recruitment Evening on Monday 2nd March at 7PM subject to confirmation from Stewart Corbett. Once confirmed, Kirsty will liaise with working groups to ensure representation, with at least two members from each group available to speak with potential volunteers. Kirsty will also invite local organisations, community groups, and traders to attend.</p>	Kirsty
<p>15. Finance – Paul Nelson: Paul advised that the most recent quarter has been challenging, with an overall year-to-date profit of £5,000, reflecting several large expenditures last quarter. Paul noted that if the £5,000 Gift Aid payment for January - March is not received from DDT Trading, it may be necessary to review costs, including direct debits. Malcolm suggested that some planned work may be delayed and agreed to investigate this further. Paul confirmed that DDT holds reserves of approximately £50,000, so there is no immediate financial concern, although he had hoped reserves would continue to increase. Paul also advised that DDT currently operates nine bank accounts, many of which are unnecessary. He will review and streamline these to reduce reconciliation workload in Sage. Paul further proposed exploring accounts with variable terms to maximise interest income. The Board agreed with this approach.</p>	Paul
<p>16. Health and Safety – Bob Stainton: Bob reported no health and safety concerns. Malcolm sought advice regarding the installation of an evac-chair at Riverview. Bob explained how evac-chairs operate and discussed alternative options but agreed that an evac-chair is the most suitable solution, as it can be operated by one person. Malcolm advised that Craft Central and a flat occupant have offered to undertake training; however, concerns were raised about the risk of individuals re-entering the building during an evacuation, which should be the Fire Brigade's responsibility. Malcolm agreed to investigate this further with a view to installing an evac-chair.</p>	Malcolm
<p>17. AOB: The Bank Scott Williamson advised that he attended The Bank's recent AGM, where they requested support from our volunteers with the forecourt redevelopment and they have asked to be put in touch with the DIY Group and DIB. It was agreed that Stewart will email Alf Scambler, Stewart Strathdee, and Tim Hughes to facilitate discussions. Braeport Painting Alf advised that he has spoken with Breda and Caroline regarding painting of the Haining and Cathedral View rooms, with a focus on dementia-friendly design. It was recommended that walls be painted in two tones to aid focus. It was agreed to proceed with a two-tone grey scheme to align with the corridors.</p>	Stewart

NEXT MEETING DATE – TO BE CONFIRMED