DUNBLANE DEVELOPMENT TRUST LIMITED

Approved Minutes of the DDT Board meeting held on Monday 20th April 2026 7PM at Braeport Centre

1. Present/Apologies/in Attendance

Present: Stewart Corbett, Paul Nelson (virtually), Anthony Delleur, Alf Scambler, Malcolm Dougall, David Storrie, Rhona McInnes
Apologies: Scott Williamson, Bob Stainton
In Attendance: Kirsty Robertson, Alan Reid, Angela Kinsley

Comment [KR1]: Angela Kinsley added to attendance list

2. Approval of minutes from Board Meeting held on 9th March 2026:

The minutes of the Board Meeting held on 9th January 2026 were approved by all members.

3. Matters arising from previous Board Meeting:

Electric Notice Board: Stewart provided an update following initial research. The estimated cost of a full-size electronic advertising board for the first year is between £25,000 and £30,000, with an additional approximate £1,500 required for the power supply. Ongoing running costs are expected to be relatively low in subsequent years.
Stewart advised that a Town Centre Rejuvenation Grant of £9,000 may be available to support the project. He is scheduled to meet Fiona from Maybury Art on Saturday to discuss the mural and proposed developing a three-year business plan to demonstrate the potential revenue stream for DDT.

4. Election of Alan Reid and Lorraine Murphy to the Board:

Alan Reid:
Alan attended the meeting and introduced himself, outlining his background in insurance and risk management. He is currently a volunteer within the DIY group. Stewart proposed his appointment, seconded by Alf and Malcolm. Alan was unanimously elected to the Board.

Lorraine Murphy:
Stewart went through Lorraine's application, highlighting her experience in housing and maintenance. Paul proposed her appointment to both the DDT Board and the DDT Projects Board, seconded by Malcolm. Lorraine was unanimously elected to both Boards.
Malcolm suggested purchasing a laptop for Lorraine; however Paul offered his Treasurer laptop, which he no longer uses.

Comment [KR2]: Amended from DDT Trading to DDT Projects

5. Shop Managers Report – Angela Kinsley:

Sales performance:
Sales for the quarter are down 9% and customer numbers down 6% compared to the same period last year. However, year-to-date figures show both sales and customer numbers up 5%.
Transactions in February fell by 6.8%, which is proportionally less than the reduction in trading hours. This indicates that customer numbers remain relatively strong and that reduced hours are not the sole driver of the decline in sales.
Average transaction value decreased from £6.40 to £5.72 (a reduction of 10.6%),

suggesting lower spend per visit. Product analysis indicates that reduced income is linked to declines in household goods, ladieswear, and children's items. It was noted that the overall year-to-date increase could be linked to strong performance in the nine months prior to December. February experienced an 18% drop in sales due to a combination of internal and external pressures. In response, Rhona and Angela have implemented several measures, such as improved stock rotation, enhanced merchandising standards, maintaining higher stock levels on the shop floor (with more high-quality items brought up from the basement), and adapting displays in line with weather and seasonal trends. A volunteer-led shift has been introduced on Wednesdays and Fridays (4PM – 7PM), which has been effective in supporting stock management, reducing pressure on Angela's hours, and offering an alternative volunteering opportunity with less customer interaction. Early April figures show a slight increase compared to last year, with particularly strong donation volumes and improved quality. **Additional updates:** • Volunteer numbers remain stable, though a larger pool is required; recruitment is ongoing across different mediums. • One supervisor appraisal has been completed with the second one to be completed on return from leave. • Volunteer one-to-one meetings are nearly complete. Feedback has been positive, with strong commitment noted. The shop's temperature during winter months was raised as an issue. • Health & Safety: One volunteer became unwell in March due to a pre-existing condition (not work-related). Wired smoke detectors were installed in January, improving safety. • New Trading hours (10AM – 4PM) to be reviewed in June to allow for 5 full months of trading. • Volunteers have selected Duncan Hospital Charitable Trust as the charity for 2026/27 for the third consecutive year. • The fashion show is close to selling out and plans are progressing well. • A shop video is now running during opening hours; it was agreed to investigate setting up a timer to allow this to run until 10PM. • A pop-up electrical sale will take place on Saturday 9th May at St Mary's Church Hall as part of EcoFest (11.30AM – 3PM) and Ian and Anita will attend.	
6. DDT Trading - The Giving Tree Management preliminary accounts for the period April 2025 to March 2026 and revised budget for 2026/27: Ian Gill presented the preliminary accounts prior to the meeting, which showed a 4.5% increase in sales compared to the previous year, despite reduced trading hours. Expenditure has increased significantly but remains broadly in line with expectations, reflecting higher salary costs, National Minimum Wage and National Insurance changes, additional NI liabilities, staff training (including First Aid and new modules for Angela), and the purchase of a new laptop. Utility costs (heat, light, and water) have risen in line with national trends. Increased electricity usage may partly be due to the dehumidifier; it was agreed this can now be switched off as spring approaches, except on Wednesdays when the basement team is present. Although the accounts show a loss, the business remains in surplus before donations, with approximately £60,000 donated to DDT. A revised budget was presented, reflecting a 10% reduction in costs compared to the initial 2026/27 proposal and a 3% increase in projected sales, following the Board's request for further review. Concerns were raised that contributions to the DDT Community Grants Fund are projected to decrease by 30% while expenses increase, potentially reducing available grant funding. Rhona confirmed that DDT Trading has reviewed this and	

is working to reduce costs, including limiting overtime through increased use of volunteer-led shifts. Concerns were also raised regarding the reserves policy, with the DDT Board noting that DDT Trading may not need to hold reserves, as liabilities would be covered by DDT as the parent organisation. It was agreed to discuss this further with Ian Gill at a later date. The Board noted positively that the organisation continues to generate profit and support charitable activities and expressed thanks to staff and volunteers.	
7. Update on 24 High Street – Rhona McInnes: Rhona provided an update on 24 High Street, which has become available again. They are waiting on the sub lease, and this will be circulated once received. Rhona indicated that sufficient volunteer capacity is available to support a second premises, with Board members also willing to assist. The additional space would provide storage and office capacity, with potential for a small thrift or craft retail offering. It is estimated that the premises would need to generate £1,000 per month to be viable, which is considered achievable given current average weekly shop income of approximately £3,000. It was noted that any second premises should generate additional sales without detracting from The Giving Tree. Branding is still under discussion. During negotiations, it was suggested that flexibility be sought to allow pop-up stalls or space rental. Clarification is also required regarding planning permission; Rhona will confirm this with Mortgage Advice and aims to report back at the next meeting. The Board agreed in principle for DDT Trading to return with a formal sub-lease and proposal for approval.	
8. Finance Report – Paul Nelson: Paul reported on a recent meeting with Deirdre, where an issue with debits and credits was identified and corrected. As a result, previous concerns regarding the profitability of Admin and Braeport have been resolved, with both now showing a combined contribution of £20,000. However, it was identified that excessive funds had been allocated to both the Small and Large Community Grants Funds, reducing available resources. Updated balances are £9,326 (Small Grants) and £54,672 (Large Grants). Paul noted that, based on the proposed DDT Trading budget, only £10,000 may be available for distribution next year. It was suggested that the maximum Small Grants award be reduced from £4,000 and that funding rounds be reduced from three to two per year. It was agreed to discuss this with the Grants Committee. Paul confirmed that National Minimum Wage increases have been implemented by A9, alongside a 3% pay increase for staff not on NMW. Kirsty has been added as a signatory on the Co-op bank account, with two signatories now required for payments. As the Co-op banking app does not support dual authorisation, payments must be processed via the website.	
9. Health and Safety Update – Bob Stainton: No accidents were recorded during this period. Refresher Health & Safety training with group leaders is scheduled for next month.	

Comment [KR3]: Amended from 'monthly shop income' to weekly shop income - shop takes £3000 per week on average.

Comment [KR4]: Class 4 planning permission removed and replaced with planning permission.

10. Large Community Grants Application – The Bank and Dunblane Environment Group: It was discussed whether formal criteria should be introduced for the Large Community Grants Fund, similar to the Small Grants Fund. It was agreed that applications should align with DDT's charitable objectives and articles which meet OSCR requirements, with a focus on projects delivering long-term community benefit. **The Bank:** David Storrie presented a revised proposal requesting £14,000 to complete the forecourt. He confirmed that building works are progressing, with Phase 1 expected to be completed by the end of May, and that the funding gap has been significantly reduced. The project is expected to be financially viable through cinema and hospitality revenue. Following discussion (in David's absence), it was noted that £5,000 had already been pledged, leaving £9,000 requested. Concerns were raised regarding risk if the project is not completed; it was agreed that funding would only be released upon completion of the forecourt and would be ring-fenced for the courtyard. Additional concerns included potential reputational risk and limited engagement with other community bodies. However, it was also noted that completing the forecourt would benefit the High Street and increase footfall. It was agreed to award £14,000, ring-fenced for the courtyard and payable upon completion. The Board also requested sight of the business plan and representation on The Bank's Board. Completion by Q4 was made a specific condition of the grant to allow for use of the forecourt at the Extravaganza. One member abstained; all others voted in favour. **Dunblane Environment Group:** Dunblane Environment Group submitted the same proposal that they had been unsuccessful in securing funds from Stirling Council from. Concerns were raised around the fact that the deadline for this fund had been extended due to only having received two applications, both of which we believe were from DDT working groups. Unfortunately, both of our working groups were unsuccessful which raised queries around whether they think we have funds and are therefore not awarding us grants. Alistair Tollemache has been contacted regarding this. The group reviewed the application, and whilst the board appreciated the work that was put into the application, it was agreed not to support this project, as there may be other funding sources which they can apply for.	
11. Laighhills project – Anthony Delleur: Anthony has completed a feasibility report, which will be circulated to the Board. His preferred option is a three-stage approach. He also hopes to re-establish the Friends of Laighhills group and anticipates completing detailed drawings in the coming weeks.	
12. AOB: **Vincenzo's Fish and Chip Van:** Vincenzo's are now operating from the Braeport Centre carpark on Thursday evenings. A complaint has been received from a neighbouring resident regarding the smell, and we will monitor complaints moving forward.	

Comment [KR5]: Amended from £10,000 requested to £9,000 requested due to mistype.

Comment [KR6]: Amended from 'completion of project' to 'completion of the forecourt' for clarity.

Comment [KR7]: Amended from 'Completion by Q4 was preferred to align with the Extravaganza' to 'Completion by Q4 was made a specific condition of the grant to allow for use of the forecourt at the Extravaganza'.

It was noted that Vincenzo's have agreed to make a £50 donation to DDT per visit.	

NEXT BOARD MEETING – Monday 1st June, 7PM, Braeport Centre