

Minutes of meeting of CCDT Board on 28 November 2023 in VIC

Present: T.Kliskey F.Park G.Kerr M.Griffiths T.Thompson B.McKay A.Boa D.Moore
M.Moore

S.Bell E.Burroughs

Apologies: P.Prescott S.MacKay

1. Minutes of the October Board Meeting were approved

- Prop: A.Boa; sec: T.Kliskey

2. Matters arising/ updates

2.1 Development Officer Update (Report Circulated) It was reported that the assignation of the lease for 43 Main Street is currently with the building owner and every effort is being made to speed the process along. It was noted that SC confirmed that CLLD funding must be spent by end of March so delays are putting this at risk. The NP have provisionally agreed access to the offices to set up the window display on Sat 2nd December. Any Board Members available to help would be appreciated. The Callander Partnership Meeting on 24th November was very successful, it was suggested that they should have a primary theme in future with the next one being Active Travel.

The EOI for the Cycle Share Fund has been accepted. The full application is to be submitted by 5th December.

There was a visit to St Kessogs arranged by CCC on Monday 27th Nov. It was reported that the building was in better condition than expected but there are still a few areas of considerable damp that have not been addressed by SC. A building condition report is to be made available to CCC and CCDT and it is suggested a separate meeting be arranged in January to discuss this.

E.Burroughs left the meeting at this point.

2.2 Group Reports

2.2.1 CCHF (Report Circulated) No applications received this quarter

2.2.2 VIC The success of this season was again noted with 19,000 visitors from 43 countries and over 1500 volunteer hours recorded.

2.2.3 Greener Callander The board wished to note that an excellent job has been done with the resurfacing of the friendship garden making it much more accessible.

2.3 CCHL Share Purchase It was reported that the transfer of £550k to CCHL for the share purchase has been done and the related paperwork is being collated. Once the purchase is complete a letter will be submitted to both HMRC and OSCR.

2.4 DTAS Meeting Feedback A.Boa reported back on the DTAS event which they attended in Dunblane. At least six development trusts were represented, and the discussions and presentations were very useful. It was noted that there is a general push for DT's to move to providing Employment contracts rather than relying on self-employment. It was reported that charity governance was a big topic of conversation and that DTAS offer a day's governance training for DT Boards. It was agreed that a training session for the board should be arranged for early 2024. It was also reported that CCDT were asked whether they would be willing to host a DTAS group event in 2024 to showcase the projects we have developed. The Board agreed to this.

2.5 AGM Complaint It was reported that a complaint was received from a member regarding the fact that Annual Accounts had not been made available prior to the AGM. The board agreed that with hindsight the AGM should have been postponed due to the delays in receiving the accounts from the accountants. It was agreed that an EGM should be convened on the 30th January for the purpose of consideration of the Annual Accounts. Invitation and Accounts to be emailed to members and the Chair will respond directly to the member concerned.

2.6 CCDT Governance A discussion took place on governance and the CCDT policies currently in place. It was noted that the Code of Conduct agreed at July's board meeting should be officially signed by each Trustee. This item is to be added to January's agenda. It was agreed that at each Board Meeting the second item on the Agenda should be Conflict of Interests where Trustees will declare any COI relating to the meeting. The third item should be Health & Safety, where any issues can be raised and reported. It was also agreed that the CCDT complaints procedure should be reviewed. M.Moore to draft this and circulate electronically to the board for approval prior to the next meeting.

2.7 Finance Update

2.7.1 VIC Season A detailed PnL comparing the 2022 & 2023 season of the VIC was presented to demonstrate the level of detail achieved with the use of Xero. It was noted that Sales revenue had increased by around £12k and annual PnL 'loss' had reduced from £12k to £4k. It was noted that the end of season stock was valued

at £11k which would take the season into profit. The board commended the work of the VIC managers for the success of the season.

2.7.2 Budget An outline budget for November 2023 – October 2024 was presented to the board (Circulated prior to the meeting). This was presented and discussed in detail. It was noted that it was purposefully ‘pessimistic’ in both inflating potential expenditure and underestimating potential income to give a conservative view. Potential future staffing was discussed, including the introduction of an employed CCDT manager which was agreed in principle. It was also noted that CCDT should be moving all staffing onto PAYE. A detailed specification for the potential role of CCDT Manager is to be developed for approval by the board.

3. Any other business

3.1 CCC Interim Changes It was reported that due to D.Moore stepping down as Secretary there will interim changes to the CCC Board. M.Moore will take on the role of Secretary rather than Chair and J. Kennedy will move from Vice Chair to Chair. It was also reported that CCC are yet to appoint a Trustee to the CCDT Board.

3.2 Affordable Housing It was noted that in view of previous discussions about the future potential of CCDT partnering with RSHA or similar to invest in affordable housing , an opportunity to meet with a consultant Ronnie McCray who is experienced in such schemes has arisen. It was proposed that a video meeting be arranged initially with the Finance Committee for early in 2024.

3.3 Stirling Council’s Big Conversation Survey Board members were encouraged to complete the survey if at all possible as it would seem budget cuts are likely to disproportionately impact rural communities in terms of transport, libraries, nursery places and roadside collections.

S.Bell left the meeting at this point.

4. Additional Board Session – Staff Remuneration

Agreed by Board and Signed by F Park (Chair) on 30th January 2024.