



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Minutes

Company:	Callander Community Development Trust
Meeting date:	30 th September 2025
Meeting location:	Callander Connect, 43 Main Street, Callander
Meeting title:	Monthly Board Meeting

Members present

Alison Boa	Member Director (Chair)	AB
Marilyn Moore	Member Director	MM
Gordon Kerr	Associate Director	GK
Brian McKay	Associate Director	BM
Frank Park	Member Director	FP
Paul Prescott	Member Director	PP
David Moore	Member Director	DM
David Stutchfield	Member Director	DS
Mark Griffiths	Member Director	MG
Ian McCoull	Coopted Director	IM

Attendees

Freddy Bowen-Bate	Operations Manager	FBB
Scott McMurray	Development Officer	SM
Fiona Muir	Finance Officer	FM
Trish Thompson	Substituting Marco Limonci	TT

Apologies

Toby Kliskey	Member Director (Treasurer)	TK
Marco Limonci	Associate Director (Vice Chair)	ML

Visiting

Robert Taylor	Dickson & Middleton Accountants	RT
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Signed:

Date: 28.10.2025

Callander Community Development Trust, 55 Main Street, Callander, FK17 8DX
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Discussion topic

Action

1. Welcome and apologies

- 1.1. AB opened the meeting at 10:03. Apologies from TK and ML. TT present as proxy for McLaren Community Leisure Centre's appointee.

2. Minutes and actions of August 2025

- 2.1. The minutes of the monthly board meeting held on 19th August 2025 were proposed for acceptance by AB, seconded by DS and approved.

- 2.2. Board Action List dated 19th August 2025 was reviewed. Most actions from last board meetings are complete, save the following remaining:

- FBB, GK – Arrange for the VIC vault door lock to be disabled. GK reported he had attempted manual disengagement of the lock but to no avail. It was concluded that pending a decision to enlist professional services to disable the lock or remove the door altogether, the risk assessment for the door (which staff are briefed on) satisfies the Board's legal obligation to mitigate reasonable risk to the public and CCDT workers. A procedure will be added to this advising the door only be used when there is someone else in the centre. Action: Add procedure to VIC risk assessment for use of vault door. FBB
- SM – Ascertain whereabouts of CLP signposts for Golf Club SM
- DS, FP, ML, MM, IM – Conduct strategic review of CCDT's website DS, FP, MP, MM
- TK – Check insurance cover for use of brushcutter by trained CWG members, and for any future damage caused by fallen trees on the Community Garden TK

3. Conflicts of Interest

None

4. Health & Safety (any incidents to declare)

None

5. Finance Committee Presentation

- 5.1 IM informed the Board that he would not be re-standing for co-option at the upcoming Annual General Meeting due to other recent commitments. However, he has together with the Finance Subcommittee prepared a presentation on observations and recommended improvements to CCDT's financial management and reporting.

It summarised the organisation's purpose, its principal income streams and the complexities of our finances with significant turnover, considerable assets and potentially large liabilities. Tracking and management of all this involves a great deal of

time, and placing that workload on a volunteer is unreasonable and a risk to the organisation. The report recommended that the responsibilities of the treasurer be performed by a practising Chartered Accountant working for the Finance Committee, on behalf of the full Board, with strategic quarterly reporting by the Chair of the Finance Committee. This committee should be made up of directors from each major revenue generating area of CCDT. Project leads should also support the Finance Committee by delivering accurate project spend and spend profile information.

The report also made observations around how projects are approved, managed and tracked, building on the current system of Project Information Files. On top of this recommendations included providing delegated authority to the Project Lead Director to monitor and approve expenditure within the scope of the project, reporting by exception or milestones, share significant variances to original aims or budget and seek re-approval if necessary, and ensure the board reviews them annually for continued strategic fit with CCDT's aims, objectives and available resources. IM also asserted that the CCDT Board have a collective responsibility to support Project Leads and respect their deeper understanding of the projects they manage.

5.2 Due to time constraints of this meeting, decisions around some of these recommendations were deferred to next month. However, it was proposed by AB, seconded by MG and unanimously approved that a centrally held development budget be created for Project Leads to draw down from, if needed, for their projects between board meetings. Action: Maximum amounts and procedure for this to be drawn up for the next board meeting by the Finance Committee.

Finance
Committee

5.3 All were in agreement that given the scope of our finances, it would be better to pay a Chartered Accountant to perform the duties of Treasurer, under the management of the Finance Committee. At the moment, our Articles of Association do not allow for this role to be paid. However, since we were already planning to update our Articles using the Scottish Government template (which would allow this), it was agreed that this change would be made at a General Meeting after the upcoming AGM. In the meantime, the Finance Committee will meet before the AGM to elect a new Chair. When TK steps down, the new Chair will become Acting Treasurer until the Articles can be updated to make it into a paid position. Concurrently, a 6-month contract of services will be drawn up for a Chartered Accountant in the community. Action: FBB to coordinate a meeting of the Finance Committee.

FBB

5.4 BM volunteered to join the Finance Committee.

6. Project Progress Updates

6.1. Callander Old Primary School

6.1.1. BM had previously circulated a paper summarising the progress made so far with collecting over 100 survey responses to the idea of making an asset transfer of the Bridgend Primary School building and converting it into an Arts, Education and Training Centre, as well as approvals for funding applications to the Scottish Land Fund and Architectural Heritage Fund for a feasibility study and business case, and a published tender brief for consultants to undertake this work. These were approved.

6.1.2. BM requested project expenditure of £5,000 for match funding towards the feasibility study. Action: BM to update the COPS Project Information File with the request and submit to the Finance Committee who were given delegated authority to approve this spending.

BM

6.2. Meadows Masterplan and Car Parks

6.2.1. PP summarised meetings with Gairloch Community Council and Loch Lomond & Trossachs National Park who have each installed motorhome and toilet facilities fairly recently but have worked to quite different models. This is to help inform the approach we take towards the toilet block at Station Road. PP added that a feasibility study would look at options for upgrading the building, converting it, removing it or re-siting it.

6.2.2. SM reported that he and FBB had also met with Murray McKellar (LLTNPA) and Anne-Michelle Ketteridge (SC) to discuss funding and will update the project team on their discussions.

6.3. Callander Connect

6.3.1. FBB reported that we had received £500 from the Braes of Doune Community fund towards running costs of Callander Connect, which was gratefully received. He and SM are shortly to submit an application to National Lottery Awards for All for £6,000 for the same.

6.4. EBikes

6.4.1. FBB pointed out that with the resignation of GK, the EBikes project would be in need of a project lead soon.

6.5. Pedestrian Bridge and Safe Routes to School

6.5.1. David Hopper has confirmed that the first tranche of Scottish Government funds has been confirmed and received and work is now being undertaken to engage consultants and prepare a feasibility study to seek our realistic options for the alignment of the bridge. Once this has been organised, he would like a meeting with the team for this LPP priority to discuss next steps.

6.6. Camp Place Phone Box

6.6.1. MM advised that the painting of the box is scheduled for the end of October. The previously overgrown footpath has now been cleared, and conversations

being held about fitting a defibrillator to the outside back panel. A donation of a defibrillator has been offered, and now ongoing maintenance costs and servicing is being investigated.

7. Reports/updates

7.1. Finance, Operations manager, Development Officer and Affiliate Group reports were all previously circulated. Due to time constraints with the presentation and approval of the Annual Accounts this meeting, these were not discussed.

8. Format of CCDT AGM 2025

8.1. FBB presented a suggested draft agenda for the upcoming AGM, using the same format as last year. All were content to use this.

8.2. There was a discussion around making the meeting hybrid. However, due to the lack of explicit allowance for this in our current Articles of Association (another change to be made at a subsequent Extraordinary General Meeting), and the accessibility of the building and our membership all being local, it was agreed to stay in-person only this year.

9. CCDT Annual Reports & Accounts 2024-2025

9.1. RT presented the draft Annual Report and Accounts for the Financial Year 1st April 2024 to 31st March 2025.

9.2. The draft showed that CCDT achieved a net surplus of £135,953, with total funds increasing to £1.7m. Income of £503k was generated primarily from Callander Community Hydro Ltd and other grants, while expenditure of £369k supported charitable activities, the Visitor Information Centre, and community projects. The Hydro Fund distributed grants to a range of local initiatives, and the A'Chruinneag flat contributes a modest income stream. RT noted that this is the second year of producing consolidated group accounts with Callander Community Hydro Limited and was generally more straight forward.

9.3. Queries were answered around depreciation, tax, project statuses to the satisfaction of all in the room. Subject to an inspection of the Hydro Scheme and its stock of spare parts (taking place immediately after this meeting) RT was happy for the accounts to be put to the CCDT Board for approval. MG proposed acceptance, seconded by PP, and all voted in favour.

9.4. Action: FBB to organise the signatures and distribute to membership well in advance of the AGM.

10. Any other business

10.1. St Kessogs

FBB

10.1.1. MM reported that the favoured buyer for St Kessog's is still in negotiation with Stirling Council about the necessary works and funding for the building.

10.1.2. Due to an inquorate meeting of the Hydro Fund Committee on 12th August, those trustees present made recommendations for each application received, to be ratified by the full quorate board.

Date of next meeting: Tuesday 28th October 2025 at 10am, Callander Connect. AGM taking place that evening at 6pm at McLaren Leisure Centre.

Appendix 1: Finance Report Summary

	Year to date (July 25)			Notes	Approved Budget Financial Year 25/26			Notes
CCHL Income	£100,000						£306,000	
Cost centres	Income	Expenditure	Balance		Income	Expenditure	Balance	
Operations	£0	£24,795	-£24,795		£0	£74,230	-£74,230	
Holiday Let	£9,824	£4,810	£5,014		£22,000	£12,663	£9,337	
ATM	£1,750	£0	£1,750		£3,500	£0	£3,500	
VIC	£35,852	£30,626	£5,226	C. £19k in stock	£40,000	£50,000	-£10,000	
Callander Connect	£250	£5,595	-£5,345		£2,052	£13,052	-£11,000	Added projector and screen
LPP	£0	£2,380	-£2,380		£0	£11,280	-£11,280	Spend approved for Imagine If April extension plus £10k for 8 months Dev Officer
Hydro Charity Fund	£30,000	£29,316	-£684		£0	£70,000	-£70,000	Usual £60k allocation from CCDT resources but added £10k for CAB Hardship Fund
Investment Fund	£0	£170,000	-£170,000	2024/25 £120k + Apr-Aug 25 £50k	£0	£120,000	-£120,000	In accordance with formally approved Investment Strategy
Managed Funds	£968	£20,261	£19,293	PIG	£0	£0	£0	Any approved spend will need to be drawn down from Contingency below
Contingency	£0	£12,280	-£12,280	Callander Connect	£30	£22,357	-£22,327	
Total CCDT Expenditure	£78,644	£300,063	-£221,419		£67,582	£373,582	-£306,000	
CCDT Balance			-£39,156				£0	

