

MBCDT - BOARD MEETING 27.03.2017

Venue	Strathardle Inn
Present	Liz Mallinson (Acting Chair) LM , Darrel Townsend DT , David Stewart DS , Miles Goodman MG , Janet Hunter JH , Roger Clare RC , John Manning JM , Ian Hamilton IH , Colin Reed CR
Apologies	Caroline Shiers, Colin Murdoch, Kate Hunter
Guests	Len Seal (Ericht Trust) LS , Ian Richards (Blairgowrie Community Council) IR , Mike Kerby (Forestry Enterprise) MK
LM	Welcomed us to the meeting, introducing LS, IR and MK

Drimmie Forest

- LM summarised the current information and position re: potential joint purchase of Drimmie woods. A Joint note of interest has been lodged by MBDCT and Ericht Trust.. MK states Book Value of £552K for 150ha area. MK stated that outright purchase of whole site is not the only option – smaller areas and/or leases are alternatives. Costs for valuation approx. £2K split 50/50 between Forestry Enterprise and grant funding from Forestry Commission (FC). FC tend to sell sites like this as they are problematic in some way – poor access, lower income, lower potential, etc in order to raise funds for their more promising FC sites. MK noted that access is a particular challenge with this site.

LM opened the debate asking the Directors to consider firstly whether the Trust in pursuit of its goal/need to identify income generating opportunities considered forestry as the right route and if so whether this was the right opportunity. The Community Empowerment Act opens up potentially any bid for such purchase and there might be better future options, Straloch School given as an example of possible alternative income generating opportunity. The question for the Trust was whether this project should be pursued at all.

DT highlighted the importance of 100% consensus needed between all partners, and some concerns about the necessary capacity required from partners. JH raised a number of concerns re: why exactly are FC selling and MK highlighted differences between Drimmie and other higher profile and more desirable FC sites. IH instincts are that much more information is needed before any detailed judgements are made by the Board. MG/JM highlighted opportunity for legacy and MG gave example of lease of site outside Alyth with successful Bike Park development. Concerns were raised about the requirements for future management and obligations for replanting etc. MK stated that various forestry management companies operate at such sites and that their costs could be covered by any income generated. DT raises concerns that potential income has to be properly identified in order that the project does not become a serious financial liability. LM raised her concern that this would be a substantial undertaking and at present the priority project for the Trust

must be the Spittal. Agreement was reached to obtain more information LM to attend along with LS and IR a meeting with Rebecca Carr Forest Enterprise on 6th April to which all are welcome. LS will be exploring similar conversation with Ericht Trust. Decision on whether to proceed to be made by both Trusts by end of May.

HEAT Project

- Project overview and progress update given by LS. Project Application has been circulated for general information. Recruitment underway for Project Manager (LM to assist) & two other project posts – LS hopeful posts will be filled by end April 2017. LS highlighted clear message of support from MBCDT and confirmed one of three project operation sites will be the Session House. LS suggested that more representation from our area (in addition to Caroline Shiers) would be beneficial and that this should ideally mean a MBCDT Director joining the project Board confirming that current timing of meetings etc could change to accommodate . Action LM to explore further with Kate Hunter.
- **Approval of Minutes of Last Meeting (LM)** Amendment to date of Windfarm meeting is required (Action – CR) Accepted by all present
- **Matters Arising (LM)**
 - - DT- Following the previous board meeting DT stated he had written to Kirkmichael Village Shop Board in respect of the grant of £750.00, provided by a third party funder, issued via MBCDT. On provision of the grant the funder's solicitors asked for six monthly updates on progress. A reply has been received from a shop Board Director, a copy of which has been forwarded to the funder's solicitors. This is in pursuance of the obligation on MBCDT. A reply has yet to be received from the solicitors, it is hoped that a response will be available for the next Trust board meeting. JM suggested that the project spend could possibly be staged and as a result discharge The Trust from any further obligation. LM suggested we wait for a response from the funder's solicitors and that JM's suggestion may be a way forward. It was agreed to add the item to The Trust's risk register.
 - Correspondence & Company Address – CR highlighted out of date Company Addresses on various forms, etc available online. RC address should be used & CR to Action and include further audit of out of date information within Comms Strategy paper.
 - Register of Members – DT & CR confirmed that CR now has password protected Register in his possession and that he is currently the only person with access. Board agreed that this should continue to be the case to ensure appropriate data protection requirements are met.

- Footpath Network – DT explained there appears to be a potential shortfall in funding for scheduled maintenance in Year 5. Although there are eight further years of funding payments due an estimate provided by DT shows that fundraising might be required earlier than anticipated. The Memo of Understanding sets out that future fundraising is a joint responsibility and he is concerned the Trust might be held jointly responsible. JM suggested clarification be sought from PKCT regarding plans & schedule of works; Board agreed that issue should be added to the Risk Register. CR to Action. RC to Action contact with PKCT with support from DT to mitigate the risk.

Treasurer's Update (DT)

- Bank Balance £14830.27 – Available Unrestricted £1798.64 – Available Restricted £11723.67 – Total Available Funds £13527.31
- Request from DT to all Directors that any monies in or out of Trust funds be accompanied by invoices and/or any associated paperwork for clarity to ensure effective financial control and management of accounts. Board agreed to action as requested.
- DT requested movement of monies from unrestricted funds to cover shortfall in Archive Project, to be replaced when final tranche of grant money is received. Agreement from all present. CR to work with JM and IH to ensure timely and clear completion of project reporting by end May.
- DT enquired after whereabouts of list of Fixed Asset equipment & JM confirmed items are in his possession.

Risk register (LM)

- CR to add Footpaths Project and Shop Toilet to Risk Register and to correct typos on previous month's Register

Project Decision Framework & Tools

- IH discussed progress and produced for circulation two documents regarding Declaration of Interest issues for all Directors. The Policy document was read and agreed by all present, and the Declaration form to be completed by next Board Meeting and returned to CR for filing.

Board Focus

Spittal Project

- DS presented latest project updates. Meeting with sellers & CNPA Murray Ferguson (Head of Planning) is upcoming and preparations are progressing. DS updated on latest grant funding award and explained £2700 not given for Legal Fees that didn't qualify for funding criteria. DT is supporting DS and will attend. JH declares potential conflict of interest with her role on CNPA Planning Committee and will seek further clarification. DS also updates on Steering Group issues and is hopeful for recruitment of key individuals soon. LM raises

concern that with Phil Smith departure the GSTA appeared to have no representation on Steering Group. DS agreed and will make a direct approach. DS also highlighted a particular skills gap regarding grant applications, fundraising, website and PR. General discussion regarding current role of the Steering Group and what would be required regarding governance and management in future if and when project delivery was required. LM made some suggestions on how that might be organised and it was agreed that a piece of work was needed to consider options on governance and management structures. DS also circulated Next Steps section from project Business Plan. DS & LM to discuss further before next Board meeting.

Communications & Website

- CR provided brief outline overview of Draft Communications Strategy & Discussion paper. This will be circulated to all Directors and will be an agenda point at next Board Meeting. MG confirmed that he and CR had discussed issues and way forward regarding MBCDT website, and CR/MG will now be progressing actions required. CR will contact Sue Smith to obtain control of Facebook pages.

IH Leaves Meeting at 21.00

- JM provides update on recently attended Community Council meeting: no major updates to report. IH also provided a brief note which can be circulated along with Minutes
- JH updated on Landscape Partnership and reported that there has been no further contact following recent external communications.
- JH requested that over and above IH's work on conflict of interest. A project decision making framework needs to be developed to provide a basis for evaluation should multiple project applications be forthcoming. JH/IH to action.
- CR updated on Charity Shop plans in KH's absence, and preparations will be ongoing over the next few weeks with updates circulated to all Directors.
- JM updated on Archive Project and reports one new volunteer. Display Board is due for arrival and will need to be installed. CR to work with JM regarding maximising Press & PR opportunities when this work is completed. JM to pursue contacts in Bell Library as a source of support.
- LM provided a brief update on shared Development Officer funding and is awaiting responses from GTA and CC. Funding will be via Drumderg, Leader May/June 2017. . Strengthening Communities funds is not "application" driven and controlled by DTAS on behalf of Scottish Government. LM exploring further with DTAS.

A.O.B.

- LM updates on proposed meeting using Rory Dutton DTAS to gain better understanding of opportunities presented by new Community Asset Transfer powers. Proposed dates 2nd or 3rd May and LM/CR will

continue to liaise with Rory and other interested parties in order to bring this meeting together. Request by LM for all Directors to put dates in diaries.

- LM to action registering a Note of Interest regarding sale of Straloch School
- DT raises issue of future funding for Archive Project website & CR to address this as part of Comms Strategy

DATE OF NEXT MEETING 26.04.17