

MOUNT BLAIR COMMUNITY DEVELOPMENT TRUST

BOARD MEETING

Date 26.04.17

Venue Strathardle Inn

Present Liz Mallinson (Acting Chair) **LM**, Darrel Townsend **DT**, Miles Goodman **MG**, Roger Clare **RC**, John Manning **JM**, Ian Hamilton **IH**, Colin Reed **CR**

Apologies Caroline Shiers, Colin Murdoch Janet Hunter, Kate Hunter

LM Welcomed us to the meeting

Approval of Minutes of Last Meeting (LM) Accepted by all present

LM also asked for any declarations of conflict of interest on agenda items and Register of Directors Interest Forms were signed by those present and returned to CR for filing alongside those he has already received

Matters arising (LM)

- Drimmie Forest – formal note taken of the Board’s decision taken in correspondence that the Trust do not wish to pursue purchase of this woodland. It was also noted that the Ericht Trust had also reached a decision not to proceed.
- Landscape Partnership – discussion of understanding regarding correspondence received from PKCT and the deferral of any project and associated funding applications until next year
- Straloch School – CR confirmed that a Stage 1 Expression of Interest Form was completed and returned to John Corrigan at PKC. John has acknowledged receipt and will be the main point of contact from hereon. Having registered we will be automatically informed of actions by PKC.
- Community Asset Briefing from DTAS – LM confirmed date of 2nd May at the Strathardle Inn and good response from interested parties outwith the MBCDT area. CR to ask Rory Dutton if there is any recommended reading for delegates and will circulate any response.
- HEAT Project – MG confirmed that he has made contact with project staff and that the first meeting he is to attend is 27.04.17. LM reiterated thanks to MG on behalf of the Directors for taking the lead with this project and also outlined the suitability, passion and commitment of Martin Mathers, recently appointed Director of the project.
- Project Decision Making Framework – no progress to report from IH, but short discussion to confirm requirements. IH to progress further action after liaising with JH.
- Footpath Network – RC discussed PKCT reply to his letter raising concerns with potential shortfall for maintenance funding - some reassurance was received from them that this issue would be carefully planned and managed. PKCT also highlighted a previous underspend c£3K which will help mitigate the potential shortfall. CR to update Risk Register accordingly, but with comment that there could still be a requirement for the Trust to raise funds in the future

RC also recently met with five local volunteers, Alan Dormund from Green Spaces, Andy Barrie to discuss signage and access issues and felt this was useful and productive. Andy Barrie PKC to investigate simplifying signage. Funding of £600pa could be sought from PKC for maintenance equipment and Alan Dormund keen to advise. Specific concerns regarding Kindrogan Wood access and AD to liaise with Forestry Commission regarding fallen trees. A future meeting is to be planned to investigate improvement of signage within Kirkmichael village.

- Kirkmichael Shop Disabled Toilet – DT reports no reply to his recent correspondence and will keep chasing progress
- Director's Resignation – LM reiterated the recent communication from David Stewart regarding his resignation as a Director and that she and DT had both since spoken with David. Agreement was made by all Directors present that a replacement Director be sought and that LM would make initial contact with any potential candidates. Both geographical and gender and age balance were discussed and it was felt that it would be a good move to address both of these issue if possible.
- The Board wished to express their thanks to David for his commitment and work over the years in support of the Trust.

Treasurer's Update DT

- Bank Balance £10151.40 – Unrestricted Funds £1210.15 – Restricted Funds £8941.25 – No Uncleared Items
- Approved pending payments from funders: Spittal Stage One £9790.00 – Development Officer £4765.00 – Community Archive Project £2230.00 (£573.29 of this amount is to be repaid to General Fund on receipt)
- DT & LM thanked RC for his assistance with completing the necessary paperwork in order to draw down the final funds for the Development Officer
- It was also noted that the upcoming Charity Shop would bolster Unrestricted Funds

Risk register

- CR to re-issue Risk Register to reflect recent updates.

Communications Strategy

- LM confirmed that no comments or concerns had been raised as a result of CR circulating the Draft Communications Strategy and that the proposals contained therein would now be actioned. CR highlighted the new hosting requirements that will be needed to support a new secure email system for the Trust – work on this will commence after 16th May once the mountblaircdt.org domain is back under Trust control. This will also facilitate similar arrangements in respect of future management of Dropbox. MG agreed to be the nominated Director responsible for sign-off on external

communications should the Chair or Acting Chair be unavailable due to absence.

Charity Shop

- In KH's absence CR gave overview of progress so far with particular regard to volunteer staffing levels and the requirement for more cover on certain days. CR to re-circulate rota by end of next week. DT asks for clarification on rent payment to Howes and availability of float money – CR to clarify full and clear financial management process with KH upon her return home.

Telephone Libraries

- CR gave overview of the two quotes for work received and agreement was given by all present to proceed with the best value quote. CR to upload both quotes onto Dropbox and will now contact chosen contractors ensuring Public Liability Insurance and Trust terms for contractors are accepted with a request for works to be complete by end of May. Short discussion followed regarding sourcing of books for completed libraries and it was agreed that Charity Shop activity would provide some good stock.

Archive Project

- New board sign now erected and JM to liaise with CR regarding some good potential PR opportunities. LM reminded IH and JM that CR had provided an outline framework for the completion of the Closure Report and IH anticipates completion of this in two weeks, but no later than end of May for submission.

Community Council Update

- Colin Murdoch not present at meeting so no update given further than that received from John Manning at the Trust March meeting.

Spittal Update

- LM summarised next steps following a hand over discussion with David Stewart. Meeting on 4th May with Nick Mardell and Claire Martin Scottish Land Fund. LM will write to the current Steering Group members seeking a meeting on or before the 19th May.
- Board discussed the proposal to create a Board sub-committee to help bring greater focus to the Spittal project. The Board agreed with this proposal and DT was confirmed as the sub-committee Chair. LM asked for another Trust Director to join the sub-committee following DS resignation. RC agreed to take on this role and LM gave formal thanks to him for volunteering. As a number of Directors were not present at this meeting it was noted that involvement in the sub-committee is still open to others who may wish to join it.

LM advised that all Directors not just those involved in the sub-committee should familiarise themselves with the Business Plan and the Stage 1 Funding Application given importance of this project.

JM outlined the correspondence from PKC in relation to the pre-application enquiry response. LM pursuing a meeting with Murray Ferguson CNPA which will clarify the nature and depth of any additional information that CNPA is likely to require when they call in the application.

Development Officer

- LM outlined the issues involved in trying to co-ordinate and combine funding from Leader, Drumderg and Strengthening Communities and that as a result her recommendation would be to concentrate efforts on Strengthening Communities and Drumderg as this seems to provide the best opportunity.
- A draft Expression of Interest form to be submitted first week in May is being worked on in respect of Strengthening Communities and LM to circulate to all for comments and suggestions. LM suggested use of the skill gap work undertaken by IH as a possible input. Agreement sought and given that LM should continue with this current strategy. CR will also work on an application for Drumderg. Deadlines for applications is the 9th May

AOB

- LM explained that due to high season approaching for the Strathardle Inn there is a need for them to have full time access to their dining room. Future meetings will either therefore be held at the Session House or Directors homes.
- LM advises her attendance at CNPA Meet the Board Meeting 17th May.
- JM mentions District Heating Systems as an interesting idea and LM suggests there could be some potential tie in with the HEAT project.

Meeting timetable (subject to change at reasonable notice)

- **24th May**
- **21st June**
- **23rd August**
- **27th September**
- **25th Oct**
- **29th November**

AGM to be confirmed