

Minutes of DBDCDT Board Meeting No. 6

1st May 2023

7pm Co-working Space

Present: Norman Grieve (NG - Chair), Kathy Burns (KB), Cat Gordon (CG), Lachlan MacEwan (LM), Craig Ross (CR), Jan Silburn (JS), Beth Taylor (BT), Jane Bremner (JB - Minutes)

Phone: Stuart Paton (SP Treasurer),

Apologies: None

1. Minutes of Board Meeting 3rd April 2023

Proposed by **JS** and seconded by **LM**. Approved.

2. Matters arising from the Minutes

- **JS** has enquired about insurance. It was agreed to go ahead with a basic 3rd Party Insurance policy (approx. £180)– which can be reviewed and updated at a later point, if necessary (**JS**).
- Bank account in place. It was resolved that each of the 4 signatories (**KB, JS, NG** and **CR**) will apply for online banking as signatories and will sign those forms and the forms required for SP as Treasurer to be able to view the account. The account requires any two of the four signatories to authorize a payment.
- We have been awarded a Grant of £12,000 from the Gannochy Trust.
- The Volunteer Policy is not yet finalized as needs to be matched to the insurance policy. It will be ready for next meeting (**NG**)

3. Finance

Two Financial Policies have been drafted by **SP** and sent to Trustees. These are to be read and comments sent to **SP** by 5th May. These policies will then need to be endorsed via email.

NG proposed that the Trust will work to a budget, the first period being May'23 to April'24. The budget will be produced by **NG, BT** and **SP** next week and details circulated to all Trustees before the next meeting. The budget can include desk rental in the CIC and a laptop for the Community Connector, if there is enough money for these items.

As of 1st May, there is £4,600 in the bank with £12,000 from the Gannochy Trust and £12,500 for the 1st year of the SSE grant about to be deposited.

The Community Connector hours are increased from 20 to 24 hours per week, for the months of May/June/July.

Regarding the management, control and governance requirements for expenditure of larger sums of money related to capital projects, **NG** and **SP** initially are to draft the

required policies to be considered. It was suggested that assistance can be sought from other Trusts, Scottish Land Fund (Elyn Zhang), and others. **NG** will contact Elyn.

The Trust has been approached by different groups within the community to ask if they can hold their grant money in the Trust bank account as it is difficult for them to obtain bank accounts. This is a service that was provided for the Trust by CIC, prior to our bank account being opened. The Trustees agreed this can be done, subject to the terms and conditions set by the Treasurer in the applicable Financial Policy, which includes the need for such Groups to have a Constitution and the origin of funds to be verifiable.

Funding Update

A further £1000 towards the Community Connector salary has been secured from the Enchanted Forest Community Fund. The 2nd stage application to the Social Isolation and Loneliness Fund (SIAL) was submitted on 28th April (if successful, the first stage of grant would be paid in August 2023).

4. Community Connector activity

BT gave a written update of the activities she has undertaken in April 2023 (see addendum below), and in addition,

Community Fayre & Ceilidh Update:

Beth has met with Fiona Ritchie and a joint event between Friends of Asheville and DBDCDT is planned for Saturday 3rd June. An article has been printed in the May edition of The Bridge. Invitations have been sent via email to community groups and organisations. Further groups / organisations are to be contacted via phone calls. Please circulate the attached invitation to any groups / organisations you think would like to be represented. Posters and flyers will be up by the end of this week. **CG** has offered good display boards for the Fayre on 3rd June. All trustees have been asked to attend.

Community Outings Update A trip to Glendoick Garden Centre has been arranged for 9th May. Graham Wright has booked the Community Minibus and to date 8 residents from Servite have signed up.

5. AGM (Sept/Oct 2023)

Venue to be booked is the Birnam Arts Centre on 25th September at 7pm. This will cost £120 for 4 hours. It is envisaged that there will be another activity on the same evening to encourage as many people to come as possible. It is essential that there are 25 people attending the AGM to make it quorate. **NG** to write up the rules for the AGM, based on the Constitution.

6. How do we record potential conflicts of interest?

A discussion was had to decide how to be as transparent as possible and how to register any potential conflicts of interest. It was agreed that we should keep a live register of

potential conflicts of interest. **NG** will research the best way to do this, and report back at the next meeting.

7. Membership interaction – newsletter – publication of Minutes

A second newsletter will be written. **NG** to collate input from sub-groups. It will include thanks to sponsors, update on Community Connector scope of work, and updates on projects.

It was agreed that the minutes of Board Meetings will be published and available to read by the whole community. Initially they will be published on 'The Bridge' website and then, once it has been properly set up, on the Trust's own website. This will include all information about projects and finances. Prior to publication, minutes must have personal information redacted.

8. Local Development Plan input

Big Place Conversation (input for the next Local Development Plan)

The main purpose of these conversations is to shape the next Local Development Plan which will run from 2027 until 2037. The initial interaction with PKC Planning will take place in June-July-August '23 for our area.

NG, JS and BT will meet with Andrew Ballantine on Thursday 4th May to discuss the Trust input and involvement in promoting the Big Place Conversation (which is the basis for the Local Place Plan). People are to be encouraged to answer the PKC Big Place Conversation online survey both as individuals and as part of local groups.

9. Co-option of an additional Trustee

JS proposed the co-option of **Jane Bremner** as a Trustee, seconded by **LM. CR, NG** and **KB** agreed. **JB** to be added to the Register of Trustees, as of 1st May 2023 (**NG**).

Next Meeting: 5th June 2023 7pm Co-working Space

Addendum: Community Connector activity (April 2023)

Tasks completed this month:

- Organisation and administration of Trustee meeting on 3rd April 2023.
- Preparation of Stage 2 funding application to the Social Isolation and Loneliness Fund.
- Meeting with Fiona Ritchie (Friends of Asheville) to discuss Community Fayre and Ceilidh on 3rd June 2023 plus admin and follow up.
- Networking, Support & Administration provided to Servite, Path & Nature Group, Lunch Club, Repair Café, D&B In Bloom, D&B First Responders, Men's Shed and NTS Path Development ventures.
- Preparation and attendance at online meeting with Scottish Land Fund to discuss Dunkeld Craft Collective on 11th April 2023 and follow up with DCC.
- Attendance at Community Ownership Support Service (COSS) online training 'Introduction to 'Right to Buy@ and C.A.T.' on 13th April 2023.
- Attendance and follow up from meeting with John Swinney on 14th April 2023.
- Attendance at Wellness Recovery Action Plan (WRAP) Facilitator Training 17th to 21st April 2023.
- Attendance and administration relating to Housing Action Group (HAG) meeting on 17th April 2023.
- Attendance and administration relating to meeting with Danish delegation on 21st April 2023.
- Preparation and attendance at meeting with CLLD Forum on 25th April 2023.
- Meeting with Cara Stewart from NTS and Campbell Hall PKC to discuss housing options on 27th April 2023.
- General administration and preparation of minutes, documents, forms etc. for DBDCDT, Housing, Care and Dunkeld Craft Collective groups.
- Ongoing planning and preparation for Community Forum event and Lunch Club outings.