

Minutes of DBDCDT Board Meeting No. 7

5th June 2023

7pm Co-working Space

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

Phone: Stuart Paton (SP Treasurer),

Apologies: Lachlan MacEwan (LM), Craig Ross (CR)

Minutes of previous Board Meeting 1st May 2023

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

Matters arising from the Minutes

- **JS** and **NG** have bought an insurance policy for £157. For any volunteer activity to be covered by the insurance, it needs to be directly supervised by a trustee or **BT** in person, on site.
- Under this standard charity policy, it is not possible to assume responsibility and insure the activities of other groups.
- **CG** also suggested that the Volunteer Training Fund may be able to fund some insurance costs for volunteers.
BT will ask other development trusts about whether and how they insure volunteers in separate groups.
- First year of grant from the Gannochy Trust (£12,000) has been received and is now in bank.
- The Financial expenditure Policy for the Trust, and the Policy relating to the holding of money for other community groups have been endorsed by Trustees.
Other groups in Dunkeld and Birnam can now ask the Trust to lodge money in the Trust's bank account. The Repair Café and the Arboretum Group have done this and have been approved by the trustees. They are still to make a deposit into the account.
- Writing of the Volunteer Policy is on-going. (**NG**)
- **BT** has booked the main hall in Birnam Institute for AGM on 25th September. It was agreed that this will be a members and prospective members/trustees engagement night. This will allow us to encourage individuals to volunteer to be Trustees at the subsequent AGM to be held in November (for which a room with IT connections and screen to be booked – **BT**).
- A newsletter is to be sent to all members – action draft **NG**

Agenda:

1. Finance

Currently there is £25,500 in the account. All transactions must be approved by 2 trustees, and are subject to the Financial Policy for expenditure.

Dunkeld and Birnam CIC identified a discrepancy in accounts, indicating that the Trust owes them £120. This will be paid.

The Treasurer SP proposed and explained the budget for May 2023 to April 2024. Subject to a number of smaller adjustments to be made post meeting, the budget was approved by the Board of Trustees. The final version is attached.

- a. It is planned to spend the money granted to us for the year May 2023 to April 2024, within that period, to meet our commitment to sponsors.
- b. It is planned to discuss with and apply to the Gannochy Trust for a further grant by October 2023 with a view to receiving money in April 2024, which would allow a smooth cashflow transition into 2024-25.
- c. The hours to be allocated to the Community connector role in Jan 2024 – Apr 2024 will be reviewed if we are successful with further grants to cover this period.
- d. It was agreed that the Trust should take office space in the Co-working Space at the CIC, to provide a focal location, storage and mailbox. The cost is projected to be £150/month.
- e. The room rentals for Housing Action Group meetings at the CIC are to be included in the budget.

With the above amendments the annual budget was agreed for the period May 2023 to April 2024.

2. Future Funding

NG and **BT** had a very positive meeting with the Gannochy Trust. They were encouraged to put in a request to cover 3 years. A Grant application to be submitted in time for the Gannochy Trust December panel.

3. Community Connector activity

BT gave a written update of the activities she has undertaken in May 2023 (see Addendum 1 below).

Of particular note was the **Community Fayre & Ceilidh Saturday 3rd June**, which was a great success. A large number of comments from the attendees were made about how good the atmosphere was and how well **BT** had organised the whole event. Thanks were given to her by the Trustees.

There were 32 volunteer stalls and although not so many other members of the public people dropped in, the event allowed very useful exchange of ideas and discussion within

the groups. The Dunkeld & Birnam In Bloom and the First Responders groups both reported a healthy increase in volunteers due to this event.

BT, NG and **JS** also reported that it had been a good opportunity to discuss the Big Place Conversation with a diverse group of people.

BT encouraged trustees to be involved with the Community Ownership Support Service (COSS) online training. **JS** already attending and **JB** expressed interest in attending next session in June.

4. Big Place Conversation

NG, JS, LM and **BT** had a positive meeting with Andrew Ballantine from PKC on Thursday 4th May to discuss the Trust input and involvement in promoting the Big Place Conversation. The input period for Strathtay is June to August 2023. The wider consultation period within Council and Govt bodies is 2024 to 2025. The resulting new Local Development Plan will be endorsed in 2026 and be in place for the period 2027 to 2037. Andrew agreed that they could share a summary of the results of the Big Place Conversation with the Trust sometime in November 2023.

It was agreed we will actively publicise and promote the participation of both local groups and individuals in the Big Place Conversation – **BT and Trustees**.

The Trust will make its own submission on behalf of the Trust. **KB** kindly volunteered to manage this process and make the submission. The July Board meeting will be used to discuss the possible input. Trustees to forward before then a list of points that they would like to see included – **all Trustees and KB and Treasurer**.

This survey will be available for input from our area June – end August.

<https://www.pkc.gov.uk/bigplaceconversation>

5. Recording Conflicts of Interest

A discussion was had to decide if and how to register any potential conflicts of interest. There was a consensus in the room that a written list from all trustees would be difficult as the cut-off point of 'what was relevant' was difficult to determine. It was agreed by those present that at the beginning of each meeting the trustees would be asked formally if anyone had a conflict of interest for any of the agenda items. If so they would remove themselves from the room when these were discussed.

6. Housing Association Group Report

The workshop with the Community Housing Group, Local Authority and National Trust in May was very useful and underlined how much work there was still to do. A full report will be made at the next Trust meeting after the HAG have had their meeting to discuss the outcomes.

Next Meeting: 3rd July 2023 7pm Co-working Space

Addendum 1: Monthly Report from Community Connector (BT)

Tasks completed this month:

- Organisation and administration of Trustee meeting on 1st May 2023.
- 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, D&B Climate Café, D&B Repair Café, D&B In Bloom, D&B First Responders, Men's Shed, D&B Archives and NTS Path Development ventures.
- Attendance and follow up from DBDCDT budget meeting with Norman Grieve and Stuart Paton on 4th May 2023.
- Attendance and follow up from meeting with Andrew Ballantine regarding Big Place Conversation on 4th May 2023.
- Organisation and attendance at Daytrip to Glendoick Garden Centre on 9th May 2023.
- Preparation and attendance at Housing Network Meeting on 9th May 2023 and follow up.
- Attendance at Community Website meeting with Bridge and Archives on 15th May 2023.
- Attendance and follow up from meetings with D&B First Responders on 16th & 23rd May 2023.
- Attendance at Community Ownership Support Service (COSS) online training 'Feasibility and C.A.T.' on 18th May 2023.
- Attendance and follow up from meeting with Communities Housing Trust and PKC Affordable Housing Enabler on 18th May 2023.
- Preparation and attendance at meeting with Hayley Gardiner from Growbiz on 23rd May 2023.
- Preparation and attendance at meeting with Lidia Dye from Reconnect Vision PK on 24th May 2023.
- Attendance and administration relating to meeting with Paths for All on 30th May 2023.
- Funding Roadshow meetings with Gannochy Trust and National Lottery on 30th May 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.