

## **Minutes of Board Meeting, 16 May 2013**

### **Ivy Knoll, Ancaster Road, Crieff**

#### **Present**

Dawn Griesbach, Harold Gillespie, Ailsa Campbell, David Allan, Christine Forsyth, Ruth Stone, Emmy Hargrave

#### **Apologies**

Ann Ross, Jonathan Beck

#### **Declarations of Interest**

There were none.

#### **Admission of New Members**

Sixteen (16) individuals were accepted as new members of CCT. These included 13 Full members, 2 Associate members and 1 Business Associate member.

⇒ Welcome letters to be emailed to new members HG, by 31/5

#### **Appointment of new Director**

The Board was pleased to welcome Emmy Hargrave as a Director.

⇒ Advise Companies House HG, by 30/5

Unfortunately Jonathan Beck has had to stand down as Secretary. However, he has agreed to remain as a Director. Emmy agreed to take on the role of Secretary. As part of this role, she has also agreed to set up a knowledge base to enable board information to be easily stored and retrieved. This remit could be expanded later.

#### **Transport & Services Action Group and Paths Action Group**

There is currently no representative from these two working groups on the Board. As Harold is a member of the Paths Group, he offered to provide regular updates to the CCT Board. However, it was acknowledged that Stuart McKeeggie would continue to act as the Lead for the Paths Group.

A decision was taken that updates would be asked for each Board meeting and individuals could be invited to Board meetings as needed. This method will be reviewed in a few months.

There is currently no leader for the Transport & Services Action Group. It was decided to organise a meeting of individuals who expressed an interest in the Transport work first and see if anyone came forward.

⇒ Arrange a meeting of the Transport group DG, by 31/5

#### **Minutes**

The minutes of the previous board meeting were approved

⇒ Prepare pdf and send to Christine DG, by 20/5

It was agreed that, in future, draft minutes would be circulated to CUSP and CCC Secretaries for distribution to those groups. There would be one review round before they were sent. The minutes would be approved at the following board meeting. Dawn would send the final version in pdf format to Christine for publication on the website.

### **Matters arising from previous minutes**

A decision on membership of CUSP was deferred until after the CUSP AGM. Dawn agreed to attend the CUSP AGM with Ailsa.

It was agreed that, for the sake of promoting good communication between groups, Crieff Community Council and CUSP should be invited to nominate a representative to attend CCT board meetings. At the same time, a member of the board (usually Ailsa) will attend CCC and CUSP meetings.

⇒ Issue invitations to Crieff Community Council and CUSP. DG, by 13/6

### **Action Group Reports**

#### ***Town Centre Action Group***

The Town Centre group report was reviewed. It was agreed that the audit database would be put on the agenda of the next board meeting for review.

⇒ Add audit database to agenda for June board meeting DG, for 20/6  
⇒ Request a copy of the audit through Barry Hargrave DG, by 16/6

Communication on the BID project to be prepared for the CCT newsletter and approved by the BID committee prior to publication.

⇒ Prepare BID update for newsletter AC, by 6/6

#### ***Marketing & Promotion Action Group***

David reported that the Marketing Group had recently met and work was proceeding with gathering demographic data about visitors to Crieff. The group are keen to work together with Crieff & Strathearn Tourist Association (CSTA).

#### ***Paths Action Group***

There was no formal report from the Paths Group. Harold reported that liaison with the local countryside ranger had taken place and a working party had been organised to discuss upgrade of the Acorn Dell path.

⇒ A Paths Group update would be prepared and sent to CF. HG, by 6/6

#### ***Community & Recreational Facilities***

There was no report from this group. Dawn agreed to contact Ann for an update.

#### ***Transport & services***

A meeting will be organised of those interested in the Transport issue.

### **CCT Newsletter**

It was agreed that the newsletter will be published quarterly starting in June. All Action Group reports to be supplied to CF by 6/6. It was agreed that CF would have the authority to edit any Action Group update / report for inclusion in the newsletter.

## Roles and communication between Board and Action Groups and between Board members

Ailsa had circulated a paper setting out revised roles for Chair, Vice-chair, Secretary and Treasurer. This was agreed.

## Treasurer's report

There was a balance of £99.84 in the bank. There were ongoing delays in setting up an account at the Clydesdale Bank in Crieff. Harold was chasing this.

It was agreed that we should go ahead and apply for funding from PKC and others and that we should continue to use the CCT Steering Group bank account until the new account had been set up.

- ⇒ Send ideas to Dawn on other funding requirements All, by 31/5
- ⇒ Prepare an application for PKC and circulate to board DG, by 14/6

## Administrative

**Reporting volunteer hours.** Some funders are interested in knowing whether the Trust is helping to support more volunteering. It was agreed to try to keep a rough tally of the time spent by volunteers in each of the action groups. This would be included in the list of items to be reported from the action groups to the board.

Application to OSCR was underway.

- ⇒ Prepare application for next board meeting HG, by 20/5

**Website** It is now possible for people to join CCT through the website. Thanks to Kona Macphee for help with this. David offered to assist with the website. It was agreed to spend some time looking at a revamped website in September. Christine agreed to make some modifications and keep the website up-to-date in the meantime.

## Next meeting

At Ailsa's house in Burrell Street (number to be supplied) on 20<sup>th</sup> June 2013 at 7.30pm.