

Final

## Crieff Community Trust Board Meeting Minutes

**Attendees:** Ann Ross, David Allan, Emmy Hargrave, Harold Gillespie, Jonathan Beck, Ailsa Campbell, Dawn Griesbach

**Apologies:** Ruth Stone, Christine Forsyth

**Chair:** Dawn Griesbach

**Minute Taker:** Emmy Hargrave

The regular monthly meeting of the Crieff Community Trust (“CCT”) board was held on Thursday 20<sup>th</sup> June 2013 at 8 Burrell Street Crieff. The meeting started at 7:30pm, led by the Chair, Dawn Griesbach. The minutes of the previous meeting had been reviewed prior to the meeting and were accepted by all. Apologies accepted from absent attendees.

### Items covered during the meeting

#### 1. Matters arising from previous meeting

- Confirmation from Harold that new members agreed at previous meeting had been welcomed and emails sent.
- Harold advised details of new director have been sent to Companies House.
- Dawn confirmed no meeting of transport group had taken place
  - Action for Dawn to be carried over to next meeting, August 15th.
- Confirmation from Dawn that the minutes of previous meeting on web site in pdf format.
- Dawn confirmed CCT had issued an invitation to Crieff and Strathearn Upper Partnership (“CUSP”) to attend the board meetings, which had been accepted by Angus McDonald. Invitation still to be sent to Crieff Community Council (“CCC”), but have spoken to Stephen Leckie.
  - Action for Dawn to send formal invite to CCC.
  - Action for Emmy to send dates of board meetings to Angus McDonald.
- Dawn requested whether the Town Centre Property Audit was available and if suitable for wider distribution by publishing on the CCT website. Agreed to review at next meeting and ask Town Centre group if agree to publication.
  - Action for Emmy to obtain a copy and place in the CCT shared file system by Friday June 29<sup>th</sup>.
  - Action for all to review before next board meeting, August 15th
- Paths group update completed, regular meetings in place.
- Funding Application to PKC in progress. Funding to cover costs of newsletter, DTAS conference costs. Dawn spoke to Stephen McDonald at PKC; receiving confirmation the existing bank account could be used.
  - Action for Dawn to send details of funding to Jonathan, who will submit request before August 15th.

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- Harold confirmed the application to OSCR in progress.
- Foundation Scotland funding is also available to support voluntary company costs, to be used by the board for consultations and meetings plus basic support and start up costs.
  - Action for Dawn to send details of funding to Jon, who will submit request before August 15th.

### 2 Admission of new members

Harold proposed the admission of the two new members.  
All agreed to addition of these new members.

### 3 Any matters arising from action group meetings/projects

#### *Town Centre Group update from Ailsa Campbell*

Update: good meeting on Tuesday 18<sup>th</sup> June, minutes now circulated to group.

Outcome:

- Council's plans for future of Council-owned buildings unconfirmed. Action agreed to keep dialogue open with PKC.
- Confirmed Rhona Brock invited Bernadette Malone, PKC Chief Exec., to visit Crieff and it was agreed all groups should send representatives to attend.
- Seed funding for BID application submitted – 20K from the government to be matched funding with from PKC.
- Group seeking information on whether the Drummond Arms could be purchased. Action agreed to discuss findings at next group meeting
- Sub group set up to look at suggested uses of the Drummond Arms and conduct an initial feasibility study.

Air pollution findings – PKC has one year to consult with Crieff residents and produce an action plan to improve air quality in Crieff. CUSP taking lead on project. All agreed consultation should take place, including asking members of the community for input.

#### *Community & Recreation (Campus) update from Ann Ross*

- Sports ground drainage ongoing with PKC, continuing to follow up.
- Commonwealth games funding available for sports facilities, the details are being looked at.
- Sports Hub in discussion –waiting on planning for the new Primary School which has been delayed.
- Dallerie sport development consultation in progress will provide access to the public. Not yet finalized, continuing to monitor progress.

#### *Marketing & Promotion update from David Allan*

- Clubs and groups in Crieff identified and list shared with group.
- SWOT analysis completed and shared with group.
- Agreed to conduct a survey of the visitors on why they are coming to town.

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Ongoing action to define survey questions.

- Review of all websites with Crieff information completed showing a lot of disparate information available. Agreed Crieff should have one main site connecting all information. Dawn confirmed initial discussions started with Chris McIntosh (CCC) and Jacqui Balfour and Gordon Morrison, who are also interested.
  - Action for Dawn to send email, to arrange meeting with DA & EH from marketing group to discuss further.

*Environment & Heritage (Paths) update from Harold Gillespie*

- June 18<sup>th</sup> action group spent time repairing the path from Laggan Hill to the Baird Monument.
- Gordon Morrison to join Marketing group meeting on Monday 24<sup>th</sup> June to discuss a “Walkers Welcome Scheme”

All agreed regular updates to the group activities are beneficial and to use social media to be more effective in providing more details to members. Agreed not to put project group minutes on the CCT website. Agreed to encourage project leaders to post key achievements on facebook.

- Action for Emmy to ask project leaders to have their teams post on CCT facebook by August 15th.

### 4 Treasurer’s report

- No change to finances since last time.
- Slow progress setting up new bank account.
  - Action for Harold to approach bank again and provide update at next meeting August 15th
- Charity Application & Trustee Declaration: All to read and sign the charity trustee declaration. Completed, all directors present signed trustee declarations.
  - Action for all to review the OSCR application and send feedback to Harold by 25th June.

### 5 Administrative items

- All agreed the shared folder structure was sufficient for the current needs of the business. To ensure data protection, only Harold Gillespie will have access to Members Database. Plus Emmy Hargrave as administrator and back up.
  - Action for Emmy to give access to all CCT board to folders.
- Approval of CCT Board Structure still in progress, a few items missing from document agreed in April.
  - Action for Jonathan to send original version and Emmy to merge.
- All agreed to publish only final documents in shared folders.

### 6 Location and date of next meeting

- All agreed to cancel July 18th board meeting, no quorum available.

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- Next meeting to be held on Aug 15th – at Grimstokes Connaught Terrace, Crieff.

## 7 Any other business

- Feedback from CUSP meeting, attended by Emmy Hargrave on 17th June.
  - Comments from Rhona Brock that some members had been looking for an update on the CAP
  - Rhona Brock mentioned the Commonwealth Games funding.
  - Question rose on whether CCT had seed funding, Emmy confirmed applications were in progress with PKC.
  - CUSP working on improvement plans for the “Acorn dell path” to provide access for all groups, including disabled.

- CCT Membership of CUSP

All agreed to join the membership of CUSP, board members agreed to attend. Emmy to attend next meeting.

- Action for Dawn to send letter requesting membership by August 15th

- Communication: Newsletter update

Proof circulated for review, minor changes suggested to the newsletter. Angus MCD to give new text from CUSP. Dawn to provide more details for the Community & Recreation facilities. Discussed possibility of a press release on Town Centre group progress.

- All to review and send revisions to Ailsa by Monday June 24<sup>th</sup>.
- Action for Ailsa to send to printer for Tuesday, 25<sup>th</sup> June.
- Email and press release Friday 29<sup>th</sup> June.

Meeting adjourned at 9:00pm.