

Crieff Community Trust Board Meeting Minutes

Attendees: Ann Ross, David Allan, Emmy Hargrave, Harold Gillespie, Ailsa Campbell, Dawn Griesbach, Ruth Stone,

Apologies: Christine Forsyth, Jonathan Beck, Angus McDonald

Chair: Dawn Griesbach

Minute Taker: Emmy Hargrave

The regular monthly meeting of the Crieff Community Trust (“CCT”) board was held on Thursday 22nd August 2013 at Ivy Knoll - upper flat, Ancaster Road, 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**

- Dawn confirmed the transport group had been emailed and a meeting will take place in the next 2 to 3 weeks. Action carried forward.
- Emmy confirmed details of the board meetings had been shared with Angus McDonald.
- Dawn confirmed Creiff Community Council had received a meeting invitation, and requested our groups continue to exchange minutes of meetings rather than send a representative to the meetings. All agreed.
- Emmy confirmed that the Town Centre Vacant Property Audit was available in the CCT shared folders, in folder ‘7. Community Projects’.
- Dawn confirmed request sent to Chris McIntosh (CCC) and Jacqui Balfour and Gordon Morrison to arrange a meeting to discuss the Crieff websites.
- Dawn confirmed the Funding Application to PKC has been successful. Funding received to cover costs of the quarterly newsletter, DTAS conference and site visit costs.
- Confirmed that Foundation Scotland funding was not successful. The reason stated in their letter was that they were unable to match any of the giving criteria of their clients to our application.
- Request for project leaders to use CCT Facebook page to communicate proactively to members still to be completed before next board meeting. Action carried forward.
- Emmy confirmed version 4 of the CCT board structure is on the CCT shared folders for all to review. Agreed to review on a regular basis. Document is in folder ‘4. Company Documents’.
- Dawn confirmed CUSP application membership letter sent and received by Angus

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McDonald.

2 Admission of new members

Harold proposed the admission of 13 new members.

All agreed to addition of these new members.

Harold confirmed g-mail account is updated with new member contact details.

3 Any matters arising from action group meetings/projects

Town Centre Group update from Ailsa Campbell

- Small team to meet before the 10th Sept to discuss a feasibility study of the Drummond Arms and determine next steps.
- Investigated Gannochy Trust to see what funding may be available. Gannochy Trust has new management and possible changes to funding projects. Agreed may be too soon to apply.
- Agreed 'Investing in Ideas & Architectural Heritage' fund is a possible funding source for a feasibility study
- BID meeting with Ian Davidson Porter from BID Scotland has taken place. £20K from Scot govt available for CCC to fund a BID Manager and cover the cost of consultation and a business plan which will be voted on. Application for PKC funding is being prepared by the working party.
- Investigating the legislation on how to manage a BID Vote. Initial findings suggest that due to Scottish Referendum in 2014, the BID vote may have to be delayed until 2015, planned meeting on Sept 1st to discuss.

Community & Recreation (Campus) update from Ann Ross

- User survey from Community Campus now available. Initial review shows catering and campus environment received the lowest survey scores. Along with cost of letting space and value for money. The published results of the survey do not include the question that was added at the request of CCT.
- New Primary School building initial group meetings have taken place: mainly academic staff at these meetings. Access issues remain the big concern.
- Ann working to identify details of consultation and meetings. Ruth suggested adding to the agenda for the strategy meeting with PKC planned for Friday 13th.
- Ann working to identify details of consultation and meetings. Ruth suggested a strategy meeting with PKC. [Not sure I remember this discussion?]
- Dawn confirmed a meeting is planned with representatives from CCC, CUSP, and CCT on Sept 13th with CEO of Council @ 9.30.

Marketing & Promotion update from David Allan

- Survey of visitors underway in B&B's, Crieff Hydro and at Crieff Highland Games.
- Agree on how to collate information at next meeting on August 26th.

- Suggestion is to use survey monkey to collate results.
- Crieff Websites discussions still ongoing. Chris McKintosh contacted CUSP to discuss how to work together on the initiative. Kirsty Brown from the Library agreed to put library diary into Crieff.org. Emmy agreed to follow up and set up meeting with all parties.

Environment & Heritage (Paths) update from Harold Gillespie

- No updates this meeting, group did not meet over the holidays.

4 Treasurer's report

- 24.00 GBP in the bank.
- 1,700 GBP due from the Perth & Kinross: Funding to cover up to 8 people to attend the DTAS conference, site visits and training following the DTAS conference. Plus printing the newsletter and publicity for the CCT.
- Harold confirmed a meeting was arranged with the Clydesdale Bank on Monday 26th August to try and finalize the set up of the CCT bank account.

5 Administrative items

Fundraising

- All agreed the need to conduct fundraising events to provide general funds for meeting room hire and other items. Suggestions included coffee mornings, bag packing at the CO-OP, etc.
- All agreed we should engage other members to help in these types of events, but that we had to be clear what the funding was for and how the money would be used.
- Harold noted that a key function of the Board is to raise the funds needed by the project groups. All agreed. All agreed we also needed be more co-ordinated on how we are managing fundraising activities.
- Each project group to provide a list of funding needs over the next 6-12 months their group. This will then be matched to funding sources available.
- All agreed we needed communicate to the groups, how the Board can help with funding and what information is required.

CUSP High Street traffic monitoring survey

- Dawn raised the new initiative from CUSP, looking for volunteers to survey the high street to monitor and collate evidence of the traffic issues, problems and incidents
- Dawn has spoken with Keith Irving, Living Streets, a charity based in Edinburgh which is supported by the Scottish Government to work with communities in Scotland to improve walking environments, get people walking to schools, tackle litter & improve surfaces. The organisation can help by producing an independent audit report which can help to get support.

- Dawn has been in contact with Gordon Taylor from CUSP to suggest a meeting with Keith Irving.

Newsletter (Autumn 2013)

- Ailsa advised next update was due in September. All agreed to issue in October to allow time for groups to return and provide updates.
- Copy to be provided by September 14th.
- As well as group updates, and CUSP updates, agreed to include initial survey findings from Marketing team

DTAS Conference (Monday, 2nd September)

- Current attendees are Dawn, Ailsa, Jonathan and Ruth.

Focus group by Kirsty Brown – Big Listen 2

- PKC Culture Services are undertaking a consultation from 2 Sept – 12 Oct; to find out what people want from services. Kirsty Brown, from the Crieff Library, would like to do a focus group with the CCT Board. Agreed to ask Kirsty to suggest some dates.

6 Location and date of next meeting

Next meeting to be held on Sept 19th – at Coneyhill, Carrington Terrace, Crieff.
New time for meeting is 8pm.

7 Any other business

- CUSP Update – no update
- CCC Update – no update
- All agreed that we need to have a planning meeting to discuss key topics and the way forward for CCT in areas of Governance, Strategy, Objectives and Communication.
- Survey/Balloting members; simplest way through survey monkey. Town Centre group to contact Dawn before starting.
- All agreed a presence at the farmers market: 2nd Saturday of the month would help to communicate to members on a regular basis and raise profile of CCT. All to ask for volunteers to attend market to discuss and talk to community about the Trust.

Meeting adjourned at 9:20pm.

Open Actions Arising from Meetings

Board Meeting	Action	Owner	Due Date
June 20 th	Transport group to meet in few weeks	Dawn	30/09/2013
June 20 th	Town Centre Vacant Property Audit: all to review before next board meeting	All	19/09/2013
June 20 th	CCT Facebook: send request to project leaders	Emmy	19/09/2013
August 22 nd	Crieff websites 1. Provide contact details of interested parties to Emmy 2. Contact all and set up meeting to discuss	Dawn	06/09/2013
		Emmy	13/09/2013
August 22 nd	New Primary School 1. Contact Rhona Brock to find out more information on meetings 2. Contact PKC to find out more information on meetings	Ann	19/09/2013
		Dawn	19/09/2013
August 22 nd	Bank Account: Next meeting August 26 th	Harold	26/08/2013
August 22 nd	Fundraising Events: Draft email for members to get volunteers for a fundraising group.	Alisa	06/09/2013
August 22 nd	Discuss co-ordination of funding activities with Jonathan	Dawn	19/09/2013
August 22 nd	Draft a message to groups on how to request funding.	Ruth	06/09/2013
August 22 nd	Traffic survey: offer CUSP to email members asking for volunteers, copying Emmy	Dawn	06/09/2013
August 22 nd	Living Charity & Traffic Survey: raise at next CUSP Meeting	Emmy	16/09/2013
August 22 nd	October Newsletter 1. Copy to be provided by Sept 14th 2. Request update from CUSP	All	14/09/2013
		Ailsa	14/09/2013
August 22 nd	Contact Kirsty Brown for couple of dates to meet to discuss Big Listen 2	Dawn	06/09/2013
August 22 nd	Planning Meeting to be arranged: suggested dates to be circulated	Dawn	06/09/2013
August 22 nd	Farmers Market Ailsa to send the CCC details of the market to David, to combine stands. Provide discussion points to talk about what doing.	Ailsa	02/09/2013
		Emmy	09/09/2013