

Crieff Community Trust Board Meeting Minutes

Attendees: Ann Ross (AR), Emmy Hargrave (EH), Harold Gillespie (HG), Ailsa Campbell (AC), Dawn Griesbach (DG), Ruth Stone (RS), Graham Donaldson (GD), Christine Forsyth (CF), Mhairi Rolin (MR)

Apologies: Alistair Strickland (AS)

Chair: Alisa Campbell

Minute Taker: Emmy Hargrave

The regular monthly meeting of the Crieff Community Trust (“CCT”) board was held on Thursday 20th March 2014 at Coneyhill, Carrington Terrace, Crieff. The meeting started at 8:00pm, led by the Chair, Ailsa Campbell. The minutes of the previous meeting had been reviewed prior to the meeting and were accepted by all after agreed amendments and modifications. Apologies from Alistair Strickland

1. Matters arising from previous meeting

- Transport group had not met – action carried forward
- Actions from Strategy Meeting – action carried forward
- Raise Living Streets request to meet at CUSP – action carried forward
- Invitation to Investing in Ideas to meet with CCT carried forward
- Update on the Preliminary Study from Fergus Purdy expected at the next TCG meeting
- TCG project plan has been updated with changes and circulated
- RS has spoken to both Growing Community Assets and the Heritage Lottery Fund. Options and next steps with Heritage Lottery Fund to be discussed at this meeting
- A room has been booked at the community campus for our AGM
- Extension of PKC funding secured until June 2014

2. Admission of new members

No new members.

3. Treasurer’s report

HG confirmed he will finalize the Annual Report and Financial statements for review and sign off, which must be done before AGM. Agreed to meet 2nd April 2014 to review and sign off.

4. Any matters arising from action group meetings

Community & Recreation (Campus) update from Ann Ross

Sports Partnership meeting took place. A mini commonwealth games for schools and disabled groups was discussed at the meeting.

A meeting to discuss the new Primary School is to be held on March 25th, Ann will attend the meeting.

AR provided information on the CWG fund, where funding is currently available, HG agreed to scan the documents and post in dropbox for everyone to review.

AR also confirmed that PKC would have funds available to community groups to leave a legacy from the CWG.

Marketing & Promotion update from Emmy Hargrave

Marketing group is meeting on 31st March to discuss next steps and the direction the group is taking. AC and EH to attend.

Environment & Heritage (Paths) update from Dawn Griesbach

DG confirmed that the survey is up and running. Questions and Answers are being prepared based on comments in the survey. AC to tweet on behalf of CCT the survey with appropriate support groups to raise awareness.

Town Centre Group update from Ruth Stone

RS & AC met with PKC and RBS, good meeting. RS also spoke with Growing Community Assets and Heritage Lottery fund. Outcome of the discussions with funders indicates that CCT should look for multiple funders. And they advised us to wait on the preliminary study before submitting any requests

After discussion, general agreement to resubmit a request to the Heritage Lottery Fund once the preliminary study received and reviewed. Funding would be to conduct business planning. Aim to submit project enquiry form by 29th April 2014.

5. Welcome Pack

AC recently attended a 'Trouble shooting for boards' training on how to set up and manage Development Trusts and would like CCT to develop a Welcome Pack for anyone joining the board. General agreement this was a good idea and a revision of current documentation was appropriate.

6. Annual General Meeting

After discussion, agreed the following agenda for AGM

Registration – 15 minutes

AGM – 35 minutes

1. Report by Chair (Delivered by Ailsa/Powerpoint)
2. Annual Accounts Report (Harold)
3. Election of Directors
4. AoB – Special Resolution: clarification to Articles
5. Q&A

HG agreed to draft the invitation to the AGM, which are to be sent by 13th April. EH agreed

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to finalize the clarification to the articles.

Logistics:

- Voting for election of directors: list of members required and sign in sheets. HG to provide
- Voting papers for members with voting rights. AC to provide
- EH to provide laptop for use.
- HG to provide box in case a secret ballot is required.

7. CCT Policies & Communication Plan

AC initiated discussion, raising that the board need to finalize these documents and communicate these to the Action Groups. EH shared communication document. Funding policy and Project Plan to be finalized. Eh to send all documents to board members for review and input.

8. Any other business

- CUSP update: Looking for volunteers to work Tim Steiner to promote walking and cycling in Crieff. Possible use to promote Town Bus Service
- Difficulty in finding company to finish signs but continuing to source. RSMcColl has been granted an alcohol license. CUSP AGM is 19th May.
- CCC Update: Funding has been provided for street banners to be up during the Ryder Cup.
- Bag packing tentatively planned for 29th November 2014

Next Board meeting 17th April 2014 at Coneyhill, Carrington Terrace, Crieff. All agreed to dates for Board meetings in 2014.

Meeting adjourned at 22:00 pm

Open Actions Arising from Meetings

Board Meeting	Action	Owner	Due Date
June 20 th	Transport group to meet		To be confirmed
Nov 21 st	EH to complete actions from Strategy Meeting	EH	17/04/2014
Nov 21 st	Raise Living Streets request to meet at CUSP	EH	28/04/2014
Dec 11 th	Identify new board members	All	On going
Dec 11 th	Invite Investing in Ideas to meet with CCT	AC/RS	
Dec 11 th	Preliminary study on Drummond Arms update	RS	
Jan 21 st	Investigate how to retain correspondence as confidential using shared file system	EH	17/04/2014
Jan 21 st	Resolve the outstanding question on article change	EH	31/03/2014
Feb 27 th	All groups to confirm if want to make use of visit funding	All	17/04/2014
Feb 27 th	Path Survey in Quair: confirmation if CDT will pay for half the cost.	DG	17/04/2014
Mar 20 th	Sign off of Annual Report & Financial Statement	HG & all	02/04/2014
Mar 20 th	Primary School Meeting to be held	AR	25/03/2014
Mar 20 th	Send organization and overview to GD	EH	31/03/2014
Mar 20 th	Pull together Welcome Pack for new board members	All	30/04/2014
Mar 20 th	Send AGM Invitation to Members	HG	13/04/2014
Mar 20 th	Send Communications, Funding policy and Project Plan document to all for final review	EH	31/03/2014