



**Crieff Community Trust Board Meeting**  
**7pm, 25<sup>th</sup> July 2019**  
**Burrell Street, Crieff**

**Present:** Ailsa Campbell (AC), Ann Ross (AR), Jim Anderson (JA), Mirela MacInnes (MM), Dan Granfield (DG), Claire Sanville (CS), Ian Christie (IC)

**Apologies:** Peter Littwin (PL), Arleen Sinclair (AS)

**In Attendance:** Catriona Davies (CD)

**1. Previous Minutes**

Approved.

**2. Matters Arising**

None.

**3. Declaration of Conflict of Interest**

None.

**4. Membership**

CS advised one new application for full membership received. Unanimously accepted and welcomed.

**5. Treasurer's Report**

MM presented a financial summary to the meeting. Board members were pleased to note Can Do Crieff has begun to generate a modest income.

**6. Funder Update**

Strengthening Communities Programme - AS has submitted an application for continued SCP funding for a further 1.5 years, plus PB funding. AS has also submitted a report for Year 2 Quarter 1 and a claim for Year 2 Quarter 2 (£7,995).

LEADER – CD made our 5<sup>th</sup> Claim on 30<sup>th</sup> June, which has now been paid.

Big Lottery Fund – MM and CD met with our grant officer, Amy McLaren, on 28<sup>th</sup> June to discuss their expectations for Can Do Crieff (and the CDO role) in the current year.

**7. Annual General Meeting**

CD presented a draft AGM notice, which included an agenda. Agreed need to add Special Resolution to change the Articles of Association to ensure compliance with the Land Reform (Scotland) Act and the Community Empowerment (Scotland) Act to the Agenda. AC to amend wording and circulate to the Board for final approval before CD circulates to Membership c. 1<sup>st</sup> August. AS to advise if there are any new policies that need to be approved. CD to check all the Board meeting minutes in Dropbox and G-Drive are up to date and prepare PDF versions ready for Kona to update CCT website before AGM. AC to ensure minutes of previous AGM are prepared.

**8. Recruitment/Proposal of new Board members**

AS circulated a "Job Description" for both the Secretary and an Ordinary Board Member for comment before the meeting. All agreed these descriptions are suitable and can be used as the basis of recruiting for these roles. MM has spoken to a potential candidate to take on the role of Treasurer as MM would like to step down at the next AGM. They are interested in taking on the role and MM considers them to be a good candidate with the necessary skills. Agreed MM should formally invite them to join the Board.

CD suggested a step by step guide or flow chart to describe the Board recruitment process would be useful to Board members and staff. All agreed. CD to liaise with AS.

**9. CCT Boundary & Address**

Agreed to change registered address from Findal, 21 Strathearn Terrace, Crieff, PH7 3AQ to Can Do Crieff, Lodge Street, Crieff, PH7 4DW. MM to contact OSCR and Companies House. AS has suggested clarifying the CCT boundary. CD presented three suggested options; Settlement of Crieff, Crieff Community Council area plus The Hosh or the Parish of Crieff. All agreed Crieff Community Council Area plus The Hosh.

**10. Drummond Arms**

AS circulated an update before the meeting. CD advised that AS had requested Board confirm that they are happy for the SPV to be established with the two Directors recruited so far (IC and David McCann) and that CCT will be a limited shareholder. All confirmed that they are happy to proceed on this basis.

**11. Old St Michael's**

No update this month.

**12. Paths**

JA circulated and update before the meeting.

**13. Crieff Community Action Plan**

Not discussed due to time constraints.

**14. Can Do Crieff**

CD spoke to update circulated before the meeting.

**15. AOCB**

None.

Action	Target Date	Owner
Amend AGM Notice and circulated to Board for final approval.		AC
Circulate AGM notice to members.		CD
Advise to any new policies to be to be approved at AGM.		AS
Ensure minutes of previous Board meetings are up to date and prepare PDF versions for uploading to website.		CD
Ensure minutes of previous AGM are prepared.		AC
Invite potential candidate to join Board and take on Treasurer role.		MM
Board member recruitment flow chart.		AS/CD
Contact HMRC & Companies House to change registered address.		MM