

**Crieff Community Trust Board Meeting**  
**7pm, 22<sup>nd</sup> August 2019**  
**Can Do Crieff, Lodge Street, Crieff**

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

**Apologies:** Dan Granfield (DG)

**In Attendance:** Catriona Davies (CD), Arleen Sinclair (AS)

**1. Approval of Previous Minutes**

AC suggested minutes of each Board meeting should be proposed and seconded before being approved as a true and accurate record . All agreed. July minutes proposed by AR, seconded by CS. CD to circulate amended version to Board – AC will sign off and add to website.

**2. Matters Arising**

CD to circulate Draft Board Recruitment flow chart text.

**3. Declaration of Conflict of Interest**

None.

**4. Membership**

CS advised two applications for Full membership received since last meeting. Both applications were unanimously accepted and the Board welcomed the new members.

**5. Treasurer's Report**

MM circulated a Financial Summary before the meeting.

MM is stepping down from the Board and as Treasurer at the AGM. MM will set up staff salary payments for September before she steps down. IC proposed that as CCT now handles much larger sums of money and has two members of staff the time has come to appoint a book keeper. All agreed, although there was discussion on how to cover the cost and which tasks should be allocated to a bookkeeper, staff members and the new Treasurer (once one is found). Agreed to gather three quotes from PKAVS, Findlaysons and one other and consider them at the September meeting.

MM to update point of contact information with key organisations as follows;

<b>Organisation</b>	<b>New point of contact</b>
Companies House	Secretary
OSCR	Secretary
HMRC	IC (temporarily until new Treasurer found)
Nest	IC (temporarily until new Treasurer found)
Clysdale Bank	CS (temporarily until new Treasurer found)

MM, AS and CD to meet to handover relevant procedures e.g. filing receipts.

**6. Funder Update**

No update.

**7. Annual General Meeting**

- Running order

CD met with DG earlier in the day to agree the running order

Voting on special resolutions

Show of hands from assembled membership. We need 75% of the assembled members to vote in favor of each resolution for it to pass.

Election of Directors

MM is stepping down.

DG is a co-opted Director so he will step down then stand for election. AC to propose and CS to second.

IC & AR will step down and then stand for re-election. JA to propose and PL to second.

Two new Directors will stand for election. AR to propose and JA to second.

- Open Day

Discussed and agreed remaining tasks for Open Day.

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

AC has spoken to a potential candidate for the role of Secretary. AR has spoken to a potential ordinary Board member. All agreed both were good candidates and that they should be invited to join the Board. Both have agreed to join. AC will contact them to formally invite them. Will be elected at AGM.

**9. Drummond Arms**

AS circulated an update before the meeting.

**10. Can Do Crieff**

CD circulated an update before the meeting.

**11. Old St Michael's**

PL gave a verbal update. Planting of the new wildlife hedge has been completed. And a new shrub bed has been created by the bottom gate. The fundraising ceilidh on 29<sup>th</sup> June was a success. Upcoming events include Children's Book Day on 25<sup>th</sup> August and a Horrible Histories event on 31<sup>st</sup> October.

**12. Paths**

JA circulated an update before the meeting.

**13. Crieff Community Action Plan**

Agreed a Working Group meeting was required. Date to be scheduled in September.

**14. AOCB**

JA reminded group decisions required regarding insurance policies.

Agreed to renew existing insurance cover.

Agreed to take advice from DTAS (AS to contact) if Directors' insurance would be appropriate.

Action	Target Date	Owner
Amend minutes of July meeting and circulate to Board.	23.08.2019	CD
Sign off minutes of July meeting and add to website.		AC
Gather three quotes for bookkeeping and payroll services from PKAVS, Findlaysons and one other and present for consideration at September meeting.		AC
Update point of contact information with key organisations		MM
MM, AS and CD to meet to handover relevant procedures e.g. filing receipts.		MM, AS & CD
Formally invite two candidates to join Board.		AC
Seek advise if Director's insurance would be appropriate.		AS