



CRIEFFCOMMUNITYTRUST

Crieff Community Trust Board Meeting

7pm, 21 November 2019

Can Do Crieff, Lodge Street, Crieff

Present: Ailsa Campbell (AC), Ann Ross (AR), Jim Anderson (JA), Claire Sanville (CS), Ian Christie (IC), Jane White (JW), Dan Granfield (DG)

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

In Attendance: For the first half of meeting - Catriona Davies (CD)

GDrive

Prior to the Board meeting CD gave a Google Drive tutorial.

We are moving to GDrive as it provides more free storage and better opportunities for collaboration.

A summary of how to install, access and use GDrive (with dos and don'ts) will be circulated separately.

It was agreed that:

- Dropbox to become archive only. All Dropbox documents also to be moved to CCT GDrive for future access. CD
- The file structure within the CCT GDrive will be retained and followed.
- Board updates to be filed within relevant project folder on GDrive. Minutes can then include links to these updates. A summary of the update will also be provided in the minutes to ensure they make sense without needing access to the details of the update. JW
- Create a GDrive project folder for Paths with Turretbank Wood as a subfolder. JW
- CCT Google accounts will be created for all board members (these will be in addition to any personal account you may have.) The corresponding gmail address will never be used, but will provide access to your personal CCT GDrive and allow us all to see who is amending or commenting on documents for collaboration purposes and also to remove these permissions if the person leaves the board. CD
- A protocol will be issued on how to share documents. In principle sharing within CCT will be by sharing location of file in G-Drive (file path). Access will be available for all CCT anyway, but this will direct people straight to a document and enable collaboration/comment on one document, sparing lots of emails. For external emails, documents should be downloaded and attached.

1. Approval of Previous Minutes

The minutes of the October Board meeting, having been previously circulated, were proposed by AC and seconded by DG to be approved as a true and accurate record.

2. Matters Arising

All action points complete.

Handover of banking arrangements ongoing. Decision to keep payroll and bookkeeping in house.

3. Declaration of Conflict of Interest

None

4. Membership

5 new full members and 1 new associate member.

JW to add processing applications and welcoming new members to Secretary role.

5. Funder Update (CD circulated full update prior to meeting)

6th claim to Rural Perth & Kinross LEADER for £1,350 to cover 50% of our quarterly rent payment of £2,700 for the period July-September 2019 was successful. CD

Continued funding for the Strengthening Communities Programme (now Investing in Communities Fund) to cover the Project Development Officer role and associated costs approved until March 2021. The Grant for Quarter 3 (October to December 2019) has been approved via HARP and is awaiting confirmation from the Scottish Government before the grant claim of £7,995 can be made. AS

CD applied to Coop Community Donations for £250 for Turretbank Wood on 1st November. Should hear back within 4 weeks. (Update: successful)

Investing in Communities Fund - Participatory Budgeting (Section 5). The application to the second part of the Investing in Communities Fund for participatory budgeting in Crieff was unsuccessful due to the large numbers of quality applications received. So there will be no 'Cash for Crieff' project in 2020. AS

Gannochy Trust funding workshop 14 January 2020 in Crieff. CD and DG plan to attend. Gannochy Trust are keen to develop ongoing relationships with organisations. They may fund core costs and staff costs. Suggestion that DARL should also attend. AS to follow up.

Applications for second round of Community Investment Fund (CIS) open to 15 January 2020 for projects improving equality and quality of life in the area.

6. Treasurer's Report (CS circulated YTD report prior to meeting)

YTD receipts and payments report reviewed by board.

CS now officially CCT Treasurer responsible for day-to-day banking and jointly with IC for payroll. Funding applications will not be part of this role.

7. Recruitment/Proposal of new Board members

2 potential new board members to be approached by AC and JW and, if interested invited, to CCT Christmas Drinks party to meet the team and find out more about CCT.

8. Drummond Arms (IC circulated full update prior to meeting)

Update detailed all meetings to date in November including clarification meetings with:

- PKC about how Town Centre Fund can be used and accounting /payment procedures
- Historic Environment Scotland about their advisory role and any listing constraints
- DTAS about their understanding of funding issues and support they can provide

Also detailed meetings with Galbraiths (chartered surveyors for Drummond Arms) and David Narro Associates (structural engineers for Drummond Arms) about building inspections and scaffolding decisions.

Next stage is 10 week process to develop costed options appraisal together with That Studio (historic architectural practice) to determine end use. Until end use is established, cannot move forward with much of the safe and secure process, since many decisions will depend on the final use.

Discussions ongoing re. old RBS building and owner's liabilities re. roof/ chimneys etc.

Meeting discussed need to keep local community fully involved in process and how best to do this. Maybe requesting and then sharing photos of previous uses and current state?

9. Can Do Crieff (CD circulated full update prior to meeting)

Currently 13 members and numbers continue to increase gradually.

Can Do Crieff added as a business on Google to optimise search engine results for coworking or meeting room hire in Crieff or Strathearn.

Monthly Open Afternoons being held to encourage people to try coworking for free for a few hours, have a look at the space and chat about co-working.

Biz Chat series - programme being scheduled, to include several local business people and entrepreneurs who have agreed to take part.

10. Old St Michael's

No update this month.

11. Paths (JA circulated full update prior to meeting)

Turretbank Wood [TBW]

Anonymous Trust Funding for £5220.00 for maintenance work at TBW has been received and CCT satisfied about source of funding for audit purposes. TD Tree and Land Services awarded contract to carry out Priority 4 Tree and Blackthorn Maintenance at TBW. To be carried out Dec 19 / Jan 20.

Crieff Paths Group

A Paths Group Activity is scheduled for Saturday 30 Nov at TBW to clear vegetation, trim branches and remove leaves etc.

12. Crieff Community Action Plan (CCAP)

CD circulated CCAP update, strategy document and project management timeline prior to meeting. The strategy document outlines the approach to be taken for the creation of the next CCAP. The new plan will be web based and is being informed by discussions with an Action Group of representatives from local organisations. Views to be gathered via a questionnaire to be cascaded to Action Group and groups within their networks. Next steps: Questionnaire to be finalised and circulated and website design brief to be formulated.

13. AOCB

AC updated meeting on a formal complaint made by CCT to Chief Exec, Deputy Chief Exec and Leader of Perth and Kinross Council about the lack of support provided by two PKC officers with whom CCT has regular dealings. PKC to arrange meeting. AC requested written examples, comments etc.

Action	Owner
Move to GDrive.	
CCT accounts to be created	CD
'How to booklet' to be circulated including protocols on CCT specific usage	CD
Gannochy Trust workshop in Crieff 14 January 2020 - should DARL also request 2 places?	AS
Contact 2 members identified as possible board members	AC JW
Provide examples of problematic discussions/ emails from PKC to AC prior to meeting with PKC	All