

Crieff Community Trust Board Meeting
7pm, 16 April 2020, By dial in

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

Apologies: Peter Littwin (PL), Catriona Davies (CD)

In Attendance: Arleen Sinclair (AS)

1. Approval of Previous Minutes

The minutes of the March Board meeting had been previously circulated and approved as a true and accurate record.

2. Matters Arising

Action	Owner
<i>Set up Zoom for board meetings etc. Done</i>	JW
<i>Paypal problems - no progress, money still stuck</i> JA has drafted letters to Telegraph and PayPal. CS to consider just sending the letter to PayPal giving them permission to speak to Telegraph and Moneybox on their withheld CCT sums. Thought that CD has written a letter to PayPal - need to find out progress	CD /CS JA/CD
End of year accounts - CS to email Mirella to ask for explanation. Tee up Noel Patterson once accounts are ready for verification.	CS / AC
Annual report. AC to produce draft and send round to board for amendments and additions.	AC + all
<i>Set up PB on Google Drive.</i> <i>Inform Companies House and OSCAR</i> Done	CD JW
<i>Monitor announcements re. Can Do Crieff staying open and financial support if it closes. Dan will check on offices occasionally. Can Do Creff has been closed since lockdown began</i>	CD/ DG
Apply for Viability funding from Architectural Heritage Fund	AS

3. Declaration of Conflict of Interest

None

4. Membership

No new full members for approval.

5. Funder Update

Investing in Communities Fund - Year3 , Quarter 1 will be in our account by the end of April. Quarterly report not due in yet but being completed by AS.

DTAS 'Expert Help' fund of £1,000 has been applied for and awarded. This will provide 4 half days with a consultant to act as a mentor to mentor AS with marketing and first stage feasibility study for Drummond Arms. A brief has gone to a few consultants. It would be paid straight to the consultants. We have already benefited from some free time from them.

Cash for Crieff 2019-20 project is now closed - AS is chasing end-of-project reports and will be able to close off the project soon and produce a report outlining the participatory budgeting process, final project outcomes and social capital results from 'unlocking potential'.

AS is also applying for another mentoring day to support heritage groups through COVID-19 measures through the Heritage Trust Network to get mentoring on how to recoup costs for scaffolding.

Supporting Communities Wellbeing fund - for Covid 19 response - all projects and individuals approached who are offering support on the ground do not require funding. So currently no application will be made.

James Square Fountain refurb - funds applied to:

Amex - declined
Barcapel Foundation - declined
Pilgrim Trust
Peter Samuel Charitable Trust
The William Grant Fund

6. Communications

No actions

7. Treasurer's Report (CS circulated YTD report and March breakdown prior to meeting)

The anonymous funds of £5220 have been moved into the small grants fund.

8. Recruitment/Proposal of new Board members

No actions.

9. Coronavirus - impact and actions

Problems with CD's Internet connection impacting her ability to work from home. DG to discuss with CD.

3rd Sector Resilience Fund appears to be the fund which we can apply to to cover some of the lost revenue from coworking space as a result of lockdown. CD to apply for this.

AS and CD are able to work from home, so can't apply for funds to pay their salaries.

10. Drummond Arms (AS circulated full update prior to meeting)

Scaffolding is still up and Restorex has shut down completely.

Project manager is pushing them to ensure that when construction has a phased return from lockdown they are ready with the design for the edge protection to replace the scaffolding. They have removed charge for weekly inspections. AS will update PKC.

Mentoring support is proving useful. Heritage Trust Network has also been very useful.

Town Centre Funding is still to be spent by the end of this financial year - as of yet, there has not been an announcement to the contrary so we must proceed..

Demolition timeframes and costs: By end of August pre-application for demolition would need to be submitted in order to have spending by March 2021.

Main points of evidence which will be needed are to market the building both commercially and locally to find end-users for as long as possible. Funding approval / refusal needs to be evidenced.

So we will go for commercial marketing through Estate Agents for as long as possible via Graham and Sibbald. AS will get PKC Town Centre approval for funding for this. This process could also inform demolition options, if people offer to buy the

site if cleared. We need to exhaust all end user possibilities. Need to have a marketing campaign to find end-users via Website and media.

Drummond Arms website - will have details of all of the surveys, plus recent timeline. Will also include a call out - link to commercial estate agent - specifically to hotel operators interested in offering an affordable hotel. (Highland Games Centre feasibility study showed that affordable accommodation would be needed)

Also a call out to artists or makers, for a Wasps studio style co-working space. Finally, a call out for people who want to locate their business in a heritage building. There will be an automatic submission of interest form.

Once we have an idea of potential end users this will allow us to submit funding applications. (Bike hub no longer a viable option since Remake are already setting up a repair hub with Comrie Croft in Crieff.) Hope to find some different end users and take to funders. Getting tone right is key for website.

Heritage Lottery Fund is closed for applications due to COVID-19 restrictions until October which will make the process of getting approval/refusal for the conservation deficit funding more difficult.

We need to start conversations with conservation officers now re. demolition.

11. Can Do Crieff

No update this month.

12. Old St Michael's

No update this month.

13. Paths

Close out report submitted to Irvine Geddes.

Accepted RTS quote for work, but not happening till end of lockdown.

14. Crieff Community Action Plan (CCAP)

No further updates.

15. Annual report and AGM date

Plan for AGM in August.

Discussion about holding an open Day in Turretbank Wood or tie in with Drummond Arms photo exhibition. Or possibly a joint AGM event with Strathearn Artspace.

AC will begin the annual report, with others to contribute their sections as requested.

AS to look into how DARL should be presented at CCT AGM. Directors/ funds etc.

AS to check with DTAS notes on running a trading subsidiary for requirements

AS to confirm requirements of DARL in reference to end of year reports to

Companies House?

17. AOCB

DG to phone absent board member and check in with him.

Next meeting Thursday 21 May

Action	Owner
Email Mirella re. annual accounts and report. Tee up Noel Patterson once accounts are ready for verification.	CS
Produce draft annual report and circulate to board for amendments and additions.	AC

Application to 3rd Sector resilience fund	CD
Address problems with CD's internet connection impacting her ability to work from home.	DG/CD
Establish what reporting is needed for DARL to Companies House and in CCT annual report at year end.	AS
Check in with absent board member.	DG