

Crieff Community Trust Board Meeting
7pm, 18 June 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: Arleen Sinclair (AS), Catriona Davies (CD) furloughed

1. Approval of Previous Minutes

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

2. Matters Arising

Action	Owner / outcome
Our landlord has received a 3rd Sector Resilience grant. DG to brief CD to request a 3 month rent holiday.	CD contacted Strathearn Artspace to request a rent holiday - no response yet.
DG to contact GrowBiz re. funds we can apply to, as a charity	DG suggested 2 funds to follow up
CD to update on action taken to access funds held in PayPal. If still no joy, then we should intensify action - tweet/email newspapers and hassle PayPal daily.	DG moaned about issue to PayPal on Twitter. CS to reply to 9 June email from PayPal one more time to see if this will sort out the issue. At least we will then be able to really make a stink, if we have complied with all their requests.
DG and CD to create a strategy for phased reopening of CanDoCrieff, with necessary social distancing measures in place.	With CD furloughed, CCT board to share tasks necessary for reopening.
JW to check OSCR website re. advice on holding AGMs during lockdown.	OSCR are encouraging online AGMs. Guidance has been issued which we can follow.

3. Declaration of Conflict of Interest

None

4. Membership

No new full members for approval.

5. Funder Update (AS circulated update prior to meeting)

- DARL trying to contact David Cowan directly to allow us to have an unlimited timescale for funds from Town Centre Fund
- PKC Covid fund - application being processed
- National Lottery Community Fund - **ideas for projects proposed, JW to work up, circulate and submit**
- CoOp - **ideas for projects proposed, JW to work up, circulate and submit**
- Gannochy Trust - deadline mid August - **project needs to be worked up thoroughly by CD on return from furlough.**

6. Communications

Membership newsletter to go out with virtual AGM date and info and advising that a DA update will be circulated soon.

Quair article advertising benefits of 'working close to home' submitted for July publication

7. **Treasurer's Report** (CS circulated May breakdown prior to meeting)
Board approved asking Helen Barker (HB) to help prepare end of year accounts. CS concerned about reconciling paperwork for each transaction with CD absent and the difficulty in accessing emails and physical receipts. Board members offered to help with this process.
8. **Recruitment/Proposal of new Board members**
No new proposals.
Peter Letwin has resigned from the board with immediate effect due to ill health. The board thanks him for his commitment to CCT.
AS to write and express our thanks and send him our best wishes.
9. **Coronavirus - impact and actions**
CD furlough
- IC has applied for funds to cover 80% of CD's salary for 3 weeks up to 30 June.
So one week of June salary was paid from CCT funds.
-End July will be next date for funding application. After that we have to pay employer pensions and NI contributions. CD to part-time furlough from beginning of July and vary days per week etc.
- Board will 'meet' once we know when Can Do Crieff can reopen (next government announcement 9 July?) and discuss CD furlough again.
- CD will need to attend one day meeting with DTAS in early July. **IC to arrange a date with AS, AC also attending.**
10. **Drummond Arms** (AS circulated full update prior to meeting)
Update for PKC and elected members to be available shortly.
Update will then be shared with CCT members via newsletter and website.
Marketing of the site is likely to be undertaken for at least 6 months.
11. **Can Do Crieff**
 - Current users have been informed that CD is furloughed and asked to direct any questions to JW. Once the path to reopening is clearer, we will be back in touch with them.
 - Social media promotion - **JW to begin now with posts on CCT and Can Do Crieff FB to encourage people to think about benefits of working 'close to home' and give an idea of when we will be reopening 'under the guidance of Scottish Government'**.
 - Reopening procedure - **DG to complete necessary risk assessment and operating plan for reopening Can Do Crieff and advise board on necessary changes and purchases.**
12. **Staffing**
 - Board approved request by AS to move to part time working - 3½ days a week. This is still subject to DTAS approval for AS to concentrate solely on DA. **IC to inform AS.**
 - AS preference is to work Tues - Fri lunchtime. This was agreed, with the proviso that business needs may require a change of working days sometimes to accommodate external meetings.
13. **Paths** (JA circulated update prior to meeting)

CCT board and local people (via Strathearn Herald, FB and CCT webpage) are being encouraged individually to look for and remove any Himalayan Balsam they find in TBW. No group campaigns will be organised this year but advice has been given on safe practice.

14. Crieff Community Action Plan (CCAP)

No further work conducted.

Subject to DTAS approval, AS move to 3½ days a week would free up 1½ days of time, which we could tender to an external consultant to provide input into the CAP refresh and provide guidance on a website. CAP refresh is fundamental to both CCT and DARL and post Covid it is hoped that it can play an important role in relaunching community action.

15. Annual report and AGM date

Annual report presentation and end of year accounts to be finalised - AC/CS

Virtual AGM to be held 7pm Thursday 20 August before monthly board meeting.

CCT members to be notified 25 July and then again 6 August. Remember to hand deliver notification to those without an email address!

AGM to be advertised in Quair and on social media.

JW to investigate how best to run, including providing a password or link to those who request to attend.

16. AOCB

Next meeting Thursday 16 July

Action	Owner
National Lottery Community Fund - work up, circulate and submit application	JW
CoOp - work up, circulate and submit application	JW
Gannochy Trust - deadline mid August - project needs to be worked up thoroughly by CD on return from furlough.	CD
Write to express our thanks to PL and send him our best wishes.	AC
DTAS meeting re proposed changes in funding allocations/ staff time etc.	IC / AS
Begin posts on CCT and Can Do Crieff FB to encourage people to think about benefits of working 'close to home' and give an idea of when we will be reopening 'under the guidance of Scottish Government'.	JW
Complete necessary risk assessment and operating plan for reopening Can Do Crieff and advise board on necessary changes and purchases.	DG
Inform AS that board approves move to part time working	IC
Finalise annual report presentation and end of year accounts	AC CS
Investigate how best to run virtual AGM, including providing a password or link to those who request to attend. Notify CCT members and public of date and how to 'attend'.	JW