

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

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

**Apologies:** Paula Brown (PB)

**1. Approval of Previous Minutes**

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

**2. Matters Arising**

Action	Owner / outcome
National Lottery Community Fund - work up, circulate and submit application - <i>awaiting input from CD re. their funding of ongoing projects</i>	JW
CoOp - work up, circulate and submit application - <i>done - requested £7,000 for CAP web development. Will hear October 2020.</i>	JW
Gannochy Trust - deadline mid August - <i>project needs to be worked up thoroughly by CD on return from furlough.</i>	CD
Write to express our thanks to PL and send him our best wishes. - <i>Done</i>	AC
DTAS meeting re proposed changes in funding allocations/ staff time etc. <i>Postponed to 22.7.20 due to changes in staffing</i>	IC / AS
Begin posts on CCT and Can Do Crieff FB to encourage people to think about the benefits of working 'close to home' and give an idea of when we will be reopening 'under the guidance of Scottish Government'. <i>Continue</i>	JW
Complete necessary risk assessment and operating plan for reopening Can Do Crieff and advise board on necessary changes and purchases. <i>Begun.</i>	DG
Inform AS that board approves move to part time working. <i>No longer relevant</i>	IC
Finalise annual report presentation and end of year accounts. <i>Ongoing</i>	AC CS
Investigate how best to run virtual AGM, including providing a password or link to those who request to attend. <i>Notify CCT members and public of date and how to 'attend'.</i>	JW

**3. Declaration of Conflict of Interest**

None

**4. Membership**

No new full members for approval.

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

No change

**6. Funder Update (AS circulated update prior to meeting)**

**Rural Perth & Kinross LEADER**

No updates - NB Leader claim milestone 9 - requested by Fiona @PKC JW to complete.

**Investing in Communities Fund (previously Strengthening Communities Programme)**

3 reports due - there are 2 quarterly reports for Quarter 4 of year 2 (Jan-March 2020) and Quarter 1 of year 3 (Apr -June) for DTAS; also due is the (new for ICF) Scottish Government bi-annual covering October 2019 - March 2020. All reports have been completed and sent to AC, CD, IC, and DG for any feedback on CAP and organisational development.

HARP grant claim available for Quarter 2 (July - September) - grant claim form completed and sent to JW, CS and AC for approval. Grant claim for £6,557 (grant available £8,346 minus underspend of £1,789). Awaiting DTAS meeting to see whether we claim full amount now or retrospectively.

### **DTAS Expert Help Fund**

No updates - work continues with David Cook from Cook Creative.

### **Perth and Kinross Coronavirus business support fund**

Application sent 12.6.20. Successful. £10,000 received mid July.

## **APPLICATIONS IN PROGRESS**

### **Architectural Heritage Fund**

AS submitted an application for £10k for feasibility on the Drummond Arms. Response not expected until end of July/early Aug.

### **CoOp**

JW submitted an application for £7,000 to fund CAP web development. Response expected October 2020.

### **Towns recovery fund**

JW submitted an application for £5,200 to fund promotion of Can Do Crieff 15.7.20. Will hear quickly - unlikely to be successful.

**Unsuccessful applications** - Community Investment Fund / Third Sector Resilience Fund

**Possibilities** - National Lottery and Gannochy

## **7. Treasurer's Report** (CS circulated June breakdown prior to meeting)

PayPal has released our funds at last.

Last year's accounts have been completed and are with Noel. Much help received from Helen Barker and as a thank you we will not charge her for use of Can Do Crieff during lockdown.

## **8. Annual report and AGM date**

Virtual AGM to be held 7pm Thursday 20 August before the 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 advertised in Quair and to be promoted on social media. JW

Run practice AGM - 17 August 7pm - at Can Do Crieff if allowed.

AC will give overview and individual project managers will report on their areas.

A Drummond Arms presentation will be included in the AGM

Identify longest serving directors for reelection and ratify JW.

## **9. Communications**

AGM notification to member and on FB and in August Quair

## **10. Staffing**

AS post discussed.

CD furlough - return part time 3 August (if reopening allowed on 31 July). DG to inform CD of this decision after DTAS meeting has resolved some issues.

## **11. Drummond Arms** (AS circulated update prior to meeting)

### **Building updates: Scaffolding**

The scaffolding has been removed and replaced with protective scaffolding. Work is being done to deal with drainage issues where foliage is growing in the drains affecting properties to the rear. The 'For Sale' sign has been taken down and will be put back up by G&S when the marketing opportunity goes live.

**Options Appraisal** - Marketing campaign for end-users in development

**Options Appraisal Update** - Application for Architectural Heritage Fund has been made.

Buildings at Risk register has been updated with the most recent situation concerning the building. Also, Historic Environment Scotland have been sent a report of the current situation for their records.

## 12. **Can Do Crieff**

- Contact with current users - JW to email provisional reopening date 3 August and say we are working hard to ensure environment is safe with required Covid-19 measures in place
- Promotion (Quair August / Social media)
- Reopening procedures - DG to finalise
- Rent discussions with SA - proposal to defer some rent from October in discussion
- NB Leader claim milestone 9 - requested by Fiona @PKC - JW to complete

Marketing of Can Do Crieff is priority eg. Free desks for 3/6 months - to generate long term members.

## 13. **Paths** (JA circulated update prior to meeting)

- RTS felled the 2 additional trees at the start of the month. They again used their subcontractor Tree Tec.
- Year 4 of the Himalayan Balsam removal at TBW has commenced. Although there is less HB again this year the Covid-19 restrictions have hampered turnout. To-date sessions efforts and attendance are much reduced. The Soroptimists have indicated that 10 volunteers have signed up for their Action Day on Saturday 18 July. Support requested for tackling HB this year to ensure previous good work is not undermined
- No further progress on access discussions between landowner and councillor.

**Crieff Paths Group** - All activities on hold at present.

**Crieff to Comrie Core Path CMR1/126** – Nothing to report at present

## 14. **Crieff Community Action Plan (CCAP)**

- Need to refresh the CAP urgently - Crieff Connexions, BID, Creative Crieff, REmake all actively pursuing community projects - we need to provide direction and coordination.

## 15. **Review of policies and procedures**

Child VP policy, EEO Policy, Action Group Protocol and Anti Bribery policy were all looked at and amended according to board comments.

## 16. **AOCB**

**Next meeting 7 pm Thursday 20 August to be preceded by virtual AGM at 6.30pm**

<b>Action</b>	<b>Owner</b>
Practice AGM - 17 August at 7pm - ? at Can Do Crieff <a href="https://us02web.zoom.us/j/89912633028?pwd=aVpRbkptNkhuY09XNmFtSzg1V24yUT09">https://us02web.zoom.us/j/89912633028?pwd=aVpRbkptNkhuY09XNmFtSzg1V24yUT09</a> Meeting ID: 899 1263 3028 Password: 827556	<b>All</b>
Take Peter off Companies House register	<b>JW</b>
Complete Leader Claim 9	<b>JW</b>
Update policies according to comments made	<b>JW</b>
Consider procedures needed for emergencies	<b>All</b>
Promote AGM on social media and inform members	<b>JW</b>
Inform CD that we would like her to return part time on 3 August when we reopen Can Do Crieff ( after DTAS meeting has resolved some issues.)	<b>DG</b>
Support requested for tackling HB this year to ensure previous good work is not undermined	<b>All</b>