



## CRIEFFCOMMUNITYTRUST

### Crieff Community Trust Board Meeting 7pm, 17 September 2020, By dial in

**Present:** Ailsa Campbell (AC), Ann Ross (AR), Ian Christie (IC), Jane White (JW), Dan Granfield (DG), Paula Brown (PB)

**Apologies** Jim Anderson (JA), Claire Sanville (CS), Catriona Davies (CD), Caroline Ness (CN)

#### 1. Approval of Previous Minutes

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

#### 2. Matters Arising

Action	Owner
Contact Helen Barker to look at her providing assistance as a forensic accountant to support our treasurer. Investigate taking an online bookkeeping course.  NB need to get all our accounts on Xero, so should also ensure familiarity with this system.	<b>CS</b> - not yet spoken to HB. Identified free online course. Investigating Xero course - this will be essential soon.
Put CAP ad on LinkedIn. Put CAP ad on Good Moves.	<b>DG - done</b> <b>JW - done</b>
Contact PKC trading standards to ask for advice on ability to reopen	<b>JW - done</b>
Check details of insurance and determine best option	<b>JA - done for 3 years</b>
Look at anti money laundering, board backgrounds, data protection, dropbox protocol. equal opps policies and make any amendments.	<b>All - carried over</b>

#### 3. Declaration of Conflict of Interest

None

#### 4. Recruitment/Proposal of new Board members

No change

#### 5. Funder Update

Local Action Partnership funding - Supporting new groups to formalise and develop plans for longer-term community development activity - £2,000

**CN to send a full project plan in October.**

Scotland's Tech Army (IT-187)

**CN in touch with STA and will scope out their work**

Need to update DTAS/SGvn on use of ICF

**JW to contact DTAS/Scottish Gvn and inform them that 2 coordinators have been recruited.**

NB Need to complete National Lottery Fund Year 2 reporting Your Year 2 payment of £30350 was made on 06/03/2019 and as such financial reporting should run for 12 months from this date.

**CD has spoken to NLF - need to complete report ?**

**CD to complete final Leader claim**

Leader support for updating CAP.

**CN/ AC/JW to submit EOI by 25.9.20 JW to draft.**

**6. Treasurer's Report (CS circulated August breakdown prior to meeting)**

Bank balance + grants coming in vs outgoings through to March.

**CS to produce cash flow projection to end March with DG/CD**

**7. Project coordinators**

**JW to update CCT website.**

**CN to present project scoping at Oct board meeting.**

**CAP**

- Intention is to follow the STAR process so that new plan is delivered in the exact same format (barring design etc.) as the previous one to make comparisons easy to make from plan to plan.
- First contact made with ScottishTechArmy (STA).

**8. Drummond Arms**

SO has started as coordinator for 25 weeks and will make contact with PKC and assess all options.

£5K received from Architectural heritage fund.

**9. Can Do Crieff**

**Update from CD on SA rent rebate**

**DG and CD new rent projections.**

**Investigate big ad in SA window**

**Investigate Estate Agents and possible leafleting/ cross websites etc**

**10. Paths**

TBW:

- Still awaiting response re possibility of linking path to rest of LMW.
- KICW have been in touch via Calum [PKC Countryside Ranger] to enquire if TBW can be location of a Kids in Crieff event in October. Similar to their earlier event with wooden figures in MacRosty Park. CCT have given approval. No further details as yet.
- Strimming will take place this month to ease access for whatever is planned for October event above.
- Some late Himalayan Balsam clearances have been carried out since last meeting but a fair bit remains.

Crieff- Comrie Path:

Comrie DT and DG have both written to PKC pressing for action as time is slipping and Government cash is currently available for Paths. PKC have written apologising and

explaining why very little progress has been made - staff changes/staff working from home/Covid - 19.

#### 11. Review of policies and procedures

DG to circulate one a day for action.

#### 16. AOCB

**Next meeting 7 pm Thursday 15 October**

<b>Action</b>	<b>Owner</b>
Send a full project plan for £2K funding by October to Local Action Partnership	<b>CN</b>
Progress contact with STA as they scope out their work	<b>CN</b>
Contact DTAS and Scottish Gvn and inform them that we have appointed 2 coordinators.	<b>JW</b>
Funding reports: <b>Leader</b> - September <b>Lottery Fund Year 2</b> reporting 'Your Year 2 payment of £30350 was made on 06/03/2019 and as such financial reporting should run for 12 months from this date.' NB - Harp Q3 due beginning Oct + Scottish Government 6 month progress report Apr-Sept and DTAS quarterly report Jun - Sept	<b>CD</b> <b>CD</b> <b>JW / AC</b>
Funding applications: Leader support for updating CAP - complete EOI	<b>JW to draft</b>
Cash flow projection needed to ensure salaries/CDC rent/other outgoings can be met to March.	<b>CS with DG and CD</b>
CAP - update website re. coordinator - brief board at Oct meeting	<b>JW</b> <b>CN</b>
CDC - update rent projections - progress rent rebate discussions with SA - possible marketing ideas - big ad in SA window / contact Estate Agents , school marketing bodies etc to request CDC included in Crieff descriptor	<b>DG/CD</b> <b>CD</b> <b>CD</b>