



CRIEFFCOMMUNITYTRUST

Crieff Community Trust Board Meeting 7pm, 20 October 2021 By dial in

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

Apologies: Paula Brown (PB)

1. Approval of Previous Minutes

The minutes of the September board meeting had been previously circulated and were approved as a true and accurate record.

2. Matters Arising

Action	By
Check PKC 2020/21 small grant if money received and paperwork reconciled in Xero.	CS - done
DARL/paths updates to be saved	IC / JA to send back copies JW to save and going forwards - done
Recruiting new board members. Need to advertise for key skills esp. communications and fundraising.	AC to speak to SG about Remake process - see later
Contact Stroke support group to let them know what to do with remaining funds as they are winding up.	AC to reply - done
Crieff and District Sculpture Trail need an umbrella organisation for funding application for their project with Creative Scotland. Idea is that it would be a CCT project which the group run. ? insurance	Speak to DTAS AC. AC to forward PDF from CDST and all to comment if happy for them to use CCT as application organisation. - received memorandum of understanding + meeting held
In future Annual Report should include the value of volunteer time	App to register hours volunteered to explore
Procedures	JW to check where we have got to with these - done except H&S IC

3. Declaration of Conflict of Interest

None

4. Recruitment of new Board members

In particular to handle communications/ funding applications/project management /strategic vision.

AC spoke to SG about her application to be a board director at Remake.

Process: decide what skills we need, advertise with job descriptions, use an open information session to introduce and promote the Trust, interview each applicant with a board member (DG too).

Also need to have a process for how to deal with voting off a board member.

(Check in Charitable status to see what we already have committed to.)

Everyone to write down what we do within our roles. **All for November meeting.**

A separate meeting is needed to carry this further. **Action all early 2022.**

5. **Funder Update / Fundraising platform**

- SSE renewables - for CDC **Unsuccessful**
- PKC microenterprise grant - successful 90% of £1,000 to promote CDC - we pay invoices and forward to them to reimburse. **JW to see how funds can be spent and by when need to claim.**
- IKEA grant to promote and support Uniting Crieff forum, £2500 **Unsuccessful**
- Ecclesiastical- Movement for Good fund - £10K for CCT running costs for 3 years and funding a fundraiser/adviser 1 day a month for 2 years. unclear when will be notified **JW submitted**
- Scotland Loves Local - application submitted with Andy Clegg @PKC for joint bid for Murray fountain refurb **JW**
- ICF - Q3 funding application submitted 20.10.21. Interim report due Dec.

6. **Treasurer's Report** - CS submitted update prior to meeting

Request to see reports directly out of Xero at monthly meeting. **CS**

Include a Can Do Crieff column to monitor income vs direct expenditure attributable to CDC. **CS**

Find unused cheque books and destroy. **CS**

7. **Reviewed cash flow projection.**

Annual report progress

Financial pages - **CS to liaise with J/C and produce word doc.**

Do we need someone to audit and sign off accounts? **AC to check**

Description of activities in annual report - **AC**

Send to OSCR and Companies House - **JW**

8. **Paths** - JA submitted a report prior to the meeting

Very pleased to report that CM has walked the TBW site to better understand the plan to link TBW with rest of LMW and has expressed a desire to become involved assisting on Paths matters both on the CMRI-126 Project between Crieff and Comrie and at TBW.

Turretbank Wood [TBW]

We have written declining Area 2 and this was accepted by Julie (PA @ Ochertyre Estate) who has advised their Solicitors accordingly.

Contact made with Paths for All to discuss design of our proposed new link path at TBW. Site meeting with their designer, Technical Officer - Graeme Anderson - arranged for 29 Oct to view site and discuss requirements.

Some additional balsam clearance carried out.

Crieff Paths Group

Following receipt of our 2020 small tools grant (£150) we should now apply for one for 2021. **JA**

Identify item required for Paths and apply for annual one off support for Volunteer Groups for specific items (£500) **JA**

Crieff to Comrie Core Path CMRI/126.

Meeting between PKC and Carse of Trowan (rearranged for 8 Oct) was held on site with the family and their land agent. A number of issues were discussed at length. Next Meeting with CMRI – 126 Project Group 27 Oct to discuss progress on reaching Path Agreements and update programme.

Separate discussions with Councillor Stewart Donaldson, MSP Jim Fairlie, and John McCrone PKC Head of Planning and Regeneration at the Launch of the 2021-2026 CAP on 25 Sept. All expressed support but advised that budget for this year had been used so there would not be chance of the further cash required (£75k) to allow PKC to complete their work on CMRI-126. This will impact on the Programme.

9. **Drummond Arms** - IC submitted a report prior to the meeting

Building Update

Site meeting held last Friday with Galbraith and Kinetic to explore the condition of the former RBS building and make plans to deal with the issues it presents. Working on a medium term strategy for the building the TCF budget will be spent before the end of the year and before this happens a report needs to be completed on condition, works completed and works estimated still to do.

Arts Competition

Planning and Listed Building Consent obtained for arts / window project. Site meeting planned to meet David Campbell, electrician and contractor who will clear the plants from the outside of the building and fit the artwork. We currently have sufficient entries to start making decisions on the Hill Street windows.

Page 1 and page 5 article in the Herald last week, explained the competition and gave DARL the opportunity to explain the background to some of the decisions.

VAT

HMRC has been slow to process the VAT claim and asked for lots of additional information. However, confirmation that the 1st claim of £51k will be in our bank account 'soon'.

10. **Can Do Crieff**

- We continue to receive a new inquiry every few weeks.
- We will update members info on the wall and the website.
- Business Club launch - 10 sign ups, only 3 showed up to first meeting, 5 apologies.

11. **CAP**

- Launch event took place on Saturday 25 September 2021 at Strathearn Artspace. Good attendance including public representatives.
- Need to take forward Uniting Crieff forum - set a date. Send out follow up email, thanks for attending and suggesting date in the New Year for first forum. **JW/PB?**
- Update (esp Covid situation) entries on Uniting Crieff website - add calendar? Promote. Give Crieff Connexions editing access. **JW/PB?**
- Bunting up in James Square to promote Uniting Crieff.

12. **Review of policies and procedures**

Health and Safety procedure still to be checked.

AOB

Update asset list - locations/ number and original value.

Is it possible to have an automatic thank you receipt for donations?

Action	By
Health and Safety procedure check and update	IC
Everyone to write down what we do within our roles. A separate meeting is then needed to further develop the board roles and decide how to progress.	All for November meeting. Action all early 2022.
PKC microenterprise grant - successful 90% of £1,000 to promote CDC - we pay invoices and forward to them to reimburse	JW to see how funds can be spent and by when need to claim.
<p>Request to see reports directly out of Xero at monthly meeting.</p> <p>Include a Can Do Crieff column to monitor income vs direct expenditure attributable to CDC.</p> <p>Find unused cheque books and destroy.</p> <p>Annual report progress</p> <p>Financial pages for Annual Report</p> <p>Do we need someone to audit and sign off accounts?</p> <p>Description of activities in annual report</p> <p>Send to OSCR / Companies House</p>	<p>CS</p> <p>CS</p> <p>CS</p> <p>CS to liaise with JC and produce word doc.</p> <p>AC to ask JC</p> <p>AC</p> <p>JW/ CS</p>
<p>Following receipt of our 2020 small tools grant (£150) we should now apply for one for 2021.</p> <p>Identify items required for Paths and apply for annual one off support for Volunteer Groups for specific items (£500)</p>	<p>JA</p> <p>JA</p>
<p>Update asset list - locations/ number and original value.</p> <p>Is it possible to have an automatic thank you receipt for donations?</p>	<p>All</p> <p>Ask Kona</p>
<p>Need to take forward Uniting Crieff forum. Send out follow-up email, thank for attending and suggest date in New Year for first forum.</p> <p>Update (esp Covid situation) entries on Uniting Crieff website - add calendar? Promote. Crieff Connexions editing access.</p>	<p>JW/PB?</p>

Next meeting 7 pm Thursday 18 November at 7pm virtually.