



**Crieff Community Trust Board Meeting 7pm, 18 January 2024 on Zoom**

**Present:** Brian McVey (BM), Jane White (JW), Ian Christie (IC), Jim Anderson (JA), Ann Ross (AR), Ailsa Campbell (AC), Andrew McLean (AM)

**Invited:** Joy Flett (JF), David McCann (DM)

**1. Declaration of Conflict of Interest**

**2. Approval of Previous Minutes**

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

**3. Matters Arising**

**Standing matter - path inspection:** checked by AM in December, BMcV in Jan. Over to AJM for February.

December	AJM	w/c 4/18 Dec	Photos
January	BMcV	w/c 1/15/29 Jan	
February	AJM	w/c 12/26 Feb	
March	DMcC	w/c 11/25 Mar	Photos
April	BMcV	w/c 8/22 Apr	
May	DMcC	w/c 6/20 May	
June	IC	w/c 3/17 June	Photos
July	IC	w/c 1/15/29 July	
August	BMcV	w/c 5/19 Aug	
September	BMcV	w/c 2/16/ 30 Sep	Photos

Action	By
Tie up putting the model in CCT shop window (and explanations), planning permission and press release all at the same time.	DMc, JA - done
Approach businesses to support a town-centre card for CDC members.	Leadership team discussing. Carry over.
Help as an elf if you can!	All - done

**4. Operational Report - DM submitted a report prior to the meeting**

We have some clear immediate objectives in the early part of the New Year:

- an increase in active client usage of the Can Do Crieff co-working space, positive progress with the Turretbank path
- project and planning consent for Turretbank link path
- work beginning on the Murray Fountain restoration project,
- delivering the capital project alignment plan,
- identifying and securing core funding for the work of the Trust.

And that is just the beginning.

## 1. Can Do Crieff

1.1 January has seen three of our full time, and long term, users indicate that they will no longer require a desk at the Can-Do space. All had very different reasons for coming to this decision and there is no link between them or common cause. We will continue to look at increasing the current usage level and as part of this process we are planning a press and social media campaign as well as potential open days and events.

**Action: Deliver leaflets - all, ask members**

1.2 The current position is still stronger than the same period last year.

## 2. Funding

- Gannochy funding £15,000 towards development manager salary costs for a year, now conditions have been met, money has been paid into our account. **Report due April 2024.**
- Garfield Weston Foundation for help with core costs. £5,000 unlimited funding for a year. **Must report back by 12.1.24.**
- Paths for All IFPF for design of link path- £24,474 - accepted and contract awarded to TP&E. Payments 1,2,3 & 4 claimed and payment 1,2,3 and 4 paid.
- Fountain - PKC CECF - accepted £10,000 for fountain refurb - PK Heritage fund offered £5,000 and received £5,000 from SGN. Heritage Environment Scotland application successful for £25,300. **We have received a grant of £11,587 from CLLD PKC to counter an inflationary rise in projected costs and a maintenance programme. To be claimed in arrears once invoices submitted mid March '24.**
- **We have received a further grant of £10,160 from PKC CLLD as contribution to CEO salary to year end March '24. To be claimed in arrears once invoices submitted mid March '24.**
- **We have received a grant of £8,500 towards maintenance/promotion of defibrillators.**

2.2 We have submitted an application to the Fore Foundation.

2.3 We are in the process of developing a Gannochy Trust 3 x year funding application.

2.4 We are actively looking at other funding options.

## 3 Town Team

3.1 Peter Flett and DM are currently preparing a document, requested and agreed with Perth & Kinross Council which will give:

- A brief on the aims and objectives with regards to the capital projects of seven organisations in the town: Creative Crieff, Strathearn Arts, Drummond Arms, Crieff Connexions, Crieff Museum Group, Remake and Crieff Highland Gathering
- An update on potential costs and where each is on funding.
- A timeline of the next 5 years and where each capital project sits on that timeline in respect of funding, development, and delivery.
- A conclusion tying all seven together in an overarching vision which also complements the Community Action Plan.

3.2 We will be planning another Uniting Crieff Forum meeting shortly. Promotion event, open to public?

## 4. Murray Fountain

4.1 We were successful with application to CLLD PKC to counter an inflationary rise in projected costs and a maintenance programme.

4.2 Listed Building Consent has been applied for, and advertised in the local paper, along with a Building Warrant application. We currently await the outcome of the LBC application which will allow the work to begin.

## 5. Santa's Post Office

5.1 The SPO ran from November 25th to December 24th and was open to the public. It was free with the opportunity to donate to 2 local causes. Report to follow.

5.2 Local artist and designer David Campbell and DM worked together to create a Victorian Post Office in the Crieff Old Town Hall.

5.3 Nine local young people were employed as elves, interacting with the visitors, and helping younger children write their letters.

5.4 Local volunteers helped staff the venue.

5.5 Santa visited over two weekends, and these were by far the busiest days.

5.6 Over 550 young people posted a letter at Santa's Post Office.

5.7 We opened out with normal hours to accommodate groups from local schools and nurseries,

5.8 Visitors came from the local area as well as from Perth, Stirling, Glasgow, Edinburgh and much further afield as well!

5.9 The project was a definite success however the potential for growth is huge and should encompass partnerships with local businesses and organisations, increased awareness nationally and a coordinated approach involving all groups who deliver Xmas events in Crieff.

## **6. Crieff & Strathearn Tourism**

6.1 Since the demise of the Crieff BID there has been no coordinated tourism strategy for Crieff. The leadership team discussed an approach to Visit Scotland to explore options for developing a strategy, whilst remaining cognisant of the inherent difficulties faced by the Trust due to limits on capacity and resources.

6.2 DM met with representatives of Perthshire Tourism Partnership, established to bring together public sector organisations and tourism groups based in Perthshire to discuss strategic themes relating to tourism. The group is comprised of local tourism associations (LTAs), collaborative groups, public sector agencies including VisitScotland, Historic Environment Scotland, National Trust for Scotland, and Perth & Kinross Council. Perth & Kinross Council and Visit Scotland manage the activities of the Perthshire Tourism Partnership. DM outlined the difficulties faced by the Trust in creating a tourism strategy and emphasised the need for resource support both financial and practical.

6.3 DM also met with Neen Kelly, a tourism consultant who has been engaged by PTP to research and create baseline data on current provision in Perth & Kinross.

6.4 DM will also raise the issue in our meeting with the Perth & Kinross Council Executive team on January 25th.

## **7. Drummond Arms (Report prepared by IC)**

### **7.1 Building update**

Scaffolding inspections – ongoing and all good.

Perth & Kinross Environmental Health Team have confirmed, (on the closure of Montanaro), that all waste bins will be collected, including the oil waste bins, scheduled for January 25th. Ongoing monitoring of parking situation and litter in the rear car park.

### **7.2 Grant Applications**

Lottery Heritage 2033 Fund - opens later in Jan 2024 - significant application (subject to guidance of fund officers) will be made.

Community Ownership Fund - expecting invitation to submit a bid before end of March

2024.

Adapt Project Plan and Business Plan to other main grant opportunities which open later in 2024 - Regeneration Capital Grant Fund (or Vacant & Derelict Land Programme - cannot apply for both) and Historic Environment Scotland.

Develop direct crowdfunding / fundraising strategy with CCT.

Application invited for Vacant Property Feasibility grant (50% match funded up to £5k) which will help pay fees associated with the preparation of a Project Plan

### 7.3 DARL Board Strategy

Development of a Project Plan with Professional Team to include identification of Work Packages needed to redevelop the building to attract additional investment from a hotel operator with associate Programme and Risk elements.

Development of Business Plan with hotel developer to justify additional funding (i.e. beyond the conservation deficit) for a viable 40 bed hotel development with some element of retained community space (to be agreed and consulted on locally).

Next DARL meeting 29th January to discuss funding strategy including Crowdfunding.

As minute above, the development Coordinator continuing to develop grant strategy to identify and apply for funding.

### 7.4 Financial Position

DARL remains solvent at present with sufficient funds to carry on with the inspections of the scaffolding and to pay the project officer. All outstanding invoices have been paid.

Director's Insurance policy renewed.

## 7 Paths Update (Report prepared by JA)

### 7.1 Oakbank to MacRosty Park Link Path

- TP&E submitted the application for planning approval on 17 Nov.'23 (this was a surprise as CCT had stated they wanted to approve the submission prior to submission).
  - PKC interacted 6 times with TP&E during the validation process. Validation was then received on 14 Dec.'23 – Application Ref No: 23/01930/FLL. The Application is for a “Local Development” and the expected decision date is “14 Feb.'24”.
  - Publicity has been posted in The Courier, The Strathearn Herald and The Crieff and Comrie Quair as well as on CCT's Facebook Pages.
  - Starting any discussions with the local residents closest to the proposed new path has been delayed since 14 Dec.'23 due to inability of CCT to obtain clarification of the new description chosen by PKC Planning for the development: “Formation of footpath, erection of fencing and associated works at Land 30 Meters South East of 27 Highland Road Crieff PH7 4LE. Clarification received on 8 Jan.'24.
  - CCT now has an A3 set of the 17 Validated Drawings printed and laminated [thanks to DM].
  - Further discussion with Countryside Ranger re benefits of sending a letter to Planning Authority confirming CCT responsibility for maintenance of new path on PKC land was inconclusive. There did not seem to be a need? Note letter from Planning re validation of our application requests that we should not contact Development Management for updates prior to Expected Decision Date. Action CCT to consider further.
  - Aspect re requirement for strengthening the design of river bank south of disused pier still with TP&E and SEPA. TP&E do not expect this to interfere with Decision re Planning Approval
  - The model of the proposed path has been installed in the shop window at the DA.
  - TP&E have submitted 5 invoices to 20 Dec.'23 totalling £16,038 including VAT. These have each been approved and in turn each has been submitted to Paths for All for release of funding to facilitate payment. [This equates to some 66% of the funds now having been drawn down for payment.]
  - Request from IFPF to submit an EOI for construction costs before 8.3.24. Timing very tight to get tender costs by then and also should we secure other funding first?
- Arrange meeting with IFPF to discuss. JW/JA**

- Crieff in Leaf queried the proposal as they had concerns that the ceremonial trees planted by them (their “Royal Oaks”) might be damaged. Following a walk round with the current and past Chair of Crieff in Leaf [Iain Brown and Keith Stewart] Iain wrote to CCT to express their support for the Path Proposal, and offered support in executing thinning out hawthorn bushes/trees in Meadow 2 [see TBW below].
- Fortnightly Insurance walks have continued – see above and separate report.
- **Request form IFPF to promote Paths for All - piece to be written. Action JW/ JA**

#### 7.2 Turretbank Wood [TBW]

- Crieff in Leaf have offered to assist CCT in their proposed thinning of blackthorn and hawthorn in Meadow 2. A work party comprising Dave McKeeggie, Iain Brown and Keith Stewart, Athol Curtis and JAA} took place on Wed.17 Jan at 10am to mark trees to be protected and to commence clearing unwanted trees. The Countryside Ranger brought the flail.
- Meeting held 8:30am on site at Meadow 1 in TBW on 15 Jan.'24 with Clive Duncan and John Townsend of Caledonia/Scottish Water to discuss the lack of action by Scottish Water completing the o/s work at TBW, (Robert Bone and JAA for CCT). They brought along Iain Arnott of LRM a landscaping groundworks contractor that Caledonia/Scottish Water had contracted to carry out the o/s work. Agreed that 10m of beech hedging 1.8m tall will be installed by LRM to hide the raised manhole and a new bench will be provided in front of the hedge parallel to the path. [New bench to be same as bench installed in Meadow 2.]
- Coop funded Bench – Bench to be purchased for siting in Meadow 2 – Action still outstanding but awaiting finalisation of design/planning application decision to make sure new location is suitable.

#### 7.3 Crieff Paths Group

- Replacement of 2nd wooden bench near Distillery/Hosh successfully carried out 16 Dec.'23.

Note for both benches PKC Countryside Ranger purchasing the materials to be paid under our small grants fund and PL insurance for the benches has been provided by The Crieff Hydro

### 5. **Treasurer’s Report** - JW submitted update prior to meeting.

To note, our account is not in the red as it appears in Xero update because:

- Paid TP&E before receiving funding from IFPF (approved), so £4,432 owing.
- Ignore £25,000 in and £17,000 out for DARL - this is payment of SO salary, funded by DARL but CCT pays the salary - so currently £8,000 more showing in our account than we have
- Ignore £35,000 ‘transfer funds’ showing as expenditure - this is money moving between our 2 bank accounts, which has to be reconciled in Xero- need to find a way to do this without it showing as expenditure/income. (We have received an additional £119 interest in the 3 months since setting up the savings account.)
- We have been spending the £35,000 funding on CEO salary this year but the funding came in the last accounting year. (£30,000 of this is in the savings account.)

All expenditure is accounted for and in fact we have a surplus from:

- PKC wee shop fund (£500)
- Santa’s Post Office (c. £4,800)
- CDC (c. £3,000 - likely to be £4,000 by year end, but may be needed to cover rent shortfall/ promotion first quarter 2024)

and £10,000 remaining to pay CEO salary April - June 2024.

- CCT/DARL/DM met Wed 22 Nov to discuss transfer of accountancy services to Dickson Middleton. Notice has been given to JC, who will first complete DARL accounts.
- VAT registration tbd.

### 6. **Leadership team / Governance of CCT**

Began to look at IT strategy and briefed the Scottish Tech Army for help with an IT MOT. Discussed other areas of strategy to focus on in the first half of 2024.

## 7. AOB

Year end 31 March. AGM before summer. Paths, DARI, CDC, Fountain. A report in bullet points. Each board member to detail key things that have happened 1.4.23 to 31.3.24, include photos. Draft ready for February board meeting.

### Next board meeting - Thursday 15 February 2024

Action	By
Deliver CDC/ CCT leaflets to new housing estates	All, ask members to help?
Uniting Crieff Forum meeting shortly. Promotion event, open to public?	DM/ JW
Request from IFPF to promote Paths for All - piece to be written	JW/ JA
Request from IFPF to submit an EOI for link path construction costs before 8.3.24. Arrange meeting with IFPF to discuss.	JW to set up.
Financial strategy - need monthly cash flow, set targets Possibly Xero can do this.	Leadership team . DM to create Excel spreadsheet.
Year end 31 March. AGM before summer. Paths, DARI, CDC, fountain etc asked to produce a report in bullet points to detail key things that have happened 1.4.23 to 31.3.24, include photos. Draft ready for February board meeting please.	Relevant board members to action for Feb meeting.