

# Crail Community Partnership SCO 49189

## Board Meeting Minutes

Zoom Meeting - Tuesday 2<sup>nd</sup> June 2020 at 6pm

1. Present: Dennis Gowans, Max Taylor, Helen Armitage, David Brown, Heather Aird, Andrew Purves, David Jerdan, David Mann, James McCallum.
2. Apologies: Bernie McConnell.
3. Approval of minutes of meeting held 5<sup>th</sup> May 2020. Approved.
4. Trustee status.
  - a. Regarding resignation of Danny Bates, who was a co-opted trustee. Confirmed that CCP structure allows for 10 Member Trustees only, and two Co-opted Trustees only
  - b. Proposal to approach Chris Broome about becoming a Co-opted Trustee, since so many near future projects are associated with the green spaces and the environment. Board in support.
5. Finance
  - a) Current Bank position, Appendix A.
    - £800 expenditure was for the valuation of the 3 parcels of CAT land.
  - b) AGM is now proposed for 14<sup>th</sup> July, 7 days after next board meeting. To be conducted as a Zoom virtual meeting. Email was sent to board earlier on the 2<sup>nd</sup> and is attached as Appendix B. Further details of the plan for the AGM will be released with the invitation for the AGM.
6. Fund raising.
  1. CPS - Denburn park – Parks for All, CCC etc
    - CPS still holds £1500 from Parks for All, and will see if this can be used for new gates, pending the resolution of the lease.
    - Query on what was happening with Common Good applications as there was a £3,500 application for CPS.
  2. Asset transfer – Scottish Land Fund – Crail Community Hall
    - Stage 2 Application 99.7% complete – need Insurance estimates & completion of payments for Stage 1 work. Payment was released last Friday.
    - Application to be in by June 12<sup>th</sup>
    - Feedback from SLF was positive on prospects of a successful application
  3. Robertson Trust
    - CCP was successful in obtaining funding towards a Hall Coordinator, less than was requested.
    - £7,500 for two years, in total £15,000.
    - Dependant on obtaining co-funding
  4. Cambo Partnership – deferred
  5. Transportation – improvement works – DJ
    - Proposals being handled by CCC, and can be seen in CCC Minutes.

6. Crowd Funding for land asset transfer
  - DJ, AP and DG participated in a call with the Kirsty MacDonald FC Coordinator for Crowd Funding.
  - Land CATs seen as viable project for this. Start communication early. Only open funding portal for 4 to 6 weeks. Gift Aid is possible.
  - Cards needed to make the contribution online, but CCP could handle and deposit cheques or cash contribution direct
  - Set low realistic targets, which could be stretched if participation is stronger than thought
  
7. Membership update & volunteers – HA
  - a. 130 Ordinary members, 4 Junior members and 1 associate member.
  - b. Noted that Jack Jarvis has been asked twice if he wants to renew membership, as his annual membership has expired. No response.
  
8. Sub Committees
  1. Harbour improvement plan
    - BM not available
    - There has been recent email correspondence about the Harbour Masters office acquisition as Councillor Holt is querying the process being used and how another visitor centre fits in with the Local Place Plan.
    - Discussion on the above resulted in a resolution to communicate to Fife Council and Councillors that CCP is very willing to participate in a cooperative discussion on the overall approach taken for visitor centres in Crail. Action: DG
  2. Crail North
    - DB and DJ will hold a virtual meeting with FC Planning next week.
    - Discussion on the how future planning will be influenced by the Covid pandemic which should lead to inclusion of more green spaces and cycle and pedestrian connectivity. Which should support the community's plans for Crail North.
  3. Strategy – JmCC
    - With Crail North's plans and the influence of the Covid pandemic CCP should continue the drive to be an Exemplar Development that demonstrates what can be done.
  4. Environment/Woodlands – Asset Transfer DG/WC
    - Discussion on Kilminning south where SWT raised concerns about the possible change of ownership to CCP. The concerns seem to be primarily about the coast and inconvenience of changing lease. SWT have lease with FC until 2026.
    - CCP had proposed to SWT that we could either:
      - i. Option A, proceed with CAT and alter/renew lease with SWT
      - ii. Option B, wait until 2026 to CAT and review lease then
    - SWT preferred Option B
    - Input from Chris Broome suggested we should proceed with CAT of the whole of South Kilminning, as we cannot be sure of legislation and policy in 2026. Fife Council have been approving plans for extension of Sauchope Caravan Park

along the coast. And Fife Council probably would be more willing to transfer one package.

- Resolution to pitch to FC and SWT for acquisition of whole of South Kilminning (inclusive of the reserve) with assignation of lease to SWT, failing which we acquire Kilminning South, excluding the SWT area. With CCP covering the expense of lease changes.

#### 5. Community Assets

- Community Hall – Transition team – first meeting held, minutes in Appendix C.
- Brownfield – Garden centre/affordable housing – No update
- Denburn Wood from FC – for CPS
  - i. CPS have been trying to acquire the remaining sections of Deburn Wood, that are owned by Fife Council, while the rest is owned by CPS. Very little progress made.
  - ii. CPS is not constituted such that it could participate in CAT with FC and is unwilling to change constitution as there so many properties owned by CPS it would be a long and expensive transition.
  - iii. Proposal to take advantage of CCPs structure and experience in CAT and CCP acquire the land, and enter an arrangement with CPS. CPS would fund this.
  - iv. Board agreed to this being taken further.

#### 6. Website/Publicity

- Need much more volume of traffic on Crail.info Blog (Latest News)
- HA proposed asking businesses to use this channel to promote changes and initiatives in their business activity. Board supported this.

#### 7. Business and Tourism – Crail Food Trail

- Food Trail still progressing as reported previously.
- Suggestion the Heather is connected to Acoustic Wave so that Crail.info can support Food Trail launch. DM to action with HA.

#### 9. AOCB

- Next meeting Tuesday 7th July 2020 at 6pm

**Appendix A.**

**CRAIL COMMUNITY PARTNERSHIP**

**RBS RECONCILIATION AS AT ..... 29<sup>th</sup> May 2020**

**FIGURES FROM BANK STATEMENT**

**Balance as at 29<sup>th</sup> May 2020 £ 15,159.27**

**ADD: To be lodged £ Nil**

**DEDUCT: Non presented cheques and D/D £ 1,896.50**

**Sub £13,262.77\***

**Restricted Funds (see below\*) £ 5,912.40**

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**Crail Info £ 520.00**

**Net Bank Position £ 6,830.37**

**Crail Common Good Fund – Approved £23,520.00**

**Drawn to date £23,520.00**

**Possible further draw down £ NIL**

- **Includes £1,452.40 remaining from Crail Food Festival £3,000.00 to meet costs of survey and design plans in respect of the Community Hall**

**Includes £670 grant to Wee Crailers from Fife Council**

**Includes £490 (net) grant to Monday Meetings (Monday Club) from Fife Council**

**Includes £3,300.00 grant from Awards for All (National Lottery for use by Monday Meetings only.**

**Scottish Land Fund Grant (Stage One) £8,424.00**

**Drawn to date £8,424.00**

**Prepared by Andrew Purves**

**30<sup>th</sup> May 2020**

## **Appendix B.**

**2<sup>nd</sup> June, 13:35**

**DENNIS GOWANS** <dennisgowans@btinternet.com>

**To:** David Jerdan, Max Taylor, Heather Aird, David Brown, Will Cresswell, Andrew Purves, David Mann, James McCallum, Helen Armitage, Bernie McConnell

Hi All,

For CCP to be fully acceptable to the Scottish Land Fund, we need to make a couple of changes to the CCP Constitution even although it came from the DTAS standard. DTAS now has a new standard model, that resolves SLF's issues.

The issue is that SLF requires that individuals who meet the eligibility requirements (as per article 17) are to be admitted as members. There should be no discretionary clauses.

The clauses are 28 & 29:

### **Currently:**

*28 For the avoidance of doubt, when deciding whether to admit any individual or organisation to membership, the board shall adhere to a transparent process which enshrines the principles of equal treatment and non-discrimination.*

*29 The board shall consider each application for membership at the first board meeting which is held after receipt of the application; the board shall, within a reasonable time after the meeting, notify the applicant of their decision on the application.*

### **New:**

*28. At the first trustees' meeting which is held after receipt of an application, the trustees shall review the application (together with any evidence supplied under article 27) to determine whether the applicant fulfils the qualifications for membership set out in articles 17, 18 or 20 (as the case may be); if, on the basis of that review, the applicant fulfils the qualifications for membership, the trustees shall admit the applicant to membership and, within a reasonable time after the meeting, notify the applicant of the outcome of the application.*

*29. For the avoidance of doubt, in determining whether or not any individual or organisation fulfils the qualifications for membership, the trustees shall adhere to a transparent process which enshrines the principles of equal treatment and non-discrimination.*

We propose to hold our deferred AGM on the 14th July, and include the constitution changes in this, rather than organising an SGM. The meeting would be held as a Virtual (Zoom) Meeting.

I have appended some relevant sections from the Constitution that will guide our actions as we plan for the AGM, and advice from DTAS on Virtual AGMs.

Cheers,  
Dennis

### **Points to consider before calling an AGM**

*Alterations to the constitution*

*159 This constitution may (subject to clause 160) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 77) or by way of a written resolution of the members.*

77 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members' meeting (or if passed by way of a written resolution under clause 82) providing proper notice of the meeting and of the intention to propose the resolution has been given in accordance with clauses 54 to 58:

77.1 a resolution amending the constitution (subject to clause 81);

*Notice of members' meetings*

54 At least 14 clear days' notice must be given of any AGM or any special members' meeting.

55 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

55.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

50 The business of each AGM must include:-

50.1 a report by the chair on the activities of the SCIO;

50.2 consideration of the annual accounts of the SCIO;

50.3 the election/re-election of charity trustees, as referred to in clauses 94 to 99.

51 The board may arrange a special members' meeting at any time.

60: The quorum for a members' meeting (subject to clause 61) is 20 members entitled to vote (each being an Ordinary Member or a proxy for an Ordinary Member), present in person or represented by proxy.

**Virtual AGMs for third sector orgs original April 6th**

[https://www.burnesspaull.com/insights-and-events/news/virtual-agms-for-third-sector-organisations-technical-tips-for-legal-compliance/?utm\\_source=vuture&utm\\_medium=email&utm\\_campaign=covid-19%20news%20update%20-%206%20april%202020](https://www.burnesspaull.com/insights-and-events/news/virtual-agms-for-third-sector-organisations-technical-tips-for-legal-compliance/?utm_source=vuture&utm_medium=email&utm_campaign=covid-19%20news%20update%20-%206%20april%202020)

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<https://crailpreservationsociety.org/>

<https://www.crailcommunitypartnership.org/>

## **Appendix C.**

*Hi,*

*A very brief summary. Please let me know if I missed anything.*

Minutes of Meeting 26th May 2020

In attendance, D. Brown, D. Fraser, D. Jerdan, A. Purves, H. Aird, E. Morris, D. Gowans

Apologies: from Dennis to David Mann for not including David in the Zoom Invitation.

### 1. Current Status

- Fife Council have confirmed that CCP has meet all Fife Council's criteria for the asset transfer. We await formal paperwork from Fife Council.
- Scottish Land Fund is 99.7% complete. Just missing, building insurance estimate, legal estimate and Fife Council CAT paperwork. Target sending the application 28th May.
- Fife Council informed us that 8 weddings are scheduled for 2021, along with festival events

### 2. Roles and responsibilities

Dennis proposed the following (and received no dissent)

- David J. - Building management
- Andrew - Treasurer
- Heather - Website, Marketing, Networking (and later offered expertise in kitchen design and standards)
- Eric - Improvement projects - pricing and execution
- David B. - develop commercial material and develop our own version of the business plan
- Dennis G. - Event coordination and fund raising
- David M. - long term options for CCH development
- David F. - technical lead

### 2. Financial situation

- Approximately £1200 reserved by CCP for Community Hall
- Robertson Fund - informed on Monday that CCP has been awarded £15,000 over two years to support a Hall Manager role. Matching funds need to be raised.
- Need to determine whether CCH should operate as a VAT business

### 3. Website and Calendar

- Need a website that promotes the hall and the functional options it offers
- Need a calendar that shows event bookings and availability
- Currently CCH is not marketed through any standard hall booking or wedding planning websites

#### 4. Commercial T&Cs

- Research required to determine pricing and standard T&Cs that should apply, some information is included in the Feasibility Report and the Business Plan. But local comparisons would be very effective.
- Fife Council has reputation for being difficult to work with for CCH bookings, we would like to be different.

#### 4. Immediate funding priorities

- To improve the CCH income potential a revamped kitchen must be top of the list. David Barnett has already described a potential layout.

5. Long term building options - next meeting

6. Next meeting - 23rd June 5pm.

#### Action Summary

1. DJ & DG - finalise repairs estimate for SLF application
2. Andrew - obtain insurance quote or estimate
3. Dennis - submit SLF application
4. Heather - draft website - with online calendar a priority
5. Dennis - arrange site meeting with Eric, David and Heather
6. David B. - research current commercial pricing and t&cs
7. Dennis - work with FC to obtain all details of current future bookings

Cheers,  
Dennis