

# Crail Community Partnership SCO 49189

## CCP Board - Minutes

Tuesday 5th April 2022 at 7pm in Legion Hall

1. Attendance: D. Jerdan, D. Gowans, H. Armitage, J. McCallum, M. Taylor, D. Mann, W. Cresswell, D. Brown, C. Broome.
  - Apologies: H. Aird, J. McCallum
2. Minutes of meeting held on 1st March 2022, approved.
3. Finance report and Annual Report
  - 2021 OSCAR Annual Accounts prepared by SH, have been circulated to trustees. Based on LD's accounts. Need to now complete the verbiage with Annual Report information. Final document has to be approved by trustees before presentation to the AGM.
  - Comment on some of the Q1 '22 financial highlights. Only £20,000 in non-restricted funds. Central heating repairs ~£5,264, Insurance £1,804 and salary costs for Coordinator £3,605.
  - Restricted funds still have expenditures; signage, ponds, benches.
  - Water to be installed in Victoria Gardens and the Putting Green. CCP made initial payment of £2,562 which is covered by approved Crail Common Good funding. CCG only funds when payments have been made. This payment is to cover planning and application forms for the two stand-pipe installations. Subsequent costs for installation (est. £1,000 each) to be covered by Crail Festival and CCP (Crowdfunding opportunity).
  - Roome Bay Project funding received from [scot.Gov](https://www.scot.gov.uk) in March (via Fife Council) = £15,625.
4. Trustee Succession Planning

There have been 3 notifications of interest to become Trustees from the following applicants:

  1. Alan Stamper - co-owner of Harbour Gallery. Offering support for harbour development and tourism generally.
  2. Colin Morrison - current Community Councillor. Retired in Crail, from Oil & Gas business. Offering to support CCP for harbour development.
  3. Manuela Calchini - recently retired from Visit Scotland, previously part of Crail Festival. Offering to support CCP for tourism development.

Past changes:

  - 2020 trustee changes, re-election D. Jerdan, D. Gowans and H. Aird
  - 2021 trustee changes, re-election D. Brown, W. Cresswell. Bernie McConnell sadly passed away late 2021, not replaced immediately.
  - 2021/22 trustee changes, Lyall Dochard resigned and Shields Henderson was elected as trustee and treasurer.

Proposed changes:

  - M. Taylor, J. McCallum and D. Mann are due to retire at 2022 AGM.
  - Board agreed to propose that M. Taylor and D. Mann be re-elected and that C. Morrison and M. Calchini are proposed for the other vacancies.
  - A. Stamper to be invited to be a member of the harbour sub committee.
  - Constitution extracts
    - (a) At each AGM, the Ordinary Members may (subject to clauses 88 and 92) elect any member (providing he/she is willing to act) to be a charity trustee (a "Member Trustee").
    - (b) The board may (subject to clauses 88 and 92) at any time appoint any member (providing he/she is willing to act) to be a charity trustee (a "Member Trustee").

## 5. Membership update and Volunteers

One new member Angie Addison, 9 Todds Green. Membership dues paid.

## 6. Sub Committee reports

### a. Open Spaces

- Kilminning. Commendations on an amazing community effort to plant over 2500 trees, 154 people participated. Very positive conversation with SEPA about planned developments, with offers of support and help. Pitch has been made to Nature Scot in 3 phases; phase one is the tree planting that has been completed, phase 2 to dig 0.6HA pond and phase 3 tarmac area. Plan in Appendix A. Funding decision May 2022 (for phase 2) but match funding required. Would also like to approach EDF to potentially expand the size of the pond.
  - Discussion on access to the coast and path networks in the Kilminning area.  
Need to develop a plan for access and paths that can be shared with the public.
- Site visit with Historic Environment Scotland “more amenable to developments like this today”.
- Bow Butts - will be resown during the next few weeks, thistles have been strimmed and weedkiller will be applied. Hedge planting has been completed. Probably want to put a pond in but that will require a conversation with SEPA.
- Pinkerton - ponds dug and Crail Henge an interesting additional outcome. Lining will have to wait until the end of the breeding season. Volunteer (circa 20) coordination quite tricky with most having different availability. Hedgerow planted over two days. Additional work required to flatten the observation area. COVID issues causing problems with meetings regarding path widening etc.

### b. West Braes - Need to organise leadership locally. Potentially local event. WC to approach AS.

### c. Community Hall

- Caretaker has now been hired on a Zero Hour Contract, Jem Bowden.
- Appendix B has 2021 Review.
- Appendix C has a look forward to CCP Events. Scotland on Tour provides a cushion with a grant for each event.
- Awaiting estimates for boiler replacement, toilet upgrade and electrical system testing.
- Long Term Plans
  - DM in the process of contacting 3 architects to consider the CCH Brief. DB suggested an additional potential candidate is the Crail Airfield architects, LDN.

### d. Community Projects

- Beech Walk Cherry Tree (and Acers) planting to take place from 10am this Friday.
- (School) Play Park about to put out a survey to parents.
- FoVG starting again this week.

## 7. Planning

- Nothing major in the planning process.
- Contact has been made with Crail Airfield owners. DB, DJ and DG participated in an Airfield Tour led by Commander Hobbs for the benefit of the new owners.
- Sauchope Caravan park has been taken over by new owners.

## 8. Website & Publicity

- Nothing to report.

## 9. Projects

### a. Roome Bay Visitor Centre

- Expectation is that we should select one of the options to take forward, by the end of the 3rd week in April.
- Most initial leanings to Option C or D
- Comments that the presented document is not a business plan as yet, still mostly feasibility.
- Need some clarification on potential costs for each option. Perhaps an opportunity to use a QS, funded by the residual project funds
- Need to understand what contribution FC/FCCT may offer for income
- Concerns about long term cost impacts and daily care of toilet facilities
- Solar panels missing from current designs
- Single input email received with fairly strong objections to implementation of a cafe.  
**To be circulated. DG.**
- Expectations have already been set with the initiative and the survey
- Concerns about such a facility being a target for vandalism and target for partying
- Feedback to be delivered in two parts;
  1. building design issues to David Mann for collation. **Action All.**
  2. General comments and concerns related to the concept as described in the drafted document to Dennis Gowans. **Action All.**
- 3 possible surveys for implementation (and using available funds), Topographical, Site Investigation and Ecology.
- (Subsequent to this meeting suggestion of a Roome Bay review meeting before feedback being offered to SKS. **Action DG/DJ**).

### b. Crail LPP Review

- Circulate something to CCP trustees with closed and open questions. **Action DB/DM.**
- Need to consult the community also, could we tag on some general questions to the Harbour Survey. May timeframe.
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- c. Harbour Users and Residents - Community Enterprise support.

## Crail Harbour Work Plan (Accelerate)

Action	Timescale	Lead person	Days
Design of Info leaflet	Mid April	Bold (our in house graphic designers)	½
Very short on-line harbour ideas survey for the whole of Crail	End of April	Douglas	1 day
Advisory group meeting with the immediate neighbours of the harbour.  Focus group, some thinking and a second group	End April	CE project support person to be confirmed	2 days
Stakeholder interviews  1:1 calls with appropriate people	Mid May		1 Day
Short action plan	End May	Douglas	1 day

10. Next meeting Tuesday 26th April, 7pm.

Appendix A.



## **2021 CCH Events and Activities Review**

- 1. General**
- 2. Community activities**
- 3. Community events**
- 4. Commercial events**
- 5. Marketing**

### **1. General**

The biggest change for CCH in 2021 was the renovation of the kitchen, bringing it up to a commercial standard to be used for community events as well as for commercial and private hire. This added value to commercial users and local groups and opened the potential for new income streams. It has proved to be a major asset for the hall and helped secure bookings for weddings as well as allowing food events to take place. From regular coffee mornings to murder mystery evening and Jazz brunch, the hall has already supported a wider variety of activities making it a highly valued asset in Crail.

A major amount of work has been done to simplify the central heating controls and make them accessible from the internet. Repairs were also carried out on a leaking joint and on a frozen valve, all requiring custom parts to match the age of the installation.

LED house lights have been installed to replace the 500W Halogen lights.

### **2. Community activities**

After the lifting of Covid restrictions, Badminton and Table Tennis sessions returned to the hall in autumn 2021 and are booked into the hall for the 22/23 season.

Pilates classes started in June 2021 with great success and expanded in numbers and times with forward bookings until the end of 2022.

Crail Folk Club moved to CCH at the start of their 2021 programme in June with two Folk Club nights per month going from strength to strength.

The Wine Club also chose CCH as the venue for their monthly events.

Autumn also saw the arrival of the Wee Crailers in the small hall for their monthly sessions and the Coastal Friendship Club hosting their get togethers twice a month. As an activity supporting the community the Coastal Friendship Club has not been charged.

### **3. Community events**

As all the festivals had been cancelled throughout the summer of 2021, Crail Festival decided to run a couple of concerts in Autumn of 2021. The Abba night was an outstanding success, but was,

unfortunately, followed by the cancellation of the second event, the Christine Bovill Concert, due to Covid. This has now been re-scheduled for October 2022.

2021 also saw the introduction of Jazz music events, Quiz Nights and a two-day Christmas Fayre and Christmas Concert. Christmas at the Hall was a huge success with stall holders and visitors alike. All the stall holder spaces were sold and the cafe, run by an external caterer, was very popular. The concert featured two student groups from St Andrews University and was a sell out. At the back of the success of the Christmas Fayre the Easter Fayre was launched and will be held at the Easter weekend in April 2022. The stalls for the Easter Fayre have sold out. The Christmas Fayre 2022 is scheduled for 3<sup>rd</sup> and 4<sup>th</sup> of December 2022.

#### **4. Commercial events**

10 commercial events took place in the hall in 2021 of which three wedding bookings had been inherited by Crail Community Partnership from Fife Council. The other seven bookings were generated directly and included four memorial services as well as three other private events. The price for weddings was increased from £500 charged by the council to £700 for all new bookings. An additional charge for the use of the sound and lighting system and the hire of table and chairs was introduced and has generated some additional income.

Through marketing initiatives in 2021 eleven wedding bookings were secured for 2022 additionally to the two that were inherited from Fife Council bringing the total to thirteen in 2022 as against three in 2021 and exceeding the target of ten bookings.

Five private events are booked for 2022 directly and one was inherited from Fife Council.

The hall was also used as a polling station for the elections in May (and will be again in May 2022) and for a recruitment drive for Kingdom Homes.

#### **4. Marketing**

The marketing activities set up in 2021 concentrated on free listings on booking websites for weddings and venues in general.

Community events were supported by listings on event websites, PR, posters and flyers as well as the hall's own website and social media.

A Crail Community Hall Newsletter was introduced and three issues were published in 2021 through Crail Matters, CCH website and mail shots to existing databases and CCP members.

## Appendix C.

**Proposed CCP Events Schedule 2022/23**

Date	Theme	Cost	Ticket Price	Description
3/9/22	Concert Liz Jones & Windows	none	£10 SOT (70/30)	confirmed
1/10/22	Concert Elaine Lennon Ho Broken me Bird Sessions with Guest	none	£14 SOT (70/30)	confirmed
22/10/22	Concert Elsa-Jean McTaggart 'Eva Cassidy: The Story'	none	£12 SOT (70/30)	confirmed
13/11/22	Concert - Tommy Smith	none	£15 SOT (70/30)	confirmed
19/11/22	Murder Mystery Dinner	£550 Theatre £20 pp dinner £1 free Prosecco pp	38	Confirmed with Can you Catch the Killer and XO Catering Bar in-house Theme to be decided
26/11/22	Concert - A Night at the Opera	£761.25 (£626 from SOT)	£10 SOT (70/30)	tbc
3-4/12/22	X-Mas Fayre	none	£40 per stall holder	Details tbc but similar to 2021, Kids events to be reviewed
4/12/22	X-Mas Concert The Other Guys	350	£10, £5 for kids	tbc
21/1, 25/2, 25/3/23	Quiz Nights	none	£10 p team/p night + £6 p player	as before, fees have to be transferred before each event
4/2/23	Tribute Band Concert	tbc	tbc	

16/2/23	Scottish Opera Touring Concert	none	£15, £5 under 26s, (70/30)	Ticket sales and marketing through Scottish Opera 60s anniversary tour, 11.00 – 23.00, concert 19.30 – 22.00
18/2/23	Karen Marshalsay Concert	none	£12 SOT (70/30)	confirmed
4/3/23	Comedy Night	tbc	tbc	tbc
18/3/23	Murder Mystery Dinner	£550 Theatre £20 pp dinner £1 free Prosecco pp	38	Tbc with Can you Catch the Killer and XO Catering Bar in-house Theme tbc
2/4/23	Jazz Lunch	£350 for band £15 for light lunch	£28	Time reduced to 2 hours 12.00- 14.00 catering and band tbc
8 -9/4/23	Easter Fayre	none	£40 per stall holder	Details tbc but similar to 2022
15/4/23	Tribute Band Concert	tbc	tbc	
22/4/23	Casino Night	tbc	tbc	tbc