

Crail Community Partnership SCO 49189

Board Meeting Minutes

Tuesday, 6th August 2024, 19:00, Community Hall

Attendees: David Jerdan, Sarah Morrison, Colin Morrison, Will Cresswell, Karen Vaughan, Dennis Gowans, John Freeth, Neil McKay, Aleks Scholz

Apologies: Max Taylor, Manuela Calchini, Mark Rogerson

Minutes of meeting held on June 4th: approved

1) Health & Safety and CCP records (DG, WC)

Discussion of incident at Kilminning in early July. A child fell into the water at the outlet of the pond. No injuries were sustained. An inquiry was held on site shortly afterwards. Experts from Fife Council and Fife Coast and Countryside Trust involved. Actions taken: New signage has been added to the site following recommendations. A grate has been ordered that will protect the outlet. Another sign will be installed near the top of the outlet. This seems to be a satisfactory solution. Action item for WC: Risk assessment is needed for the site (see item 2 below).

2) CCP policies and procedures (SM)

The documents with CCP are accessible to Trustees for feedback. Aim for discussion and approval at the next meeting. The documents need to work for all properties and activities. Discussion on the format and requirements for risk assessment for CCP properties, especially Kilminning. Risk assessment should identify areas of risk and discuss ways to mitigate the risk. Risk register will be needed as well. Accident books will be needed for CCH. It is worth enquiring with the insurance if policies require specific action. Action item for DG/JF: initiate HSE Incident Report Book. Action item for SM: Circulate invitation to documents again and verify access.

3) Finances (KV)

Changes to bank signatories: Heather Aird and Andrew Purvis should be removed. Approved by Trustees. Digital access to the bank account for KV is still required. Finance report has been circulated, but slight movement on individual transactions is still possible. The figure for the emergency reserves needs to be determined and approved. Consensus is that the system overall is working well. Action items: Numbers for West Braes need to be checked (DG). Finance reports will also be uploaded to cloud storage (KV).

4) Community Hall (DG)

Monthly report has been circulated. The prices for weddings have now been increased for 2025/26. An application to Fife Rural Development has been submitted to create an airlock at each entrance. Still no feedback on the application for levelling-up funds. There may be a need to acquire a better solution for floor clearing. The renewal of curtains has made a difference. More minor improvements underway.

6) Sub-committee reports:

- a) Harbour (CM): Visit from Fife Council Head of Transportation Services, where the known harbour problems were discussed, reinforcing the already documented discussion items. Issue with parking was seen as urgent. We are awaiting feedback.
- b) Coastal path at the castle (CM): On the aforementioned meeting the coastal path at the Castle was discussed as well. Signs have been updated by FC. Report by DJ that CCC is organising fundraising for future repairs. Incidental note that there are wild cabbages growing on that bit of the coastal path - one of a few sites in Scotland.
- c) Kilminning (WC): Planting in the pond is in preparation. Reseeding the meadow is an option for next year. The kissing gate at the west end of the coastal path will be replaced with an actual gate. (Also see discussion under item 1 above.)
- d) Pinkerton (WC): The ponds need signage - following up on the discussion under item 1 (see above). The same signs as in Kilminning will be used. Aesthetic changes for the lining of the pond are also planned. Action item for WC: New signs at the ponds.
- e) West Braes (DG): There is now some uncertainty around mowing at West Braes by the university meadow team. The commitment and agreement is for 10 years.
- f) Bow Butts (DJ): Planting in Bow Butts is still a long-term plan.
- g) Land acquisition (NM): St Andrews Road land and CCH carpark are now approved at stage 1. The CCC needs to be formally consulted. For Denburn Wood, the asset transfer has been triggered (DG). Crowdfunding suggested as a way to support an accessible path.
- h) Community projects (DJ): At Victoria Gardens most beds will be converted to permanent shrubs. FC is going to provide bedding plants. Also, FC has agreed to replace and widen the bridge.

7) Recruitment of employee: No update, a line manager is needed to move forward. Action item (DG): Approach FC (Heather Whyte) to see if Youth Work could be initiated by FC and funded by Common Good Employment Fund.

8) Publicity: The acquisition of Denburn Woods (and the other two properties) may be the obvious item for publicity for this month.

9) AOCB

Sustainability workshops (JF): Plans have made good progress. Workshops planned for 2025, starting in January, every other week. Various organisations are now on board, including Home Energy Scotland. The plan is to set up one workshop for listed buildings, one for more recent developments. Consensus among Trustees that this is a very good initiative. Discussion of other stakeholders. There may be potential to explore support by NNG wind farm.

Follow-up on crime surveys (SM): Crime survey was published in Crail Matters by MT, and states that community projects are not in the LLP. A consultation exercise would be needed to include such projects. Action item: Discussion with MT about what is needed. The distinction was made between facilitation by the CCP and ongoing operational work. Followed by discussion of possible funding sources.

Planning at Kinkell Braes (DJ): Short discussion of a planning application for the extension of caravan park at Kinkell Braes. Suggestion to put in a basic formal objection. Action items for NM is to circulate arguments.

Hosting of the CCP website (KV): The suggestion was made to switch to a different provider. Action items for KV is to look into alternatives.

Communication among Trustees outwith meetings (JF): Discussion of possible ways to communicate efficiently and distribute information effectively. Conclusion to continue to rely on email in the future.

Next meeting planned for September, Tuesday 3rd, Crail Community Hall.

Apologies for the September meeting from Dennis Gowans and Colin Morrison.