

Crail Community Partnership SCO 49189

CCP Board - Minutes

Zoom Meeting - Tuesday 1st December 2020 at 6pm

1. **Attendance:** D. Jerdan, A. Purves, D. Gowans, H. Aird, H. Armitage, W. Cresswell, C. Broome, D. Brown, D. Mann, M. Taylor, B. McConnel. **Apologies:** J. McCallum
2. **Minutes of meeting** held 3rd November 2020. Approved.
3. **Finance.**
 - Bank Reconciliation. Appendix A.
 - Energy utilisation estimates - combined £8,000. Plus Insurance estimated at £2,000.
 - Crowdfunding - Gift Aid will be claimed early next year. Question about how funds would be allocated; main target fund is for the project site but stretch target funds can be used for general green space.
 - Crail Matters Distribution will be approximately £500, to be drawn from TNL Monday Club Funding.
4. **Membership update & volunteers** – No change in membership.
 - **Action DG:** Run CCP Membership and Volunteer drive to the Crowdfunding Supporters.
5. **Sub Committees Reports**
 - **Harbour improvement plan**
 - A couple of meetings have taken place, reviewing the main list of harbour improvements. Meeting with FC Harbour Engineer has been pushed back to January 2021.
 - Started specifying chiller for bait. Further discussion required.
 - Strong interest in artwork, as memorial for lost fishermen. Potentially replacement for crane?
 - **Crail North.**
 - Nothing to report. Next update with Fife Council planning early next year.
 - **Strategy/EDF**
 - No funding updates.
 - **Environment/Woodlands.**
 - **South Kilminning.** Crowdfunding at £6725 (+ gift aid)
 - **Pinkerton Triangle.** Crowdfunding currently at £3550 (+ gift aid). £1000 from M&S to date.
 - **Bow Butts.** Bow Butts has been prioritised with CCP lawyers. WC speaking to RSPB about reseeded of Corn Bunting area and inclusion of primary school. Bow Butts Crowdfunding closed on 31st October, with Crowdfunding total of £4,666, excluding Gift Aid.
 - **Crowdfunding Data:** It would be good if we could review the data and be able to use the structure of Supporters to create publicity about the Crowdfunding participation, without revealing personal data. **Action: Andrew**
 - **Crail Grass Management** (paper was circulated before this meeting). Clarification: CCP should be focused on CCP assets, and not the Fife Council sections of land e.g. Roomebay or Castle Walk as Fife Council will determine their own strategy. Botanic Gardens experience of trying to manage cuttings from a similar size area that CCP will own is problematic, to store/dispose of the waste. R&A is working on new methods for golf courses cutting areas of rough to encourage more wildlife, also wildflower planting. R&A are working with some

golf courses to try new methods. It may be best for CCP to own equipment rather than be dependent on the provision of equipment, or services, by others. Especially not depending on Fife Council.

- We need to be seen to be starting work on the CAT areas to show progress to our Crowdfunder Supporters.
 - **Volunteers: Action WC**, to determine the response for those willing to offer time especially identifying volunteers from different generations to those that currently support projects like Denburn.
 - Next Update for Grass Management to be scheduled for February meeting.
- **Victoria Gardens.** 17 Volunteers have come forward to support Victoria Gardens, for planting and care, not bringing plants on. Working with Fife Council to see if Common Good Funds can be made available on a recurring basis. Chair requesting that this sub-committee comes under CCP's wing to help with funding raising through a charity and for insurance. Board agreed to this.

6. Community Assets

- **Community Hall** – No news on the CAT process at this point. Need to accept the SLF offer, requesting support from the Board. Board agree to this.
 - HR Advisor available to the board, Leslie Bawden.
 - CCH Sub-committee meeting Mom in Appendix B.
 - Kitchen proposal being modified, to separately identify volunteer work as Funders will not fund resources for this type of work.
 - Fife Council have submitted plans for renovation work, with planning permission not approved yet.
 - Start a Hall Users Forum (Zoom) in January. **Action DG**.
- Next asset transfers - Denburn and CCH Car Park
- **Crail Town Hall** - Facebook petition was raised to get the community to object to Crail Museum taking over the Town Hall, this was based on Fake News. DG wrote to Chair of Crail Town Hall Management to explain that CCP will not be competing for the lease in 2021, Crail Museum is not pursuing Community Asset Transfer of the Town Hall, but is going to consider long term options which may include the Town Hall.

7. Business and Tourism

- **Crail Food Trail** - Draft in early 2021, and publication in March.

8. Website/Publicity

- Some progress being made with businesses signing up. **Action; HA/DG**

9. AOCB

- **Oustanding Action:** Correlate Members List with Volunteers List,, to make sure we are sending updates to both. HA/DG

Next meeting Tuesday 5th January 2021 at 6pm

Appendix A. CRAIL COMMUNITY PARTNERSHIP

RBS RECONCILIATION AS AT 26th November 2020

FIGURES FROM BANK STATEMENT

Balance as at 26 th November 2020	£ 21,387.12
ADD: To be lodged	£ 50.00
DEDUCT: Non presented cheques and D/D	£ NIL
	Sub £ 21,437.12*
Restricted Funds (see below*)	£ 14,960.40
Crail Info	£ 625.00
Net Bank Position	<u>£ 5,851.72</u>

Crail Common Good Fund – Approved	£23,520.00
Drawn to date	£23,520.00
Possible further draw down	£ NIL

- Includes £2,152.40 remaining from Crail Food Festival £3,000.00 to meet costs of survey and design plans in respect of the Community Hall and private donation of £3,000 towards kitchen.
Grant of £670 from Fife Council now transferred to Wee Crailers.
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.

Includes crowd funding	Bow Butts	£4,963.00
	South Kilminning	£1,055.00

Scottish Land Fund Grant	£8,424.00
Drawn to date	£8,424.00

Prepared by Andrew Purves
27th November 2020

Appendix B.

CCH Sub-committee

Zoom meeting held 24th November, at 6pm

In attendance: D. Jerdan, H. Aird, D. Mann, D. Gowans, E. Morris, A. Purves
Apologies: D. Fraser and D. Brown

1. CCH Asset Transfer

SLF confirmed that funding is approved.

The grant will be made up of the following amounts for each year:

	Capital	Revenue	Total
Year 1	£26,500	£15,000	£41,500

Capital is £20,000 for purchase, £3,000 for legal fees and £3,500 for roof repair.
Revenue is £7,500 for Insurance and £7,500 for one year funding for Hall Coordinator

Work was completed after the festival shed was moved, but that only seemed to be the guttering.
Need to investigate what roof work is needing done.

Check with Sheila on what was completed, with regard to leak into main auditorium. And what other works may need done. **Action Dennis**

Need to confirm what would happen if there is a difference in cost of insurance and the £7,500 grant for insurance. Check to see (nearer the time) whether we can substitute additional revenue costs. **Action Dennis**

No update on what stage the CAT sale process is. Advise Urquharts that our target completion date is the 28th February, to give us the month of March to spend SLF funds. **Action Dennis**
Additional funding applied for: Fife Environment Trust £20,000 (kitchen), The Robertson Trust £20,000 (kitchen), Common Good Fund £20,000 (kitchen) and Crown Estates (kitchen and employee) only at EoI stage.

Need to review heating (and associated plumbing) to see what priority works are required.

Arrange for Aird's to do quick review. **Action Dennis.**

Request utility usage records for 3 years. Ask Janice L. **Action Dennis.**

2. VAT

Andrews thoughts on VAT. "The VAT element is not significant at this time, for example the kitchen at an estimated £50,000 if this is fully funded by funding organisation, including VAT. If we were being faced with a major building upgrade, at say £500,000 then it is worth becoming VAT registered."

3. Kitchen Plans

We should be considering completing the kitchen before the pandemic restrictions are lifted, e.g. as soon as possible after acquisition.

Eric was able to visit CCH to complete an accurate measurement of kitchen dimensions. Dennis to share Eric's diagram.

Funding organisations require 3 quotes and will not accept voluntary labour in the pricing. All work to be done by qualified trades. Agreement in principle on current plan, Heather to request 'once over' from Environmental Health.

Prepare kitchen specification suitable for contractors to tender to. **Action David Mann.**

4. Event Pricing & T&Cs

Deferred until next meeting.

5. Employment of Hall Coordinator

Need to review the job description relative to what we think the actual work would be given the pandemic. Action Dennis/Heather

Investigate methods to employ a contractor. Rates of pay, contract.

6. Press release

SLF agree to our press release being in the 8am Crail Matters release on the 30th November.

One more meeting before Xmas.