

Crail Community Partnership SCO 49189

CCP Board - Minutes

Zoom Meeting - Tuesday 5th January at 6pm

1. **Attendance:** D. Jerdan, D. Gowans, H. Aird, H. Armitage, W. Cresswell, C. Broome, D. Brown, D. Mann, M. Taylor, B. McConnel. **Apologies:** J. McCallum, A. Purves,
2. **Minutes of meeting** held 1st December 2020. Approved.
3. **Finance.**
 - Bank Reconciliation. Appendix A.
 - Crowdfunding Statements: Keep in mind for all projects that legal fees (~£1,500+vat) will be deducted, and South Kilminning will have additional legal fees for the revision of the SWT lease.
4. **Membership update & volunteers** – Increase by 2, now total is 138.
 - Messaged Crowdfunding Donors, using the Crowdfunding website to reach out to all 3 groups. Volunteers did come forward after this.
 - Call for volunteers was in Crail Matters (4th Jan) with article from Will/Chris and has triggered some response. Need to keep this sustained over a few weeks. Next week send email to CCP Members - **Action - DG**. Following week another article in CM. Same material can be posted in crail.info and CCP Facebook. **Action - WC/Heather**.
5. **Sub Committees Reports**
 - **Harbour improvement plan**
 - Meeting to be triggered with Nicholas Williamson (Harbour Engineer) now that we are into 2021. **Action - Bernie**.
 - Artwork for Harbour. Further discussions with DJ. **Action: Bernie**
 - **Crail North**
 - Fife Plan will have a review next year, concern that if Crail North is not moving forward then the Airfield owners may feel there is an opportunity. Challenge is the same for both, that access that cannot come through existing Crail infrastructure.
 - Time to trigger further discussion with FC Planning. **Action: David B**.
 - **Strategy/EDF** - No Update.
 - **Environment/Woodlands.**
 - **South Kilminning, Pinkerton Triangle & Bow Butts.** (Offer Letters sent to FC 30th December. Target community ownership date, 26th February. 2021)
 - Discussion on management of the 3 projects. Splitting into 3 discrete projects may not make sense since there is a high degree of overlap. Perhaps best is one sub-committee, with the 3 projects managed from within.
 - Need to start planning for planting, so that we are seen to be taking action. Proposal to be ready for next meeting, including for a Pinkerton Pond. (Interesting volunteer for Pinkerton, work for a charity Frog Life charity). **Action: WC/CB**
 - Site meeting at South Kilminning planned for this Thursday, with an environmental landscaping company. Hope to have outline plans and costings by April. **Action: WC**

- **Victoria Gardens.** 17 volunteers, meeting planned for 16th January. Application has been made to Common Good fund for first year, but feedback is that CCGF should not be used for recurring costs. So alternate method for 2022.

6. **Community Assets**

- **Community Hall** (Offer Letter sent to FC 30th Dec. Target community ownership date 26th February 2021.)
- Last CCH Sub-committee meeting, minutes in Appendix B. Proposal for pricing schedule will be presented at CCP February meeting. **Action: DB**
- Offer Letter included a statement on FC completing the outstanding exterior work that FC have submitted for planning approval. No feedback yet on plans for repairing the leak. **Action: DG.**
- Need access to hall to permit Aird's to offer feedback on the heating system and roofing. **Action: DG.**
- From FC. "The heating is seldom switched off as it takes ages to maintain an adequate room temp. Our buildings are always available for emergency use should a serious situation arise in Crail, for example, if a street had to be relocated due to a gas leak or fire." This prompts the question of whether this may be a long term requirement for CCP, and if funding is available for this. **Action: DG.**
- Kitchen. Hardies surveyor visited CCH before Christmas. The main problem in his view is the glazed screen. He suggested we modify the screen to create hatche(s), awaiting further information. **Action: DM.**
- Employment discussions moving but not finalised. **Action: DG.**

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. Looking at Donations application for CCH website. **Action: HA/DG**

9. **AOCB**

10. **Next meeting Tuesday 2nd February 2021 at 6pm**

Appendix A. CRAIL COMMUNITY PARTNERSHIP

RBS RECONCILIATION AS AT 30th December 2020

FIGURES FROM BANK STATEMENT

Balance as at 30 th December 2020	£ 31,033.12
ADD: To be lodged	£ 50.00
DEDUCT: Non presented cheques and D/D	£ NIL
	Sub £ 31,083.12*
Restricted Funds (see below*)	£ 24,654.40
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Crail Info	£ 670.00
Net Bank Position	<u>£ 5,758.72</u>

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

- Includes £1,552.40 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	£8,224.87
Pinkerton	£3,124.13

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

Prepared by Andrew Purves
30th December 2020

Appendix B

CCH Sub-committee

Zoom meeting held 14th December, at 6pm

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

Apologies: D. Fraser

1. CCH Asset Transfer

Draft Offer Letter received from CCP Lawyers. To be reviewed 15th December, 4pm.

- Transfer date targeted as 26th February 2021
- Question on what the inventory is for transfer. **Action DG** - to obtain a written inventory that should be agreed then included in the missives.
- Proposal not to have planned stonework repairs included missives, but should make lawyer aware of the FC commitment to this. **Action DG** - need to confirm what work is going to be done (regarding the leak). Or do we need to use the SLF funding?
- Use CCP Secretary address for now.

2. Event Pricing & T&Cs

We have Fife Council current charges and the CCH Business Plan. DB created a spreadsheet that combines current activities with current pricing. Challenge is how to attract local groups so that community use continues to increase, without detracting from other venues. DB proposes that we proceed with FC pricing, and see how that satisfies the need to cover our costs.

AP: Estimated fixed costs for Community Hall estimated at, Gas, Electricity + Insurance = ~£9,000 per annum.

Concerned expressed that individual deals cannot be cut without reference to a standard. Proposal that regular users have the opportunity to negotiate an annual 'discounted' fee structure, for Crail organisations. Discounted from the FC standards.

Block charges should be standard, with single hourly charges an exception. The fee doubling after 10pm is an impediment. No rationale for this, or is there from a janitor overtime perspective.

Pricing sub-committee needed, DG, DB and AP. Prepare a proposal to CCP Board for February, circulate details late January.

Town Hall, part of ceiling came down above the balcony. Unlikely that the hall can be used for some time, as the remainder of the ceiling is surely suspect.

(Late thought: we need to consider a levy for use of lighting and sound equipment. Crail Festival has supported all repair & replacements in the past).

3. Kitchen Plans

Crail Common Good Fund - application for £20,000 is being put before committee in March, which does not match our ambitions of starting in March. Agreement that we should ask for an earlier submission date, so that we know where we stand before March.

Action, Dennis Gowans.

Advice is that Listed Building Consent will be required, primarily because of the screen. Retain architects to create kitchen specification suitable for contractors to tender to and trigger Listed Building Consent (if confirmed that this is required). **Action, David Mann.**

4. Employment of Hall Coordinator

Discussion with Les Bawden this Thursday to discuss employment methods and job description, with a view to be ready to advertise late January.

A major need is the marketing of the hall to improve the potential for commercial events.