

Crail Community Partnership SCO 49189

CCP Board - Minutes of Meeting

Zoom Meeting - Tuesday 8th September 2020 at 6pm

1. Attendance: D. Brown, A. Purves, D. Jerdan, D. Mann, H. Armitage, H. Aird, D. Gowans, W. Cresswell, C. Broome, J. McCallum
2. Apologies: M. Taylor
3. Minutes of Meeting held 4th August 2020. Approved.
4. Finance
 - Current position. Appendix A.
 - CCH Insurance: Estimated valuation received at reinstatement value of £M3.3, and a premium estimate of £1,882. Valid for 3 years.
 - CCH Sub-committee had meeting on the 7th and discussed VAT registration. Proposal to defer this decision until 2021 when first major expense (kitchen) may be incurred. Note that VAT registration will apply to CCP, not just the community hall.
5. Membership update & volunteers
 - Membership numbers unchanged, but sad notice that a strong supporter of CCP John Clayton sadly died on the 7th September.
6. Sub Committees Reports
 1. Harbour improvement plan– BM not in attendance, but noted that dredging operations will start next week.
 2. Crail North – Meeting due on 9th Sept will be delayed for one week.
 3. Strategy/EDF – EDF work has obviously started now. EDF and CCP still communication. WC requested that South Kilminning asset transfer is mentioned to EDF. Action: James.
 4. Environment/Woodlands – CATs were approved, but Decision Notices not yet received.
 - Funding for Land CATs, to be piloted with Crowd Funding for Bow Butts. Proposal is to have a Drop In Session onsite at Bow Butts Park, on the 26th Sept. 100% mail drop invitation in Bow Butts but Crail Matters for the other notice. Target £3,000, with a stretch target of £4,500. Rewards scheme recommended, draft will be circulated to CCP Board.
 - Derelict Land discussion with Development Trust Association Scotland, mentioned all current activities. South Kilminning identified as a strong candidate because of the abandonment and asset transfer prospects. Chris and Will to speed up a proposal for development of SK that could be sent to DTAS.
5. Community Assets – DJ/DG
 - Community Hall – Discussion on deferred decision letter (Appendix B). Plan is to appeal to Fife Council, through Janice Laird and involve the Councillors, to try to satisfy SLF conditions for funding.

- Further question about the SLF challenges of additional funding and cafes support. Proposal to gain letters of support from funds such as Ribbonfield, Helen Main, Craws Nest and Common Good. And Honey Pot and Harbour Cafe. The concept of the Community Cafe was really for the winter when cafes are closed some of the time, so is unlikely to impact the main tourism cafe activity.
- CCH Sub Committee Report: Appendix C.
- Denburn Wood from FC – for CPS - Deferred, as with CCH car park.
- West Braes Land; local community has been actively looking at whether the remaining land in and around the houses could be acquired from the developer. Developer has offered the land for free if community can cover the legal fees. CCP are being asked if they could become the owners. Do not have much detail at present. Seems to be very aligned with the aims of the Local Place Plan. Many issues would need to be aired and the community fully consulted. Agreement for CCP to remain engaged as this is explored further.

6. Business and Tourism – Crail Food Trail, Food Festival meeting in one weeks time,
7. Website/Publicity –A question on whether we ask for renewal fees. Proposal is that we ask during the 4th quarter, for a commitment (and payment) for the following year's posting. Always needs news items for the Blog, to help increase the level of interest, as news items immediately increase volume,
8. AOCB
 - Victoria Gardens, Tom Hutchon has stated that he will not be preparing for Victoria Gardens next year. This probably needs to be a CCC (and CCP) initiative. Perhaps an opportunity to include the primary school. Major issues will be design, purchase and bringing the plants on in preparation for planting.
9. Next meeting Tuesday 6th October 2020 at 6pm

Appendix A.

CRAIL COMMUNITY PARTNERSHIP

RBS RECONCILIATION AS AT 25th August 2020

FIGURES FROM BANK STATEMENT

Balance as at 25th August 2020	£ 15,850.97
ADD: To be lodged	£ 25.00
DEDUCT: Non presented cheques and D/D	£ Nil
	Sub £15,875.97*
Restricted Funds (see below*)	£ 9,612.40
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Crail Info	£ 520.00
Net Bank Position	<u>£ 5,743.57</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 donation of £3,000 towards kitchen.**

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	£8,424.00
Drawn to date	£8,424.00

**Prepared by Andrew Purves
1st September 2020**

Appendix B.

Dear Dennis

Project title: Transfer of Crail Community Hall from Fife Council to Crail Community Partnership
Project number: 20138144

Scottish Land Fund
Application for a grant

The Scottish Land Fund Committee carefully considered your application and have decided to defer your application for the next Committee meeting.

We appreciate the time and energy required to complete an application and recognise that you wish to understand the reasons why the application was deferred.

The Committee decided to defer your application because:

It was felt the project was relatively high risk as there are restrictive conditions within the Heads of Terms being offered so, negotiations may take some time and there is a risk you may not acquire by the end of this Scottish Land Fund. Further, your plans for funding should be stronger, and it should be clearer how this project will not displace other businesses.

To help you develop your application we recommend you have:

- Secured Head of Terms that meets with the Scottish Land Fund recommended conditions of no more than five years
- A stronger funding strategy for post-acquisition development over the phased 5-year plan with evidence of funders and amounts and an indication of initial discussions
- Consultation with other café businesses and letters of support where possible

If you could provide a revised application that addresses the above points that would strengthen your application at the next Committee.

I hope that this feedback is useful to your organisation. If there's anything I can help with please just let me know.

Kind regards

Terry

Terry O'Neill
Funding Officer

Appendix C.

Topic: CCH - Sub-committee, Minutes of Meeting.

Time: Sep 7, 2020 05:00 PM London

- Apologies: David Fraser.
- CCH CAT Status: Today received letter from Scottish Land Fund detailing why the decision on our application was deferred. Main points; clawback period preferred as 5 years, more activity on fund raising and support letters from the community (cafes in particular). Subjects to be thought through and discussed further CCP board meeting on 8th. Response required by the 15th October.
- CCH Finance & Insurance:
 - Finances as before with £100 spent on desktop valuation for community hall. Insurance reinstatement value of £M3.312, with a premium of £1,882.
 - (Follow up point from DG we need to be explicit about the installed lighting equipment, with the insurance company).
 - VAT discussion laying out pros and cons. Recommendation needs to go to CCP Board, as VAT sign up would be for all CCP activities, not just the CCH. By reducing VAT liability it may make the organisation more attractive to funders. For 2021 we would be committed to Fife Council agreements anyway so prices will be set. First major expense would be the kitchen upgrade, so perhaps that sets the timeline for when the VAT decision should be made. Most likely mid-2021.
- Kitchen plans: Progressed well, very detailed plan provided by supplier and have also made additional suggestions.
 - **Action:** David Mann to put together a single estimate document that can be used for funding applications.
- Events, Calendar and Website
 - Lesson learned for local organisations that we need to be planning at least two years ahead for festival dates, as wedding plans are made that far in advance.
- Commercial T&Cs
 - Deferred until next meeting.
- AOCB
- Next meeting - TBC