

Crail Community Partnership SCO 49189

CCP Board - Minutes

Zoom Meeting - Tuesday 2nd February 2021 at 6pm

1. **Attendance:** D. Gowans, D. Jerdan, D. Brown, D. Mann, W. Cresswell, H. Aird, H. Armitage, B. McConnell, D. Gowans. M. Taylor.
 - **Apologies:** C. Broome, A. Purves,
2. **Minutes of meeting** held on 5th January 2021 - Approved.
3. **Finance report** - in Appendix A.
4. **Strategic Relationship** -EDF, Saipem video forwarded that we will share through CM and other sources. David Sweenie has to submit a Community Engagement proposal to the NNG project board in the next few weeks. David Sweenie would like to speak to CCP Board at the next meeting.
 - Need to think about how we can direct EDF's Community Engagement to our marine community (e.g. Harbour, Lobster Seeding, Marine Labs)
 - Also how to emphasise how Crail is a remote community, as this would match NNG's strategic goals.
 - **Action: B. McConnell** to arrange follow-up call with JM.
5. **Membership** update & volunteers – No change.
6. **Sub Committees Reports**
 - **Harbour improvements**
 - Minutes of a (very positive) meeting with FC Harbour Team 7th February will be provided. **Action: B. McConnell.**
 - **Artwork at the harbour:** Proposal to erect a memorial for lost fishermen at the harbour. Potentially in the place of the derelict crane. Will require major public consultation which probably cannot take place until the autumn. Concern expressed at the loss of the crane, and suggestion that it could be the memorial. Perhaps the opportunity is to memorialise an ancient industrial harbour that is still functional.
 - Check on the possibilities of retaining the crane. **Action: B. McConnell.**
 - **Planning** - Working to arrange a meeting with Planners. **Action: D. Brown**

- **Woodlands**

- o **South Kilminning.** Proposal from Peddie's/Cornceres to fence off the field adjacent (North East) to SK to limit antisocial access and permit them to use more environmentally friendly agricultural techniques. Consulting CCP as future neighbour. Proposal is to move the (yellow) barrier further south on the road so that it cannot stop access with agricultural equipment, as has happened a number of times. Question was raised about emergency access road to Golf Club, but this was not highlighted when Peddie/Cornceres purchased this field. Most southerly road may be gated off to stop off-road access to the upper section of SK.

- CCP trustees are in support of Peddie's plans. **Action: W. Cresswell** to write to the Peddies explaining CCP support.

- o **South Kilminning:** Initial works to restrict access to the large tarmac area, once under CCP ownership, will just use existing stones that are on site, so if a major objection is raised the access could revert.

- o **St Andrews Green Corridors Phase 2 Project:** Proposals for St Andrews University Transition (and possibly Botanic) to buy the equipment for grassland management. The project would like communities involved, as this equipment would become available for communities to use. Question to CCP, can we communicate a positive interest in being involved.

- CCP trustees in favour. **Action: W. Cresswell** to write to Green Corridors project leader.

- **Community Hall** – CAT progress and kitchen renovation.

- o **Minutes of CCH Sub-committee meeting** in Appendix B.

- o **Key points. CCH CAT**

- Currently still on schedule for 26th February transfer
- One legal issue needs resolution as the Church of Scotland had included a Right to Buy option when the hall was sold to Fife Council. This topic is on the agenda for the Kirk Session this week. So hopefully to be resolved shortly.
- The Fife Council documents seemed to include titles for the Hall and the Car Park, which was not our initial understanding. Lawyer is reviewing.
- The Scottish Land Fund funding process is going to deliver the full award amount from tomorrow. Transfer times 2 to 10 days.
- We have been sent the link to request Rating Relief for the hall, highly likely this will be 100%

- **CCH Employment**

- Job Description in final stages today
- CCP has been registered as an Employer with HMRC
- Fife Voluntary Action are going to be a big help with this process, e.g. ensure recruiting process is fair and will satisfy Funders, provide payroll system support.

- **Pricing**

- Pricing discussion documents distributed before the meeting. DB explained the rationale behind some of the changes made to FC Pricing Schedule. Simplification is something that should be pursued.

- Missing a Zero Charge category, where there is no funding available or an activity needs seeded.
- Also review FC T&Cs to see if any Headings are missing.
- **Action: All trustees** to provide email feedback to David Brown during the next 7 to 10 days.

- **Community Projects -**

- o **Victoria Gardens** – 20 Volunteers now, Crail Common Good Funding approved for £3,000. Monthly meetings taking place.

- o Floodlighting skate park - next meeting.

Next meeting Tuesday 2nd March 2021 at 6pm

Appendix A.

CRAIL COMMUNITY PARTNERSHIP

RBS RECONCILIATION AS AT 25th January 2021

FIGURES FROM BANK STATEMENT

Balance as at 25 th January	£ 33,462.19
ADD: To be lodged	£ 55.00
DEDUCT: Non presented cheques and D/D	£ NIL
	Sub £ 33,517.19*
Restricted Funds (see below*)	£26,189.40
Craill Info	£ 685.00
Net Bank Position	<u>£ 6,642.79</u>

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

- Includes £1,443.40 remaining from Craill 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 £8,318.87 (£1,055.00 + £7,730.00 less costs £466.13)

Pinkerton £5,474.13 (£70.00 + £5,750.00 less costs £345.87)

Less Fife Council DVA Valuation Fees £800.00

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

Prepared by Andrew Purves - 29th January 2021

Appendix B; CCH Sub-committee meeting MoM.

Zoom meeting held 26th January 2021, at 6pm

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

Apologies: D. Fraser, A. Purves.

1. CCH Asset Transfer

- Just informed late 25th Jan that our lawyer has received the title deeds and will review this week.

2. Building Repairs

- **Pre-meeting Update from DG.**
- *Damage to building during holidays, with an attempted force entry through a window into the small hall. On another subsequent occasion Sheila had concerns as there were young people sitting outside at the rear fire exist, during the day. She called the police, who attended and took names. And advised the youngsters that this is not an appropriate place to hang out. The hall is under extra surveillance.*
- *We were invited to attend a Fife Council Building services pre-planning meeting last Tuesday, regarding the outstanding works that FC will still complete (even though we will be the owners by then). Some notes:*
 - *Planning Application has been approved, with no conditions*
 - *Work will not start until stone and mortar analysis is complete, which is taking 10 to 12 weeks. Supervisor is going to get the samples away this week.*
 - *The Project Coordinator is going to follow-up on 'The Leak' question, but suggests we should expect that to be done at the same time as stone works.*
 - *Asked if they could use the building for 'welfare' during the works, or have one of these units in the Car Park for toilet and restroom. I suggested that may be possible, emphasising security issues, would depend on timing as we have plans for events. And if kitchen work was proceeding then this would not work. I have to keep the Project Coordinator updated.*
 - *They will have their own power generating capability.*
- *DG spoke to the engineer that has been looking after the boiler for a number of years. Company is NG Bailey. Some notes:*
 - *Annual service cost approximately £100, due in the May this year.*
 - *Recommendation is to stick with this boiler as it is simple and standard. Simple means less possible failure modes and standard means cheaper parts.*
 - *Many installations in Fife Council facilities*
 - *Burner was replaced last year, something that happens every 3 to 4 years. Cost £300 - £400.*
 - *Thermocouple replaced every year as part of service*
 - *Recommend having boiler run at least every 2 days, to keep boiler operational.*
 - *Suggest heating to 15C from Nov to March, to minimise damp accumulations*
 - *Two thermostats (one for each hall) operate 2 zone valves. Zone valves are standard and cheap to replace if there is a problem.*
 - *When the heat exchanger goes that is the time to replace the boiler. Believe this one is 20 years old, but have same units still running the FC premises that were installed in the '80's.*
 - *Based on this information don't think we need to have Aird's do an assessment of the heating system.*

SLF funding available (£3,500) for roof repairs, if no longer required (reference above note) should we be trying to find an alternate. Consensus that a priority is having an adequate supply of hot and boiling water. There appears to be an adequate space in the cellar almost directly beneath the current immersion tank position. This should be part of the whole kitchen project.

Action: DG to discuss with TNL/SLF

3. Kitchen Plans

Proposal to make centre section of screen open into the small hall and act as a serving hatch, This keeps the planning much simpler. Radiator will need to be moved slightly to enable this.

David Mann to be sole contact with Hardies.

Action: DM to follow-up with Kenneth

Need an alternate method for supplying boiling water.

4. Event Pricing & T&Cs

Proposal to use FC charges as a starting model. Round up the FC numbers to keep it simple.

Trusted Key Holder - example, rates stay the same, they have one key holder.

Need for a janitor, is much less a requirement as a community enterprise, with a trusted key holder method implemented.

Action: AP Need to check about key holding limits that Insurance may want us to apply.

Discussion about whether it is possible to narrow the scope of a wedding booking, to keep the Friday evenings free for alternate use. We need to strike a balance of enjoying the commercial opportunities offered by weddings and keeping the CCH available for communities. Can weddings be targeted for Sundays, to make the weekend booking from Saturday to Monday.

Action: DB and DG prepare submission for CCP meeting on 2nd Feb.

5. Employment of Project Coordinator

- ***Pre-meeting Update from DG.***

- *Working on the Job Description and recruitment plans with Les Bawden. Yesterday had a long conversation with CEO of the Tayport Trust, and he provided their JD for their Project Coordinator. Will compare and update ours. He recommended working with Fife Voluntary Action to help with employment and payroll.*
- *Long chat with FVA yesterday, they are there to specifically help with situations like ours and have a lot of advice. More calls with FVA needed.*

Recommendations from Chairman of Tayport Community Trust, additional roles bookkeeper and part-time caretaker. May be possible to obtain funding for this. Important that the Project Coordinator has a responsibility to manage the detail aspects of finance.

DJ reported on Community Ownership seminar, that emphasised the importance of building employee roles into a thriving community enterprise, to take the weight off the volunteers. Which sets the enterprise a funding challenge.

Next meeting proposed for 9th Feb, assuming rapid progress to ownership continues.