



# CALLANDER COMMUNITY DEVELOPMENT TRUST

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Minutes of meeting of CCDT Board on 28 May 2024 in Callander Connect

**Present:** F.Park (Chair), G.Kerr (Vice Chair), T. Kliskey (Treasurer), M.Griffiths, A.Boa, M.Moore, P.Prescott, B.McKay, L.George, T. Thompson

**Attending:** S.Bell, F.Bowen-Bate

**Apologies:** D. Moore, S.MacKay

**1. Welcome and apologies** F.Park commenced the meeting at 10:00. Apologies as above.

**2. Conflicts of Interest** No director conflicts to declare.

#### **2.1 Register of interests**

F. Bowen-Bate enquired about the existence of a Register of Interests for the CCDT Board. S. Bell advised there is one, but that it is incomplete. M. Griffiths suggested that after the next Annual General Meeting board election each newly (re-)elected director (re-)submit their list of interests and also be sent a fresh copy of the Board Code of Conduct.

**3. Health & Safety** No incidents to report.

#### **4. CCDT Policies review**

##### **4.1 Health & Safety Policy (and Statement)**

M. Griffiths raised the need for acknowledgement of CCDT's dependent groups such as Callander Woodland Group, Greener Callander etc. incorporating their health and safety procedures and cover. All others agreed this was a good idea.

##### **4.2 Data Protection Policy**

The previously circulated draft Data Protection Policy was hereby approved by the CCDT Board of Directors.

##### **4.3 Adoption Leave Policy**



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F. Bowen-Bate explained that due to his personal conflict of interest with this policy, the terms of this draft were unchanged from an SCVO template, laying out the statutory requirements for employers. T. Thompson pointed out some contradictions in the current draft of the policy and offered to compare it with the policy used by McLaren Leisure Centre.

Additionally, P. Prescott raised the need to review CCDT's Memorandum of Association, since it has been four years since it was last revised. He also recommended defining affiliated organisations and acknowledging new company policies.

## **5. Minutes of the April Board Meeting were approved unanimously**

Proposed: A. Boa; seconded: T. Thompson

## **6. Matters arising/ updates**

### **6.1 Operations Manager update**

F. Bowen-Bate circulated his report prior to the meeting. It included a breakdown of figures showing the use of Callander Connect over May, as well as its social media performance. When compared to last month's figures, all showed an increase apart from volunteer hours (down by 65%) and public events which matched last month. He reported on a few enquiries received to use the space including as a regular workspace/outreach office for the Climate Action Hub which covers the Forth Valley area, the National Park and rural Stirling. F. Bowen-Bate proposed a trial period to ensure the space works for them, after which a rental fee could be negotiated. Some examples of similar communal working spaces in the area were supplied. The Board agreed to proceed on this basis.

F. Bowen-Bate also relayed recent communications activities, with a full Comms Plan to be put together in consultation with Imagine If, accounting for every channel at our disposal (social media, TV screen in window of Callander Connect, newsletters, Ben Ledi View, events, word of mouth etc.)

After some discussion, the Board agreed that there should be a monthly Callander Connect newsletter, as well as a quarterly CCDT newsletter with more detail on the trust's activities including historical achievements.



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They also agreed that there should be a physical annual calendar for Callander, displayed in the Visitors Information Centre and Callander Connect. They also recommended that a town leaflet be produced.

Additionally, L. George raised the need for an update to CCDT's section of the InCallander website and to direct more people to it using QR codes.

F. Bowen-Bate also reported on company secretarial and operational activities from the last month, including drafting company policies, attending LPP priority subgroup meetings, and organisational and community familiarisation.

## 6.2 Development Officer Update

Report had been previously circulated including updates on transfer of management of Callander Connect to F. Bowen-Bate, which will soon include operation of the e-bike scheme from next month. Meetings are being held for each Local Place Plan Priority Subgroup (Pedestrian Footbridge, Safe Paths to School, Main Street Regeneration and The Meadows Masterplan) to progress plans for each. A funding application has been submitted to FVL CLLD for c.£30,000 towards a feasibility study which would explore different options for the regeneration of the Meadows and Station Road car parks. The aim is to create a "Green Adventure Gateway", identifying potential solutions for flood attenuation, infrastructure restoration and improvement of local amenity in consultation with the community, stakeholders and local authorities. Development Officer was unable to submit a draft application for board review in advance, due to being given a very tight timescale to assemble and submit lengthy documents but acknowledge this is not normal process.

There was board discussion around the indistinct nature of the application objectives, instigated by a very broad funding scope but all agreed to await the outcome before discussing further.

The report also shared plans for next month regarding continuing facilitation of LPP subgroup activities, reviewing the pilot phase of Callander Connect, optimising the window display of the National Park office, see in the e-bike share scheme and running the delayed showcase event for the Hydro Fund and Braes of Doune Fund. It was noted that Imagine If's current scope runs until the end of July, after which it will be up for review by the full Board.

## 6.3 Group reports

The Visitor Information Centre, Hydro Fund, Callander Community Hydro Ltd, and Craigard Club all submitted reports prior to the meeting.



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With regard to the Craigard Club, F. Bowen-Bate and S. Bell raised a request from Anne Docherty that CCDT commit to supporting the club for the next 5 years, for running costs of £5,000 p.a. There was collective agreement in principle from the Board, with additional support from F. Bowen-Bate to raise any other funds needed from other sources. Details of to be ascertained by a smaller group.

## 6.4 Callander Enterprise

M. Moore reported a very successful meeting of Main Street business owners at Callander Connect earlier this month with representation from Ancaster Coffee, Mancave Barbershop, Heather McDermott jewellery, Karnak Comics, Callander Drinks Co., Creative In Callander, Stitchcraft, Poppies Hotel as well as STEP. Research had been done by Mark Nicols (of Ancaster Coffee) that around 30 of 50 businesses on Main Street would like a re-paint of their shop fronts. Quotes are being gathered to undertake this first step towards regenerating the high street, and funding applications will be made. It was noted that BEAR are planning to do maintenance and repair work to the pavements, which has been delayed, and Greener Callander have once again supplied hanging baskets to help improve the street's aesthetic. Heartened by the attendance and enthusiasm of that meeting, M. Moore expressed she was hopeful for the continuation of Callander Enterprise and therefore the maintenance of the InCallander website.

## 6.5 Community Transport

Since the last meeting, there has been confirmation that Stirling Council will operate an in-house service for the C60 Bus between Callander and Killin, running 4 round trips a day from July 2024, for a pilot of 2 years. Additionally, "the Trossachs Explorer" will run for the summer months between Callander and Aberfoyle. A. Boa reported that she had liaised with Aberfoyle, Thornhill and Gartmore communities who would be open to the idea of a joint community bus service. She had also heard from a contact in Glasgow who runs a similar scheme as well as training for bus drivers, who is going to send over his operating costings as a guide. Additionally, there is a volunteer car scheme in Aberfoyle, partly financed by grant funding offering low-cost transport to locals for appointments. The Board agreed to observe how the Trossachs Explorer performs and collect feedback on it before continuing discussions.



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## 6.6 Finance Update

S. Bell had previously circulated financial papers prior to the meeting including an outline budget versus actuals breakdown, an accounts and funds summary and year-to-date PnLs for the VIC and holiday flat.

The Finance Committee met and discussed the need to identify new income streams for the trust. The front running long-term idea was the acquisition of Callander's car parks from Stirling Council. In the meantime, it was agreed that any surplus funds that are not allocated to projects or grants should be placed in a high interest-earning account.

Upon advice from our auditor, S. Bell had spoken to our contact at Stirling Citizens Advice Bureau, Craig Anderson, and Anne Docherty about the cash administration process, which at the moment carries some level of risk. Craig has responded with a proposal of how to administer these funds in a more secure way going forward, which was submitted to the Board, who agreed in principle pending a few points of clarification. They agreed that Craig should be invited to a meeting with 2 or more members of the finance committee to iron out the details of the proposal, as well as probe for further reporting information on the impact of the CAB in Callander, with enough time for a new application to be submitted to the Hydro Fund (deadline 30<sup>th</sup> June).

## 7. Any other business

**7.1 Katrine Wheelz request for support letter** F. Bowen-Bate had received a request from Katrine Wheelz for a letter to support their funding application for some new e-trikes to add to their fleet, making their service more accessible to mixed ability families. Board approved.

**7.2 Feedback from Laura Worku Governance Training, DTAS** After delivering governance training for the board at the previous meeting, Laura and her colleagues expressed concern about the current board structure, reiterating CCDT's unique setup of Member Directors and Associate Directors, and the potential for conflict of interest. The Board considered this but, upon discussion, agreed that the current structure allows for key community stakeholders to be represented on the Board, and that all directors, whether member or associate, have the same fiduciary duties to CCDT and its members. If managed correctly, this allows for a complement of interest, rather than a conflict.



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Date of next meeting Tuesday 25<sup>th</sup> June 2024.