



# CALLANDER COMMUNITY DEVELOPMENT TRUST

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Board Meeting of 24<sup>th</sup> September 2024 in Callander Connect, 43 Main Street

## MINUTES

**Present:** F. Park (Chair), G. Kerr (Vice Chair), D. Moore, P. Prescott, L. George, B. McKay

**Attending:** F. Bowen-Bate, Robert Taylor (Dickson Middleton Chartered Accountants) from 10:00-10:45, C. Fingland from 11:00-11:45

**Apologies:** A. Boa, T. Kliskey (Treasurer), T. Thompson, S. MacKay, M. Griffiths, M. Moore

### 1. Welcome and apologies

F. Park opened the meeting at 10:05. Apologies as above.

### 2. Conflicts of interest

No director conflicts to declare.

### 3. Health & Safety (any incidents to declare)

No incidents to report.

### 4. Minutes of August 2024

The minutes of CCDT Board Meeting of 27<sup>th</sup> August 2024 were proposed as presented by G. Kerr, seconded by D. Moore and approved unanimously.

### 5. CCDT Policies review (drafts circulated)

#### 5.1. Anti-harassment & bullying policy – 1<sup>st</sup> draft

This policy was reviewed and unanimously approved by the Board without amendments, subject to annual review.

#### 5.2. Board code of conduct – Existing draft for review (for re-signing post-AGM)

This policy was reviewed by the Board. They requested that for the purposes of this policy as it relates to a charity board, rather than a company board, the term Directors should be amended to Trustees. Subject to this change, the document was unanimously approved and



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will be re-presented to all trustees after the Annual General Meeting, when they will all be required to (re-)sign as well as (re-)declare any pecuniary or non-pecuniary interests.

## **6. CCDT Audited Accounts 2023-2024**

Robert Taylor from Dickson Middleton Chartered Accountants attended to present the draft audited accounts for CCDT for FY23-24.

R. Taylor pointed out notable insights and invited questions and comments from the board about particular details for clarification.

One amendment was suggested by R. Taylor regarding an expense on the accounts of the subsidiary Callander Community Hydro Ltd for contingency plant equipment in the event of a breakdown or malfunction. He suggested this expense also be shown on the CCDT accounts.

Subject to this change, the Board hereby approved the audited accounts for CCDT for 2023-2024.

## **7. AGM – timings, format and communications**

F. Bowen-Bate informed the Board he had provisionally booked the Studio at McLaren Leisure Centre for 6:30pm-8:30pm on Tuesday 29<sup>th</sup> October for the CCDT Annual General Meeting, after receiving requests from trustees that it be an evening event to allow for more attendees.

Ideas were discussed for information to be made available about CCDT's associated and affiliated organisations, as well as displays about the Local Place Plan, Visitor Information Centre and E-Bike Share Scheme etc, on top of the usual Chairman's Report, Treasurer's Report and Election of Trustees. It was also discussed that the event can be open to non-members, but only members can vote on any business.

## **8. CCDT Structure (circulated)**

P. Prescott had previously circulated an updated structure chart for CCDT, encompassing all activities, associations and affiliations for the purposes of the CCDT Board. This was largely accepted subject to amendments around the inclusion of key personnel.

F. Bowen-Bate suggested creating a public version for display in Callander Connect and at the AGM.



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## 9. Matters arising/updates

### 9.1. Operations Manager Update – report circulated

F. Bowen-Bate gave his report on the month's activities including monthly usage statistics from Callander Connect, communication work, company secretarial work and operational workstreams. Of particular note, these include managing Callander Connect, handover from Sharon Bell to Fiona Muir (see item 9.5), organisation of adoption of the disconnected phone box near Camp Place, administration of the holiday flat and Visitor Information Centre, supporting the Development Officer with work on the Meadows/Station Road Local Place Plan priority, involvement in discussions between Stirling Council for the library building and potential renovation into a co-working hub, which the Board agreed he should pursue on behalf of CCDT. Additionally, our Post Office application is on hold pending questions regarding the form. Finally, F. Bowen-Bate will be putting together a review of Callander Connect and its first 9 months, to help inform the decision about renewing our lease on the space beyond September 2025, which the Board will need to make by early February.

### 9.2. Development Officer Update – report circulated

C. Fingland reported on Imagine If's activities over the last month, including updates on each of the Local Place Plan priorities: Stirling Council working on their feasibility study for upgrades to the Creep and Pedestrian Footbridge, potential funding from Stirling Council for premises upgrades on Main St as well as seeking permission from LLTNP for upgrading shop frontages, which are in a conservation area, and the Meadows/Station Rd project. A steering group meets each week and were given a presentation on Baseline information and research by Landscape Consultants this month. The first engagement event for the project was held on 22<sup>nd</sup> September at the Meadows where people were invited to give their opinions on the Meadows and Station Road, prompted by historic photographs and maps from Callander Heritage Society. More engagement events are planned for 26<sup>th</sup> October, and late November/early December.

There was discussion around a future funding opportunity from the Climate Action Fund. C. Fingland pointed out the scale of the fund and application, aimed at linking climate action to the everyday lives and



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interests of local communities, with a preference for linking up groups across locations. There was disagreement about the level of specificity of project required at what stage. But it was agreed that C. Fingland and F. Bowen-Bate should use their contacts in neighbouring development trusts to gauge the nature of climate action project they would be interested in.

C. Fingland confirmed the need for a Callander Connect review, which could tie into Stirling Council's feasibility study into a co-working hub at the library building, with F. Bowen-Bate's input.

Finally, Imagine If will be organising a date for a joint meeting between the Community Council and CCDT to review Local Place Plan priorities soon.

#### 9.3. Group Reports – None received

#### 9.4. St Kessog's update

L. George informed the Board that Chris Kane MP would be visiting Callander on Friday 27<sup>th</sup> September to view the building, where it is hoped he will offer some form of support for preserving this key piece of Callander's heritage.

#### 9.5. Finance Update – report circulated

Following the departure of Sharon Bell as CCDT Finance & Administration Manager, we welcome Fiona Muir as the new Finance Officer. F. Muir circulated finance papers in advance of the meeting and is working with F. Bowen-Bate on familiarisation with our systems and processes.

### **10. Any other business**

F. Bowen-Bate will be organising suitable thank you events for both Sharon Bell and the staff/volunteers of the Visitor Information Centre as they close out the 2024 season.

**Date of next meeting: Tuesday 29<sup>th</sup> October 2024 10am Callander Connect  
Followed by Annual General Meeting at 7pm McLaren Leisure Centre**