



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Board Meeting of 26th November 2024 in Callander Connect, 43 Main Street

MINUTES

Present: F. Park, G. Kerr, D. Moore, M. Moore, L. George, M. Limonci, A. Boa

Attending: F. Bowen-Bate, E. Burroughs

Apologies: T. Kliskey (Treasurer), S. MacKay, P. Prescott, M. Griffiths, B. McKay, T. McFall

1. Welcome and apologies

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

2. Minutes of October 2024

The minutes of CCDT Board Meeting of 29th October were proposed as presented by D. Moore, seconded by L. George and approved unanimously.

3. Election of Office Bearers (Chair, Vice Chair, Treasurer)

G. Kerr expressed his intention not to re-stand for Vice Chair. According to our Articles of Association, there is no requirement for a Vice Chair. However, G. Kerr encouraged interest from those directors not present. The Board thanked G. Kerr for his service.

T. Kliskey was re-nominated to the role of Treasurer, subject to his consent.

D. Moore proposed the election of A. Boa as Chair, seconded by M. Moore, with all in favour. F. Park stood down as Chair after 14 years. The Board members present expressed their deep gratitude for his long-term service, commitment and achievements in stewarding the organisation to its current position.

4. Board Review

4.1. Register of interests

F. Bowen-Bate thanked all who had submitted their interests so far, with a few still to respond.

4.2. Code of Conduct



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All trustees present signed the previously approved Code of Conduct and submitted them to F. Bowen-Bate.

4.3. Subcommittees (Membership, Terms of Reference)

Current operating CCDT Subcommittees are as follows:

- Finance, with membership: T. Kliskey, F. Park, P. Prescott, M. Griffiths, D. Moore as well as F. Bowen-Bate and F. Muir. Chair also to be copied into communications. Quarterly meetings to discuss budget, forecasting and financial strategy, subject to full Board approval.
- Visitor Information Centre, with membership: F. Park, M. Moore, A. Boa, as well as F. Bowen-Bate, James Fraser (CEO of Walter Scott Steamship), Sheila Winstone and Anne Gordon (Duty Managers of the VIC) and Laura Lang (VIC volunteer). Treasurer and F. Muir also to be copied into communications. Occasional meetings to discuss operational matters, inventory strategy, systems and volunteer management, subject to full Board approval.
- Hydro Fund, with membership: all board members invited and copied in communications, as well as S. Winstone (Coordinator) and F. Bowen-Bate

Other working groups involving CCDT plus other partner organisations include:

- Partnership Meetings (Stirling Council, Loch Lomond & Trossachs National Park, Callander Community Council, CCDT)
- Joint Meetings (Callander Community Council, CCDT)
- Local Place Plan Priority Subgroups (Callander Community Council, CCDT, independent local residents)
- Green Adventure Gateway Project steering group (multiple stakeholder organisations as well as Callander Community Council, CCDT, Stirling Council, Loch Lomond & Trossachs National Park)

5. Conflicts of Interest

None to declare.

6. Health & Safety (any incidents to declare)

No incidents to report.



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7. CCDT Policies review (drafts circulated)

7.1. Conflict of interest policy – 1st DRAFT

This policy was reviewed and unanimously approved by the Board, subject to annual review.

7.2. Homeworking policy – 1st DRAFT

M. Moore suggested the inclusion of training being given to any employees working from home without prior experience of online meetings.

M. Moore also suggested that employees may need/want to give their personal contact details to colleagues or clients, so there should be an option for them to do so, if they give their permission.

7.3. Annual leave policy – 1st DRAFT

This policy was reviewed and unanimously approved by the Board, subject to annual review.

8. Matters arising/updates

8.1. Operations Manager Update

F. Bowen-Bate summarised user figures of Callander Connect in November, which were generally fewer than October. He anticipates the winter months being quieter for drop-in footfall. Facebook and Instagram followers continue to increase. After discussion, it was decided that Callander Connect will close for Christmas/New Year – final open date being Friday 20th December, re-opening on Monday 6th January.

Ongoing communications plan was summarised, although F. Bowen-Bate advised other daily tasks often detract from giving consistent attention to this. The bimonthly Connect/CCDT/CCC newsletter was sent on Friday 22nd, with an open rate so far of 57% - pretty much exactly matching previous recent mailings.

F. Bowen-Bate reported on company secretarial tasks including policy work, annual return, updating Companies House, writing minutes of Annual General Meeting and follow-up with DTAS on Governance Training delivered in April. More information to be sent by Laura Bedford (née Worku) on community learning exchanges relevant to our Local Place Plan priorities.



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Moreover, F. Bowen-Bate reported the withdrawal of CCDT's application for Callander's Post Office, ongoing premises management and administration for 43 and 55 Main Street, representation at meetings with LLTNP and Stirling Council, as well as positive conversations with C. Fingland and other development trusts in the McLaren High School catchment on ideas for a combined climate action project, and long-term partnership.

Finally, F. Bowen-Bate drew attention to the Callander Connect performance review document for January-October 2024, detailing the volume and nature of its usership over that time, as well as feedback collected, PnL, and success in achieving the aims of the Local Place Plan. He reminded the Board that a decision must be made at their January meeting as to whether to renew the lease at 43 Main Street for another 3 years.

8.2. Development Officer Update

Continuing the discussion around the future of Callander Connect, E. Burroughs presented three scenarios where either Callander Connect ceases, continues at 43 Main Street, or continues elsewhere – summarising the opportunities and constraints of each option – for the Board's consideration. Approval was given to explore the details of each option with a subgroup including D. Moore, L. George, A. Boa and B. McKay.

E. Burroughs asked for a joint meeting between CCDT and Callander Community Council in January to review progress with Local Place Plan priorities. Action: E. Burroughs/C. Fingland to coordinate.

E. Burroughs reported on LPP priorities work, noting the Partnership Meeting is taking place on Thursday this week (28th November) where written updates will be demanded from Stirling Council on the pedestrian footbridge and safe walking routes to the primary school including the Creep footpath. For the regeneration of Main Street, an application was submitted by CCDT on behalf of Callander Enterprise for Stirling Council's Premises Improvement Grant, supported by E. Burroughs and F. Bowen-Bate. Six local artists/makers have also signed up to display their artwork in the windows of Callander Connect, the Visitor Information Centre and the LLTNP Office.

On the Meadows Masterplan priority, the Green Adventure Gateway project continues on schedule. The Landscape Architect presented



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emerging ideas based on the response to baseline information and ideas gathered to date, available to view at

<https://padlet.com/callanderconnect/localplaceplan> The steering group for the project has included representation from the Forth Rivers Trust, LLTNP, Countryside Trust, CAMpRA, Stirling Council, SCOTO and others. Public feedback has grown exponentially since the latest design schematics were displayed in the Visitor Information Centre window – all walk-ins to Callander Connect, Facebook comments and emails are being captured and added to the ideas map. There will be another engagement event on Sunday 1st December in MacNab's to capture further feedback.

8.3. Group reports –

8.3.1. Greener Callander/Callander Woodland Group

Lesley Hawkins sent in reports in advance detailing work being currently undertaken by Greener Callander, replacing bedding in containers, discussing the replacement of heathers and conifers around the War Memorial with the Royal British Legion. The Woodland Group ran a successful volunteer day in Coilhallan Wood with 15 Breedon employees from Cambusmore Quarry and other offices. Approval has been given from FLS for the planned new path clearance between the Gullipen path and the main track. FLS has also agreed to install gates in the new fencing around the clear-felled area to enable public access to be restored along the western edge of Coilhallan.

8.3.2. Hydro Fund

Sheila Winstone sent in a report in advance summarising the decisions made at the most recent Hydro Fund committee meeting, with all four applicants either receiving offers or support with their activities in Callander.

8.3.3. Finance Update

F. Muir previously sent in a report consisting of Budget v Actuals spreadsheet, Profit and Loss and summary of Accounts and Funds. No questions raised.

9. Any other business

None.

Date of next meeting: 10am Tuesday 28th January at Callander Connect