



# CALLANDER COMMUNITY DEVELOPMENT TRUST

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## Minutes of Board Meeting of 28<sup>th</sup> January 2025 in Callander Connect, 43 Main Street

Present: Alison Boa (Chair), Toby Kliskey (Treasurer), Frank Park, Paul Prescott, Marco Limonci, Marilyn Moore, David Moore, Mark Griffiths, Brian McKay, Loucas George

Attending: Freddy Bowen-Bate (Ops Manager & minutes), Chiara Fingland (Dev Officer)

Apologies: Gordon Kerr, Sue Mackay, Tracey McFall

### 1. Welcome and apologies

A. Boa opened the meeting at 10:00. Apologies as above.

### 2. Minutes of November 2024

M. Moore requested a correction to item 8.2 that an application was submitted to Stirling Council for a Premises Improvement Grant by CCDT, on behalf of Callander Enterprise (not Callander Enterprise themselves). On the condition of this amendment, M. Moore proposed the November 2024 minutes, seconded by D. Moore.

M. Moore requested a separation of the standing “Matters arising/updates” item on future agendas into “Matters arising” – issues in need of follow-up discussion from the previous meeting not otherwise captured in the agenda; and “Updates” – reports from staff, subcommittees and groups.

Action: F. Bowen-Bate to separate Matters Arising and Updates on future agendas.

D. Moore requested that Conflicts of Interest item be moved earlier in future agendas. Action: F. Bowen-Bate to move this earlier in future agendas.

### 3. Board Administration Review

#### 3.1. Register of interests and signed Codes of Conduct

Codes of conduct signed by all directors present, and interests submitted to F. Bowen-Bate for Register of Interests. Action: F. Bowen-Bate to collect remaining signatures from absent directors.



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3.2. Subcommittees (Membership, Terms of Reference, Memoranda of Understanding)

3.2.1. Proposal unanimously accepted to defer to February meeting, with exception of Visitor Information Centre Committee ToR (covered in VIC report)

3.3. Application for board member co-option: David Stutchfield.

The Board reviewed D. Stutchfield's relevant experience. M. Moore proposed to nominate him as a Member Director to the Board under Article 67 of the CCDT Articles of Association. Seconded by A. Boa. All were in favour. Action: F. Bowen-Bate to arrange for D. Stutchfield's induction.

3.4. Verbal proposal to conduct full governance review annually

A. Boa proposed for CCDT to conduct a review of its Articles of Association, as well as review subcommittees' Terms of Reference, projects subgroups membership, partnership Memoranda of Understanding, along with training opportunities for board members. Seconded by L. George. All were in favour. M. Griffiths suggested this review take place two months before each Annual General Meeting (usually October) Action: F. Bowen-Bate to coordinate.

#### **4. Conflicts of interest**

None to declare

#### **5. Health & Safety (any incidents to declare)**

None to declare

#### **6. CCDT Policies review**

Proposal unanimously accepted to defer this item to next meeting due to time constraints.

#### **7. Finance Committee Report**

T. Kliskey reported a total balance of £83k, with overdue Hydro FIT payments expected shortly. He stressed a need for much tighter administration around grant funding applications. F. Muir is working with F. Bowen-Bate and C. Fingland to draft a form to be filled in by all grant applicants at the point of application submission (including all Affiliated Organisations) to better track this activity. Action: F. Bowen-Bate to



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coordinate the completion of this new form by all who apply for funds under CCDT. Project accounts and budgets to be produced, which will inform terms of reference.

T. Kliskey also ran through first draft cost centres for different projects, which need further refinement to accurately reflect the allocation of funds to each, but some headlines included:

- 55 Main St
  - A'Chruinneag flat is running at approximately £8.5k net profit, with a current rating of 9.8/10 on booking.com. Thanks were expressed to T. Kliskey and Liz Kliskey for their work on this. T. Kliskey requested a subgroup be appointed for this project going forward. L. George suggested also advertising the flat to local residents if they have large visitor parties coming to stay.
  - The RBoS ATM brings in a revenue of around £3.5k per year.
  - The Visitor Information Centre showed a deficit of c. £6.5k, but is holding around £13k of stock. There is an anticipation that it will operate at breakeven in the near future.
- 43 Main St
  - Callander Connect is running at a deficit of around £9k, but there is an agreed consensus of the important community impact it is having, as well as its alignment to several Local Place Plan objectives.
- Total annual expenditure of c. £170k
- The prospect of increasing the annual allocation for the Community Hydro Fund should be discussed.
- A contingency line should be built in for unexpected outlays or emergency projects (e.g. the post office, had Feeds and Stoves been unsuccessful).

A need was expressed for a long-term financial plan, which should be analysed against the current PnL to assess sustainability. This should also refer back to our charitable aims and objectives.

Appreciation given to T. Kliskey and F. Muir in their ongoing work to better organise CCDT's accounting.

Finance Committee continue investigations into ethical investment options and have a meeting scheduled with an investment management organisation in early February.

Action: F. Bowen-Bate to invite F. Muir to next Board Meeting.



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## 8. 43 Main Street lease review.

After prior discussion, investigation into other options and evaluation of the impact of the Callander Connect project, D. Moore proposed renewing the lease on 43 Main Street, seconded by M. Griffiths for a further 5 years, with a 3 year break clause. MG spoke of Callander Connect as a great shop window for CCDT and the Community Council, which does great things in providing connection and cohesion in the community.

Other spaces had been looked into, although none were deemed the right fit for the time being. However, CCDT should continue to build positive relationships and offer support to all local organisations. It was suggested to seek support towards running costs from Callander Community Council through a Braes of Doune grant application.

Action: F. Bowen-Bate to coordinate renewal of lease of 43 Main St.

## 9. Partial funding of Press Pause Workshop

There was general consensus that an exercise like Press Pause is much needed in Callander, with a few doubts expressed as to how it should be funded. Nonetheless, all were in favour of providing a contribution of £1,040 from CCDT funds, on the condition of securing the remaining funds (£880 + venue hire/catering) from other sources. Action: F. Bowen-Bate and C. Fingland to source shortfall as matter of urgency.

## 10. Matters arising/updates

### 10.1. Operations Manager Update

FBB reported 109 visitors in Callander Connect since last board meeting, with a few enquiries for private bookings in the next few months. He also reported social media stats for Facebook and Instagram including a notable 215% increase in Facebook Group views in January so far. A communications plan is being worked up for review, to continue improving organisational transparency, as well as recruitment of new members and volunteers.

Policy work ongoing, with support elicited from DTAS on drafting parental leave policies, in particular. And Terms of Reference for subcommittees/groups are currently in draft along with



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Memoranda of Understanding with current partner organisations for review next board month.

F. Bowen-Bate summarised premises management and administration for 55 and 43 Main Street, representation of CCDT on the C60 Bus Steering Group and LLTNP authority focus groups. Admin support provided to subgroups and subcommittees including VIC, Callander Connect, Hydro Fund, LPP subgroups, Callander Partnership, Green Adventure Gateway and McLaren catchment forum.

A proposal has been received for repurposing the Camp Place Phone Box with a Window Wonderland. Ideas for how to accommodate this were discussed and will be fed back by F. Bowen-Bate.

## 10.2. Development Officer Update

C. Fingland ran through highlights from her report including Window Wonderland installation on Main Street, one-year anniversary celebration of Callander Connect, support for Operations Manager and LPP project subgroups, including grant funds secured, facilitation between Stirling Council, LLTNPA and others and the development of the Green Adventure Gateway project, with its final event taking place on Jan 31<sup>st</sup>, to which multiple officers from Stirling Council, LLTNPA, BEAR, Transport Scotland, Forth Rivers Trust, SEPA, as well as CCC and CCDT have confirmed attendance to review findings and recommendations for next steps with the Meadows and Station Road area of Callander.

Requests for board consideration included the desired scope beyond end of commission date (28.02.25), and organisation of a joint meeting with CCC to recap Local Place Plan priority progress.

## 10.3. Group Reports – VIC report.

F. Bowen-Bate summarised a very positive end to the 2024 season, with the opening date for the 2025 season of Wednesday 26<sup>th</sup> March. Risk assessments have been completed and fire and security alarm queries resolved. Callander Heritage Society have begun work on moving their archive into the bank vault.

VIC Committee have submitted Terms of Reference for Board approval. P. Prescott noted that they should be reviewed in



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conjunction with all other subcommittee ToRs. However, approval was given to delegate authority to the VIC Committee to approve the purchase of a new Point of Sale system, and for three tickets to the SCOTO annual conference at the end of February.

Other updates included volunteer training days and progress with an agreement to share some of the LLTNPA volunteers in the VIC.

No other reports submitted.

## 11. Staff reviews

- 11.1. Imagine If commission end date 28.02.25.  
C. Fingland left the meeting. Due to time constraints, the board agreed to convene at a later date to determine the next slate of project work beyond the end of February, and the potential scope for Imagine If or other Development Officer. Action: F. Bowen-Bate to arrange follow-up meeting.
- 11.2. Operations Manager probation period outcome.  
F. Bowen-Bate left the meeting. A discussion took place following the formal 6-month performance review. It was recommended that he had passed his probation period (which ended in October 2024) and his salary would be accordingly increased and backdated. This will be communicated to him, along with some priority areas to work on over the coming months.
- 11.3. VIC Duty Managers review.  
Authority was delegated to the CCDT directors who sit on the VIC Committee to review this. Action: F. Bowen-Bate to arrange this meeting.

## 12. Any other business

For their information, P. Prescott referred the board to a case in Balmaha of its development trust's challenges with taking over ownership of the local car park from Stirling Council.

**Date of next meeting: Tuesday 25<sup>th</sup> March 2025 at Callander Connect**