



CALLANDER COMMUNITY DEVELOPMENT TRUST

callandercdt.org.uk

Minutes

Company: Callander Community Development Trust
Meeting date: 29th July 2025
Meeting location: Callander Connect, 43 Main Street, Callander
Meeting title: Monthly Board Meeting

Members present

Alison Boa	Member Director (Chair)	AB
Marco Limonci	Associate Director (Vice Chair)	ML
Toby Kliskey	Member Director (Treasurer)	TK
Brian McKay	Associate Director	BM
Frank Park	Member Director	FP
Ian McCoull	Co-Opted Director	IM
Marilyn Moore	Member Director	MM
David Moore	Member Director	DM

Attendees

Freddy Bowen-Bate	Operations Manager	FBB
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Apologies

Gordon Kerr	Associate Director	GK
Paul Prescott	Member Director	PP
David Stutchfield	Member Director	DS
Mark Griffiths	Member Director	MG
Loucas George	Associate Director	LG

Additional Circulation

Fiona Muir	Finance Officer	FM
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Signed:

Alison Boa

Date: 19.08.2025

Callander Community Development Trust, 55 Main Street, Callander, FK17 8DX
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Discussion topic

Action

1. Welcome and apologies

1.1. AB opened the meeting at 10:07. Apologies from DS, GK, PP, MG and LG.

2. Minutes and actions of June 2025

2.1. The minutes of the monthly board meeting held on 24 June 2025 were proposed for acceptance by AB, seconded by DM and approved.

2.2. Board Action List dated 25 June 2025 was reviewed. Most actions from last board meetings are complete, save the following remaining:

- All project or affiliate group lead directors – Complete project and affiliate group forms. FBB to contact individual project leads. FBB
- FBB – Arrange for VIC vault door to be disabled FBB
- FBB, GK – Finalise and forward Callander Connect Fire Risk Assessment to Community Council GK, FBB
- MG, PP, DS, FP – Ascertain whereabouts of CLP signposts for Golf Club MG, PP, DS, FP
- DS, FP, ML, MM, IM – Conduct strategic review of CCDT's website DS, FP, MP, MM, IM
- FBB – Circulate Scottish Government template for Articles of Association FBB

FBB advised that the CCDT Articles of Association review should take place soon. BM, MM, PP and FBB to review proposed changes and report back to next board meeting.

2.2.1. Resignation of Loucas George as Director. LG had tendered his written confirmation that he did not wish to stand independently to the CCDT Board, following his resignation from Callander Community Council and therefore can no longer be their appointee to this Board. The Board expressed their thanks and appreciation for his contributions during his tenure. FBB to update Companies House accordingly. BM, MM, PP and FBB

2.2.2. Resignation of Toby Kliskey as Treasurer and Director. TK had written to resign from both his roles, effective from the 2025 CCDT AGM. On behalf of the board, AB expressed deep thanks to TK for all his many efforts on CCDT projects and its finances. DM volunteered to act as interim treasurer and begin the handover process from TK. This was approved, proposed by BM and seconded by AB. Meanwhile, recruitment should take place for a more permanent treasurer. FBB to organise this. FBB

FBB

3. Conflicts of interest

None

4. Health & Safety (any incidents to declare)

None.

5. Policies Review

5.1. PP, MM, BM and FBB propose formalising as a Governance Subcommittee to review CCDT's policies and compliance on a regular basis.

5.2. They have reviewed a set of our HR policies, approved by Stirling Enterprise Park (STEP) HR, and submit them to the Board for approval. These include: Carer's Leave Policy, Complaints Policy and Procedure, Flexible Working Policy, Neonatal Leave Policy, Parental Bereavement Policy, Parental Leave Policy, Shared Parental Leave Policy, Time off for Dependants Policy, Homeworking Policy as well as Maternity Leave and Paternity Leave Policies. The final two require a Board decision as to whether to offer Statutory or Enhanced Provision. Discussion took place and the Board agreed to approve all above policies with statutory payment terms for now. FBB to arrange their publication.

FBB

5.3. In the meantime, FBB to work up examples of what the precise extra financial commitment would look like for enhanced provision.

FBB

6. Project Progress Updates

6.1. A'Chruinneag Flat & ATM

6.1.1. TK reported 102 nights booked so far this financial year, with August pretty much fully booked.

6.1.2. ATM was recently upgraded. It was noted the lease for this will be up early next year, at which time the contract should be renegotiated.

6.2. Callander Connect

6.2.1. FBB gave a brief verbal report on Callander Connect, including applications for grant funding.

6.2.2. The topic of Callander Connect's suitability as a space in comparison to other venues in Callander was revisited. FBB to check that our written intention to renew the lease in September is binding.

FBB

6.3. Duck Feeder

6.3.1. AB reported that the Duck Feeder had now finally been installed in the Meadows.

- 6.3.2. AB also advised that extra expenses had been defrayed by LG personally in pursuit of this project (outwith the costs awarded by the Hydro Fund for its installation). TK and DM proposed that LG submit an expense claim for this. AB
- 6.3.3. AB to find out which organisation receives the funds generated by it.
- 6.4. EBikes
- 6.4.1. In GK's absence, FBB reported that permission has been granted to move the bikes into the small shipping container at Station Road. Some work is required beforehand – scraping, painting etc. for which quotes are being sourced and funding sought externally. There are plans to involve local school children in the design.
- 6.5. Main St Regeneration
- 6.5.1. Some 12 shop fronts have been painted so far, with around 5 or 6 more to be completed in the coming days and feedback has been very positive so far.
- 6.5.2. There is a second round of the same fund, which Callander Business Group intend to apply for (under the CCDT umbrella) for the premises who missed out last time.
- 6.6. Meadows Masterplan & Car Parks
- 6.6.1. In PP's absence, FBB reported that he was organising a trip to Balmaha and Tarbert Pier for the project team to learn about the difficulties faced by Balmaha community in requesting an asset transfer of their Council-owned car park, as well as observing the operation of a toilet/shower/motorhome facility block in Tarbert to help answer questions around ongoing maintenance of such a facility. GK, FBB
- 6.6.2. Proposals are also being worked up for the planting of riparian trees along the south side of the Teith at Callandrade Meadows. There is willing from the landowner, local and planning authorities and from Forth Rivers Trust to partner on such a project. Once the project form has been finished, it will be brought back to the CCDT Board.
- 6.7. Signposts & Information Boards
- 6.7.1. No update.
- 6.8. Old Primary School
- 6.8.1. An expression of interest has been sent to Stirling Council.
- 6.8.2. The project team are mapping out stakeholders and partners and will be contacted.
- 6.8.3. IM to join the project team, applying experience of creating business cases for projects, and DM to join to apply architecture experience.
- 6.9. Pedestrian Bridge & Safe Routes to School

No further information, but ML met with Evelyn Tweed MSP to press our issues and request support for pushing the project forward. He will write a letter to that effect.

6.9.1. "Bike Bus"

FBB reported that GK and Colin Welsh are seeking to continue the Bike Bus from the start of the new school term. However, the appropriate governance provisions would need to be in place. They are asking CCDT if they would be willing to arrange for appropriate insurance, safeguarding, first aid and cycle leader training. FBB to write up proposal with associated costs.

FBB

There was a subsequent discussion about the need for a CCDT/Hydro Fund sticker to be affixed to projects which we have supported, and the need for more follow-up of grants that are awarded from the Hydro Fund.

6.10. Phone Box

6.10.1. MM reported that cleaning, path clearing and the moving of the Royal Mail post box are planned for the Phone Box, as well as affixing a defibrillator to the exterior.

6.11. St Kessogs

6.11.1. MM reported that she was in touch with Stirling Council about the offer recently made on St Kessog's Church and will release more information as it becomes publicly available, but is going through the due diligence process.

6.12. Visitor Information Centre

6.12.1. AB reported that so far this financial year, the VIC has taken £28,114.90 in sales. Two applications have been received for the role of Assistant Manager and candidates will be interviewed this week.

7. Reports/updates

7.1. Finance Reports

7.1.1. TK previously circulated finance reports, see summary in appendix 1.

MM

7.2. Operations Manager Report

7.2.1. FBB previously circulated his report with summaries of support work provided to each project team, as well as Callander community initiatives like The Gathering, work on HR policies and organising recruitment of Development Officer and VIC Assistant Manager.

7.2.2. He also showed designs of a CCDT Membership Card, which would be offered to all members to use to claim discounts on the holiday flat, at the VIC and possibly elsewhere locally. FBB to finalise and communicate to members to pick theirs up from Callander Connect.

FBB

7.3. Group Reports

7.3.1. Nothing new to report from Greener Callander other than summer planting is complete in gardens, planters and hanging baskets.

7.3.2. A meeting between Callander Woodland Group and Forestry Land Scotland on 19th June improved tracking requests and agreements via a shared map and action log. Volunteers began clearing an agreed path route lost due to a past windblow and felling. A new ATV track loop offers scenic views, through a permanent info board was not approved. Work continues to remove invasive pirri-pirri burr spread by machinery. And biodiversity plans around a new pond were agreed up on with the FLS Wildlife Habitat Manager.

8. Any Other Business

8.1. Callander's defibrillators

MM met with Trossachs Search and Rescue who are looking into streamlining their processes and records about Callander's defibrillator maintenance. There is funding available from Braes of Doune and from a local donor to go towards this project of updating the units we have. It was agreed that Callander Community Council, who are doing work on this already, should take the lead on working with TSAR and come back to the CCDT board if support is needed.

8.2. Callander Digital Hub

FBB reported that Anne-Michelle Ketteridge contacted us to discuss the new digital hub building planned for the Burgh Chambers on South Church Street. FP, AB and FBB to meet with her to learn more.

FB, AB, FBB

8.3. Development Officer Recruitment Progress

AB, FBB, MM, ML and DM are conducting interviews with three strong candidates for the role and hope to make a recommendation later this week.

8.4. AGM

The date of Tuesday 14th October, 6pm was provisionally set for this year's AGM, subject to availability of McLaren Leisure Centre. FBB to confirm venue availability and circulate among rest of the board.

FBB

8.5. MM advised that Callander Flood Group were unsuccessful in their bid to National Lottery Our Shared Futures fund for conducting a LIDAR survey across the Teith catchment area. However, the Scottish Government are planning to do this across the whole of Scotland, starting with the two National Parks.

Date of next meeting: Tuesday 19th August 2025 at Callander Connect at 10am

Appendix 1: Finance Report Summary

	Year to date (June 25)			Notes	Approved Budget Financial Year 25/26			Notes
CCHL Income	£100,000						£306,000	
Cost centres	Income	Expenditure	Balance		Income	Expenditure	Balance	
Operations	£0	£14,454	-£14,454		£0	£74,230	-£74,230	
Holiday Let	£2,916	£1,565	£1,351		£22,000	£12,663	£9,337	
ATM	£875	£0	£875		£3,500	£0	£3,500	
VIC	£20,234	£16,451	£3,783	C. £24k in stock	£40,000	£50,000	-£10,000	
Callander Connect	£210	£3,379	-£3,783		£2,052	£13,052	-£11,000	Added projector and screen
LPP	£0	£1,280	-£1,280		£0	£1,280	-£1,280	Spend approved for Imagine If April extension
Hydro Charity Fund	£0	£4,789	-£4,789		£0	£70,000	-£70,000	Usual £60k allocation from CCDT resources but added £10k for CAB Hardship Fund
Investment Fund	£0	£0	£0	Proposed £10k monthly investment	£0	£120,000	-£120,000	In accordance with formally approved Investment Strategy
Managed Funds	£968	£5,991	£5,023	PIG	£0	£0	£0	Any approved spend will need to be drawn down from Contingency below
Contingency	£0	£2,280	-£5,023	Callander Connect	£30	£33,357	-£33,327	
Total CCDT Expenditure	£25,203	£50,189	-£24,986		£67,582	£373,582	-£306,000	
CCDT Balance			-£24,986				£0	