CALLANDER COMMUNITY DEVELOPMENT TRUST
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Minutes

Company:	Callander Community Development Trust
Meeting date:	19th August 2025
Meeting location:	Callander Connect, 43 Main Street, Callander
Meeting title:	Monthly Board Meeting

Members present

Alison Boa	Member Director (Chair)	AB
Toby Kliskey	Member Director (Treasurer)	TK
Gordon Kerr	Associate Director	GK
Brian McKay	Associate Director	BM
Frank Park	Member Director	FP
Paul Prescott	Member Director	PP
David Moore	Member Director	DM
David Stutchfield	Member Director	DS
Mark Griffiths	Member Director	MG
Ian McCoull	Coopted Director	IM

Attendees

Freddy Bowen-Bate	Operations Manager	FBB
Scott McMurray	Development Officer	SM

Apologies

Marilyn Moore	Member Director	MM
Marco Limonci	Associate Director (Vice Chair)	ML

Additional Circulation

Fiona Muir	Finance Officer	FM

Signed: Alison Boa.

Date: 30.09.2025

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 MM and ML. New CCDT Development Officer, Scott McMurray, was welcomed to the meeting.

2. **Minutes and actions of July 2025**
   - 2.1. The minutes of the monthly board meeting held on 29th July 2025 were proposed for acceptance by BM, seconded by DM and approved.
   - 2.2. Board Action List dated 29th July 2025 was reviewed. Most actions from last board meetings are complete, save the following remaining:
     - FBB – Send a members mailing about membership cards. — FBB
     - FBB – Arrange for the VIC vault door lock to be disabled. PP stressed CCDT's liability under the Health & Safety Act 1974, and duty to do all that is practicable to ensure safety of staff, volunteers and the public. It was clarified that the door does not lock automatically and is easy to unlock. It was agreed that GK would inspect to assess if any manual alterations could be made to prevent someone from locking it accidentally. FBB pointed out that the risk assessment for the VIC is soon due. <u>Action: Conduct review of VIC Risk Assessment.</u> — FBB, GK; AB, FBB, GK
     - AB, FBB – Find out expense costs for Duck Feeder from Loucas George. — MG, PP, DS, FP
     - MG, PP, DS, FP – Ascertain whereabouts of CLP signposts for Golf Club — DS, FP, MP, MM, IM
     - DS, FP, ML, MM, IM – Conduct strategic review of CCDT's website — BM, MM, PP, FBB
     - BM, MM, PP, FBB – Review proposed changes to Articles of Association. It was agreed that these can be put to an EGM, following the AGM.
     - 2.2.1. Upon review of the financial implications of Enhanced Maternity and Paternity Policies for employees, it was agreed that CCDT would adopt the Statutory leave and pay rates initially, and will review in 6 months' time. <u>Action: Publish these policies and schedule review in 6 months.</u> — FBB
     - 2.2.2. FP and FPP met with Anne-Michelle Ketteridge (Stirling Council Rural Economic Development) for an update on Callander Business Hub. Plans are progressing for this refurbishment work to begin in the next 6 months and we will be kept informed as to their progress in case CCDT would be interested in managing such a facility.

3. **Conflicts of Interest**
   - 3.1. GK declared a conflict of interest on the Bike Bus project proposal as an active volunteer for the scheme.

4. **Health & Safety (any incidents to declare)**

   None

5. Project Progress Updates

5.1. A'Chruinneag Flat & ATM

5.1.1. TK reported 102 nights booked, which is roughly the average for the market. He noted that an operational and financial review will be needed after a few years and a decision made as to the future of the project. Roughly £9,000 profit is forecast. MG to become lead project director upon TK's resignation.

5.1.2. TK added that the lease for the ATM expires in February, after which a new one will need negotiating. DM to become lead project director upon TK's resignation.

5.2. Callander Connect

5.2.1. FBB reported that progress has been made with upgrading videoconferencing facilities with the trial of a TV screen and projector set ups. The final set up will be completed soon, using a projector and pull down screen.

5.2.2. With SM now in post, and subject to demands on his time, work will advance on securing ongoing funding for the project, such as the National Lottery Community Action Fund.

5.3. Duck Feeder

This item to be removed from the agenda going forward, notwithstanding expense claims from Loucas George.

5.4. EBikes

5.4.1. GK reported that an application to Forth Valley Lomond CLLD for approx. £5700 to restore the small shipping container at Station Road for storage of the ebikes, with Stirling Council's permission. This would involve Primary School students to help design and paint a mural on one side of the container. Action: Update the Project Information Form — GK

5.5. Main St Regeneration

5.5.1. In MM's absence, AB relayed a request for 50% of the costs for painting the frontage of the Visitor Information Centre. The other 50% is being applied for under this year's Premises Improvement Grant. This was approved with MG proposing and BM seconding.

5.6. Meadows Masterplan & Car Parks

5.6.1. PP summarised conversations with Stirling Council, LLTNPA, Forth Rivers Trust and the owner of Callandrade Meadows about the prospect of planting riparian trees along the south side of the River Teith in Callander to strengthen the riverbank, provide shaded areas for fish and improve biodiversity. This would also involve upgrading the access paths to this part of the river for walkers and anglers. The project team have also been put in touch with the Campaign for Real Aires for examples of unmanned motorhome service facilities around in Scotland – including one in Gairloch, who are being contacted for a learning exchange. If such a model can be applied to Station Road, this would be worth identifying funding for.

For both these subprojects, PP advised he would be seeking Development Officer time.

5.7. Signposts & Information Boards

5.7.1. No progress, but PP advised he would be seeking Development Officer time to schedule a review of all signposts and information board for which CCDT are responsible.

5.8. Old Primary School

5.8.1. BM reported that the team were seeking Stage 1 (feasibility) funding from Scottish Land Fund, with advice from Historic Environment Scotland and Community Enterprise Scotland. He indicated a rough potential cost of £20k for a feasibility study, but noted that evidence of match funding would strengthen the application. This is to be submitted mid-October.

5.8.2. The team have been working on community consultation (including in person and online engagement). Stakeholders have been identified and a tender brief is to be published on Public Contract Scotland next week.

5.8.3. A site visit is still being arranged. GK suggested contacting the Headteacher directly.

5.9. Pedestrian Bridge & Safe Routes to School

No update

5.9.1. Bike Bus

5.9.1.1. GK and FBB gave an indication of costs for adding the Bike Bus initiative to our insurance, as well as First Aid training and PGV checks for leaders. A risk assessment of the route has been completed, and a Hydro Fund application submitted from the Callander Active Travel Group for funds to cover Cycle Leader Training.

5.9.1.2. It was decided that although the Board are very supportive of the initiative, they felt unable to accept liability at this time. However, see item 8.1 for a proposal to cover its costs.

5.10. Phone Box

No update since previous meeting.

5.11. St Kessogs

This item to be removed from the agenda going forward, notwithstanding important updates on its sale which require discussion.

5.12. Visitor Information Centre

5.12.1. A lengthy discussion took place around financial controls and management of the Visitor Information Centre, and CCDT as a whole. An up to date forecast projected the VIC to end the financial year within budget, however concerns were raised as to its internal processes and management.

5.12.2. It was agreed that greater financial controls were needed, as well as consistency across projects. IM suggested a Board session on roles and responsibilities for project directors. IM

6. New Development Officer – priorities and time allocation

6.1. It was agreed that a portion of SM's time should be spent on general funding opportunities and applications. This as well as projects which have been discussed earlier in the agenda, i.e. Meadows Masterplan & Car Parks, Callander Connect, Signposts & Information Boards.

6.2. It was also clarified that SM reports to FBB, who will ensure project time is tracked and requested through the project information forms. FBB

7. Reports/updates

7.1. Finance Reports – see appendix 1.

7.1.1. FP proposed appointing Keith Wright, in a paid role, to assist with the CCDT treasury due to being financial officer for Callander Community Hydro Limited, as well as a qualified Chartered Accountant. Action: TK and DM to meet with Keith Wright to propose a way of working together for the next board meeting. TK, DM

7.2. Operations Manager Report

7.2.1. FBB summarised his work across CCDT's operations, including administrative and operational support to varying degrees across most of its projects, plus recruitment of SM as Development Officer, the new assistant manager at the Visitor Information Centre, and the coordination of The Gathering in conjunction with the Canmore Trust.

7.3. Greener Callander and Callander Woodland Group Report

7.3.1. CWG coordinated Outdoor First Aid Training for their members plus a few others from the community. Work continues to restore the path towards the caravan park and remove invasive species. Clearance of a link into Cambusmore Estate has started. Training is being given to three members on brushcutter use. <u>Action: TK and DS to check insurance cover for this.</u> TK, DS

7.3.2. Greener Callander supports the proposal to prune trees in Ancaster Square, lifting and thinning the canopy. Professional advice and a quote for insurance against damage from three large conifers within the bounds of the Community Garden footprint is being sought. <u>Action: TK and DS to check CCDT's insurance coverage for this.</u> TK, DS

8. Any other business

8.1. Hydro Fund Applications

8.1.1. Due to an inquorate meeting of the Hydro Fund Committee on 12th August, those trustees present made recommendations for each application received, to be ratified by the full quorate board.

8.1.1.1. Decisions were taken to award £2,800 to Callander Community Council for Camp Place Play Park access path accessibility upgrades; up to £1600 for Callander Active Travel Group to pay not only for the Bike Bus leader training they applied for, but also the first aid, PVG checks and insurance costs of the project (see item 5.9.1); £2500 for Callander Area Men's Shed towards set up costs at Callander Golf Club; and £750 for Trossachs Tigers Hockey Club for the provision of indoor hockey sessions. FBB

8.2. Partnership Meeting Agenda

8.2.1. It was agreed, due to a lack of availability, that subject to the Community Council's agreement, the Callander Partnership Meeting due to take place on 29th August should be cancelled and instead a robust agenda worked up for the November meeting. FBB

8.3. Companies House ID verification for all directors

8.3.1. FBB advised that from Autumn 2025, it will become a requirement for all company directors to have verified their ID on Companies House.

Date of next meeting: Tuesday 30th September 2025 at 10am, Callander Connect

Appendix 1: Finance Report Summary

	Year to date (July 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	£19,538	-£19,538			£0	£74,230	-£74,230	
Holiday Let	£7,239	£3,215	£4,024			£22,000	£12,663	£9,337	
ATM	£875	£0	£875			£3,500	£0	£3,500	
VIC	£26,974	£22,160	£4,814	C. £24k in stock		£40,000	£50,000	-£10,000	
Callander Connect	£210	£4,440	-£4,230			£2,052	£13,052	-£11,000	Added projector and screen
LPP	£0	£2,380	-£2,380			£0	£11,280	-£11,280	Spend approved for Imagine If April extension plus £10k for 8 months Dev Officer
Hydro Charity Fund	£0	£5,385	-£5,385			£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	£16,024	£15,056	PIG		£0	£0	£0	Any approved spend will need to be drawn down from Contingency below
Contingency	£0	£2,280	-£2,280	Callander Connect		£30	£22,357	-£22,327	
Total CCDT Expenditure	**£36,266**	**£75,422**	**-£39,156**			**£67,582**	**£373,582**	**-£306,000**	
CCDT Balance			-£39,156					£0	