

# Crail Community Partnership SCO 49189

## Board Meeting Minutes

Tuesday, 3rd September 2024, 19:00, Community Hall

**Attendees:** David Jerdan, Sarah Morrison, Will Cresswell, Manuela Calchini, John Freeth, Neil McKay, Aleks Scholz, also attending Geraldine Graf

**Apologies:** Max Taylor, Dennis Gowans, Colin Morrison, Mark Rogerson, Karen Vaughan

**Minutes of meeting held on August 6th:** approved (minutes provided by AS)

### 1) Finances (DJ):

Finance report was circulated and financial position noted.

### 2) CCP Policies and Procedures (SM)

Relevant policies are ready to be implemented, some specific implications of these policies are pointed out below. The policies themselves are all available to Trustees. Policy documents provide guidance in case issues arise. More policies are to follow in the future (procurement, whistleblowing, driving mentioned, perhaps others). Policies of interest to funders and third parties can or should be available on the website. Policies that need to be renewed annually or biannually will be renewed in September. General discussion of the benefits of putting these policies in place.

*Safe guarding policy:* We need to appoint a safe guarding lead. Approved.

*Reserves policy:* Approved, pending clarification on two issues: risk level (3rd paragraph), achievability of reserves target (5th paragraph).

*Financial procedures checklist:* This requires an asset register, a procurement policy, a financial risk register. The policy is renewable every two years, with annual consideration of reserves and insurance. For more commitments, see policy text. Comment that an asset register requires asset tags. Approved.

*Data protection policy:* This requires appointing a data protection officer and training for everyone who is handling data. This document is annually reviewed. Approved. Some Trustees may already have done data protection training.

*Fair work policy:* This is a very new requirement. Approved. This document will be passed on to contractors. Annually reviewed document.

*Complaints policy:* Approved. It's renewable every two years.

*Environmental checklists:* Approved. This is renewable every two years.

*H&S policy:* Risk assessments are now a requirement. We should set up a risk assessment form. Annually renewed. Approved. Suggestion to print the H&S manual for the hall, also make it available online. Contractors and customers of the hall should be made aware.

### 3) Community Hall

GG: Discussion of the price changes. The overall goal was to increase the prices, and to streamline and homogenise the prices (while giving considerations to specific local groups, depending on circumstances). The details have been circulated to Trustees and found

general agreement. Some specifics: Hourly rates do not make sense anymore and will be removed. Prices should be seen as suggestions, and groups will be asked for agreement. For local groups on a lower price level (pickleball and badminton mentioned), the aspiration is to raise the prices gradually, from year to year, to the normal rates - again with prior discussion with the groups. The rates are reviewed annually.

DJ: Brief discussion of a complaint raised by a neighbour. This relates to noise and littering. We do not have aspirations to hire caretakers for weddings and events, but policies should be clarified.

JF: An application funding for additional insulation has been successful. 14000 pounds have been obtained for this purpose. We have until January to spend the money. The process to install airlocks is underway. This will require listed building consent. Unclear if it also requires planning permission - needs to be clarified with the architect. The improvement will make a big difference for reducing heat loss.

#### **6) Sub-committee reports:**

- a) Harbour (DJ): Short report by CM circulated. Positive meeting with FC Director of Transport several weeks ago.
- b) Kilminning (WC): Grate delivered and installed, which secures the outflow. Risk assessment to be done. Further signage on the way. Littering and antisocial behaviour at Kilminning has been much reduced over the summer, which represents a change in behaviour. Planting of aquatic plants planned for next year.
- c) Land acquisition (NM): The application for the car park is ready to go. The next one will be St Andrews Road. There is still a question mark on the Common Good land adjacent to the car park.
- d) Tourism (MC): Next meeting of the East Neuk Tourism association will meet in September. Folding maps for the East Neuk have been very successful, new (similar) project funded and underway.
- e) Community projects (DJ): A feasibility study for remedial work on the coastal path will be conducted, funded by several community organisations. CCP has contributed 500£ for this endeavour.

#### **7) Sustainability workshops (JF):**

The application to EPF for sponsorship was successful. Agreements for the first two sessions are in place, with presentations by HES and others (*details to be completed*). First session on Jan 16 (7:30 to 9:00) will be on conservation area and listed buildings. The next 2-3 are in planning. Action item is to work out a collaboration agreement with contractors (SM, JF). First teasers will be sent out in October, the marketing will follow after that.

#### **9) AOCB:**

Youth activities (DJ, SM): Potential for further activities to be developed, similar to youth table tennis, and in collaboration with FC, could be facilitated by CPP.

For next meeting: We should look at the action items in the former LPP and follow-up on them (SM).

**Next meeting planned for October 1st, 19:30, Community Hall (small hall).**