

Crail Community Partnership SCO 49189

Board meeting Minutes

Tuesday 7th May 2024 at 7pm

1. **Apologies** - D. Jerdan, W. Cresswell, M. Rogerson and A. Scholz
2. **Appointment** of office bearers for 2024-25. Proposed and seconded.
 - David Jerdan - Chair
 - Sarah Morrison - Vice Chair
 - Karen Vaughan - Treasurer
 - Dennis Gowans - Secretary
 - **Action:** Update Bio's on CCP website. DG.
3. **Minutes** of meeting held on 5th March 2024 & notes of minutes of AGM held on 2nd April 2024 - approved.
4. **New CCP members** John and Katie Freeth, subscription paid joining as Ordinary Members, resident in Crail.
5. **CCP Policies** and procedures
 - Appendix A. Note of the need for policy development.
 - Initial meeting planned for Friday 10th May, SM, MT and JF trustees initiating policy generation. Will generate prioritised list
 - **Action:** Create CCP Policy Folder for the group. DG.
6. **CCP Finance**
 - OSCR Return and Independent Examination complete, and reports submitted to OSCR.
 - 2024 transactions now being managed in XERO, but account coding still being resolved so that credits and debits are being assigned appropriately. Figures for first quarter of 2024, still being improved.
 - We need to evaluate Reserves requirements annually and hold reserves in a separate account. **Action:** KV
 - **Action:** Can charities be VAT exempt? KV.
7. **LPP Submission**
 - Revised CCP constitution has been submitted to Fife Council Planning. No response yet.
8. **Community Hall.**
 - Appendix B, has first draft monthly CCH Report.
 - Implications of CO Fund application (if Successful) are huge, with £240,000 of projects as capital spend to be completed between July 2024 and July 2025.

- COF Application also has £34,500 Revenue element which is for support such as Architect, Project manager and other trade costs.
- **Action:** Convene COF sub-group again. DG
- **Action:** Ask Architect to approach FC Planning about whether Planning Permission and Listed Building Consent would be required for Cocoon secondary insulation installation. JF.
- Regardless of COF Funding all the included projects are desirable for CCH, so will need to be pursued.

9. **Recruitment** of further employee (funded by Crail Common Good Fund)

- The COF project will need project management and fund raising, this is included in the COF revenue funding application.
- Concern expressed by board trustees that we should make sure that the (new employee) focus does not become only on our buildings and does not extend to community development. Perhaps we are talking about two more positions one funded by COF and one funded by CCGF.
- Recruitment plans on hold until we are clear on the outcome from the COF application.
- **Action:** Need to inform the community about what was included in the COF application to explain the developments we are focusing on for CCH. **DG/MT/MR**

10. **Sub Committee Reports**

a. **Harbour**

- Community Council harbour sub-group have started meeting, but most of the issues remain the same. Issues on FC Harbour List are recorded by FC Harbour team and are 'on the schedule.'
 - Addition of Fiona Riley is helping to get local fishermen to focus on the manageable local issues
 - Fiona is researching ownership of Harbour Masters Office
- Discussion on absence of information on Crail's fossilised tree stumps
- Regulations are getting tighter for fisherman and some may give up
- Need to develop a proposal for the (Common Good) Gas Cylinder Area
 - **Action: CM**
 - The above could enable a Community Asset Transfer application for the area.
- Fife Council Tourism (FCT??) do see Crail Harbour as a Strategic Asset as they use the photos frequently to promote Fife and the East Neuk. Do they have the FC clout to get money targeted for Harbour Improvements?
 - Improved tourism can have a direct improvement in employment and poverty issues.
 - Regarding improvement projects the information mostly exists as aspirations in prior documents, e.g. Harbour Survey.
 - **Action:** Summarise what already exists into a proposal. **MC**

- **Action:** Need to create a proposal specifically relating to tourism and meet with FCT to discuss. **MC & CM**
 - Coastal Path also needs to be targeted. Catriona Mann (Community Councillor) is pulling together a team to look at how we can move forward to retain the coastal path. Need to break down the issues into feasible improvement projects.
- b. Roome Bay** – No action from Fife Council, who are supposed to be evaluating methods for demolition.
- c. Kilminning** - All done except £5K to pay to Kilmac for the retention, but NatureScot has already reimbursed for this. We will have £9K in the Kilminning restricted fund remaining after this expenditure.
- Signage progressing; planting scheme for the pond progressing – over the next 1-2 months.
 - I’m making a plan for “10,000 Craig trees for 2025”, hope to have that to present next month.
- d. Pinkerton** - needs better explanation of what to expect in Pinkerton.
- e. West Braes** - next Meadows Cut in the next few days. Wild flower seeding and planting to follow. Community really pulling together, under the leadership of Deborah Cottam.
- f. Land Acquisition**
- **CCH Car Park** - reservations expressed about any request to remove trees without a strong reason, this could create strong community objections.
 - **Action:** Proceed with CAT on the assumption that this will generate discussion about the best way to manage the proposed ‘common good extensions’. When amended plan is received. **NM/DG**
 - **Denburn Wood** - Stage 2 CAT completed so now need to legal process. CPS will cover the costs for this acquisition.
- g. Tourism – Appendix B.**

11. Publicity

12. AOCB

• Airfield - Variation to a Planning Application

- Concern expressed that Planner is going to attend Planning Meeting on the 5th June, but the consultation period runs until 6th June.
- Planner has indicated that all neighbours and objectors have been notified (written on 1st May). This has clearly not happened.

Action: Draft and submit agreed CCP response to the variation. **SM**

Next meeting Tuesday 4th June 2024 – Legion Hall 7pm

Appendix A. Note of need for Policy Development

Crail Community Partnership

Policies – note for meeting on 7 May 2024

It is increasingly clear that we will need to consider whether or not we need new/amended policies in order to conduct our business but more particularly to satisfy potential funders that we are properly responsible as a fund and property-owning charity. This was an issue which came up during the process of application for funds for the Community Hall under the COF process.

We currently have two policy documents (Equality and Diversity and Environmental) which were formally adopted in 2020 but we do need to reconsider those and give thought to others to bring us in line with expectations.

Fife Voluntary Action have supplied us with a list of policies to consider and there are plenty of templates available which we can look at in detail.

CCP is a fund raiser, but it also a landowner, an employer, a commissioner of works. I am sure you can think of other capacities that we work in. We need to look at those roles and consider not just which policies we need, but what will be their content and level of detail, and to what extent we make those policies available for general scrutiny.

I attach the two policy documents we have already in place and the list sent by Fife Voluntary Action. Max Taylor and John Freeth have very kindly agreed to help with this process but we welcome any initial thoughts you may have. At this stage we ask only for general support and we will then report back to you with more concrete proposals for your consideration.

Sarah Morrison

Appendix B.	Community Hall Report
CCH Trading Income Caution: Xero Reporting still being worked on.	January: £3,193 February: £2,254 March: £6,957 April: £5,980
CCH Trading Expense Caution: Xero Reporting still being worked on.	January: £2,337 February: £7,039 March: £7,705 April: £6,954

Major events prior month	<p>January: 2 Weddings (£1,400 + £1,150) 1 Concert</p> <p>February: 1 Concert</p> <p>March: 1 wedding (£1,797) 2 Concerts Easter Fayre</p> <p>April: 1 Wedding (£1,235) 1 Private hire 1 local event</p> <p>Comments: There is still a variation in Wedding hire fees depending on the year of booking. We have still weddings that were booked in 2022 at a lower rate of £750. We also increased prices in small stages until we arrived at our current pricing at the end of last year. Other variants are extras such as tables and chairs and the heating surcharge (September-May) that wasn't introduced until 2023. Payment for fayres is spread out over several months starting usually about 6 months before the fayre takes place, which most of the payments received three months prior to the fayre. Local events and private hire are usually booked at shorter notice, mostly 2-4 months before the event.</p>
Major events next month	<p>May: 1 wedding (£1,200) 1 private hire (£697) 1 National Theatre live 1 Concert</p>
Significant repairs or improvements achieved	<p>January: EDF Smart Meter Installation</p> <p>February: Replacement of leaking valve, radiator system.</p> <p>March: Emergency Boiler repair Drain Clearance</p> <p>April:</p>
Significant repairs or improvements planned next month	<p>May: Large Hall floor repairs and maintenance</p>
Separate accounting for improvement projects	<p>January: February: March: April:</p>

Funding	<p>Community Ownership Fund - ~£194,000 Capital Spend and £34,500 Revenue. Application submitted 8th April.</p> <p>Business Gateway - Funding for small hall ceiling insulation - ~£14,500 (excludes VAT). Submitted 7th May 2024</p>
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Appendix B. Tourism Notes March & April 2024

1. Young People in the East Neuk

Scott Duncan, Waid Academy and Samantha Dick, Developing young Workforce, talked to the East Neuk Tourism |association about the difficulties that young people in our area face. While it is often assumed that the East Neuk is an affluent area, there are concerns about pockets of deprivation. Rural poverty is often hidden and in Anstruther the average of children and young people living in poverty sits at 20% which is above the Fife-wide average of 17%.

Other factors include 30%+ of pupils have additional support needs and transport links are challenging. While many young people are not going down the traditional path of Highers and advanced Highers, it is difficult for them to access in person, vocational learning offered by Fife College and other institutions.

Waid Academy is now offering an online course in conjunction with Scotland's Rural College (SRUC) that focuses on horticulture and animal care.

Scott is keen to investigate what other pathways there might be for some of his pupils by engaging with the local economy, including the tourism sector. There is also a possibility that Waid Academy could become a training hub for travel, tourism and hospitality.

Scott is interested to find out how businesses would be able to engage and what support they can offer. He advised us that Waid Academy is planning to host a "Business Breakfast" to move the discussion forward.

2. Z Card Map

20,000 copies of the ZCard map have now been printed and are being distributed to businesses currently.

The map links out to the [Welcome to Fife](#) website via QR code. It is therefore key that individual businesses ensure their entry on the website is up to date.

In term of measurements, we would ask businesses to monitor pick up, including times and visitor groups and Welcome to Fife will monitor QR code clicks, while business should monitor referrals from Welcome to Fife.

3. As [VisitScotland have closed the QA scheme](#), Fife Council will not accept any new applications for Brown Tourism Signs until it is clear how the criteria for this will work going forward.
4. VisitScotland have also made the decision to close all remaining **Visitor Information Centres**, which means we will lose St Andrews plus any potential onwards travel referrals from Edinburgh and Glasgow Information Centres.
5. **The Levenmouth Railway** link is due to open on 02 June 2024 and a new toolkit is now on the Welcome to Fife website: [Welcome to Levenmouth Marketing Campaign Toolkit - Welcome to Fife For Industry](#) which will give us information on what is happening with regard to the new railway link. There will be a presentation on the railway link to the ENTA at the next meeting on 31 May at Ardross Farm.
6. Currently Fife Council have no plan for a **visitor levy**.

7. I also attended a **SCOTO online** meeting to see what projects had been discussed at the earlier conference, but most presentations appeared to have been by areas who are still trying to get on the tourism map.