

Present:		<b>Richard, Melissa, Jane, Emma, Dougie, Jennifer, Ann</b>
Apologies: Aldo		
<b>Agenda</b>	<b>Discussion /Action</b>	<b>Who</b>
Conflicts of interest.	Richard – Community Centre, Homeowner on Gillies Hill Jane – CVN Ann – Community Council Emma – Homeowner on Gillies Hill Melissa – Community Council	
Approval/review of previous minutes	Trustee meeting 07/12/2020 Funding meeting 17/12/2020	RN JB
Matters arising from previous minutes	Last Board meeting Finance meeting	None other than on the agenda Jennifer
Chair report	Resignation of Nigel CCDT review 2021	Great regret we lost him from the project See attached note C no decisions made via Facebook
Treasurers report	Accounts (See note A) Proposal: Transferring all of the unallocated grant to the woodland expenses line. Proposal: Re-allocate unspent funds from defib leaflets to CPF09 and use for purchase of Type 1 for various projects Proposal: Spending in line with the CCAF01 grant can continue as this money needs to be spent before the end of March. Proposal: All other expenditure on hold until new project templates complete.	See note below A  Terry O’Neill looking for SLF closing report although this project is running until 2022.

<p>Membership updates</p>	<p>New memberships for approval (see note B)</p>	<p>Modify the membership form to ask if people would prefer no electronic information. Emma on next newsheet ask the question</p> <p>New members approved Membership now 315</p>
<p>Communications</p>	<p>Website update</p>	<p>Contacted Linda asked for data from website website spikes when we contact via other sources. Little and often updates Photograph competition</p> <ul style="list-style-type: none"> <li>• Submit photographs by e-mail Trustees cannot take part</li> <li>• Now to mid February</li> <li>• Adult 18 and over</li> <li>• Junior under18</li> <li>• Subject Our first photo competition “Cambusbarron Life” any amateur photographs.</li> <li>• Amos to shortlist then vote</li> </ul> <p>Richard investigating replacement for BOX</p> <p>Natural History Club set up by Amos on Facebook anyone can join no age limit specified. RSPB at the end of January.</p>
<p>Board admin proposals</p>	<p>Risk Assessment and action plan</p> <p>Finance policy proposal (draft attached to email) Quick Update (if any) New policies required?</p> <ul style="list-style-type: none"> <li>• Safeguarding policy</li> </ul>	<p>Still ongoing. Signs required for dangerous areas for insurance and bluebell woods Richard to design and bring back to next meeting. Anyone able to help with points on action plan contact Richard</p> <p>Approved Employee spending limit without approval is £50.00</p> <p>C/F</p>

	<ul style="list-style-type: none"><li>• Health and Safety policy (risk assessment action plan)</li><li>• Volunteering policy (risk assessment action plan)</li></ul>	Lesley / Jennifer / Richard
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Project updates		
	<p>New project documents as per part C to be approved at full Board. Any changes or updates to the Board for approval.</p> <p>No decisions by Facebook or E-mail as they are not transparent nor minuted.</p> <p>In an emergency e-mail around all trustees if a quorate reply received accept decision minute next meeting. If anyone disagrees must go to next meeting.</p> <p>Invite people to join the subgroups. via survey monkey etc</p> <p>Lead person on each project to completes project document and send to Richard to be issued along with agenda and minutes for the Board meeting.</p> <p><b>Each sub group to set up meeting and decide on who is leading the project</b></p>	
<ul style="list-style-type: none"> <li>Gillies Hill management</li> </ul>	<p>Strategic plan update</p> <p>WIAT update – Woodland management plan?</p> <p>Castle Gates</p>	<p>C/F</p> <p>Concept map updates to go to Jon tomorrow</p> <p>Further request for quote to coldsteel no reply yet.</p> <p>Richard Blore steel gates probably not hung on stone posts</p> <p>Felling application in for walled garden only went in mid December</p> <p>Felling licence for residential boundary Amos has dealt with this only concern reported had worries about flooding Jennifer to contact</p>
<ul style="list-style-type: none"> <li>Walled garden</li> </ul>		<p>Felling licence application went in mid-December hopefully we will receive the licence before nesting begins.</p> <p>Specification for repairs to wall is in production</p>

• Polmaise castle grounds restoration	C/F	Dougie
• Welcome pack	C/F	Lesley
• Gillies Hill paths and signage	C/F	Russell
• Nursery Provision		Vision part of project planning should be shared so that we are all imagining the same thing. The Board are very interested in the end project. Feasibility draft report now received.
Other Business		
Correspondence	None	
AOCB	None	Richard Blore update thinks the Type 1 lorry won't get up the road can we drop off in the curling pond?
Next meeting(s)	Monday 01/02/21 Sub groups to organise dates for their meetings	

Note C. CCDT review 2021

**CCDT review and project planning template**

We must ensure that projects are progressed in the correct order so that we maintain a position of trust within our community.

Trust is maintained by the following activities:

- Work to our organisational purposes (from constitution)
  - Listed in our constitution
- Transparent decision making.
  - Minutes and regular other communications should be widely and consistently published in a number of formats. I suggest web site and library for minutes and Facebook, email and notice boards for regular communications.
- Audited and compliant with legal requirements.
  - OSCR registration and audited accounts submission, compliance with various grant monitoring rules.
  - Compliance with all other applicable legislation. We are responsible for identifying where and how we should comply. For example: Health & Safety legislation, Planning requirements, Licencing of regulated activities.
  - Declare any conflicts of interest
- Welcoming and forgiving for new members (at all levels)
  - Publish as much history of projects as we can to help people understand who we are and what we have done.
  - Welcome and mentor new volunteers who may find it difficult working in our trust because of the requirements above.
  - Always abide by our own trustee code of conduct.

All project activity should be carried out using the following planning template.

1. Create a vision of what the project could achieve - short/medium/long term
2. Consult the community on that vision
3. Create a plan to achieve the vision and carry out a feasibility study to ensure the plan is achievable
4. Seek the funding to achieve the plan
5. Carry out the plan

### CCDT Projects

The following people have put their names forward to be involved in the planning and managing of the sub-groups I have proposed. These names should be supplemented by invited members.

A lead trustee should be identified from those involved in the group. The frequency and nature of the groups meetings will be decided when they first meet.

A report from each group will be required to board meetings in order to authorise progress. The board must be asked to approve funding applications, spending plans once finance is in place, any licence applications of actions with legal implications.

<b>Planning and Managing Sub Group</b> (With an outline of tasks and jobs)	<b>Board Members</b>
Gillies Hill Management <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Community Forest manager               <ul style="list-style-type: none"> <li>• WIAT plan</li> </ul> </li> <li>• Smaller project plans               <ul style="list-style-type: none"> <li>▪ Wood fuel</li> <li>▪ Natural History project</li> <li>▪ Volunteer days</li> <li>▪ Environmental enhancement</li> <li>▪ Education</li> <li>▪ Castle Gates</li> </ul> </li> </ul>	Jane <b>Jennifer</b> Ann
Paths (Access) <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Planning (in conjunction with WIAT plan)</li> <li>• Grant applications for finance</li> <li>• Organising volunteering activity to maintain and develop paths</li> </ul>	Aldo Jennifer Lesley <b>Russell</b>
Polmaise Castle & Grounds <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Planning (in conjunction with WIAT plan where appropriate)</li> <li>• Grant applications for finance</li> <li>• Deciding on work plan</li> </ul>	Aldo Dougie
Walled Garden <ul style="list-style-type: none"> <li>• Consultation</li> <li>• Planning (in conjunction with WIAT plan where appropriate)</li> <li>• Grant applications for finance</li> <li>• Deciding on work plan</li> </ul>	Aldo Jane Melissa Richard Russell Ann
Welcome Pack <ul style="list-style-type: none"> <li>• Planning next phase of pack deployment</li> </ul>	Emma Lesley
Community Access Defibrillator	Emma Melissa <b>Richard</b>
Cambusbarron Archive	Emma <b>Richard</b>



## Cambusbarron Community Development Trust







Note C. CCDT review 2021 (Continued)

PROJECT PLANNING BRIEF

Project Name: .....

Trust Representatives: .....

Current status: Draft / Approved / Achieved / On hold .....

**Project Vision:**

**Consultation activities and results:**

**Plan Objectives**

(must be SMART: Specific Measurable Achievable Realistic Timebound):

Objective(s)	Timescale
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**Cambusbarron**  
COMMUNITY DEVELOPMENT TRUST

## Cambusbarron Community Development Trust



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**Funding requirements:**

(grants or money applied for, budgeted and spent)

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PROJECT PROGRESS UPDATES

Date	Report	Minuted (When where)