

Monday 19.07.2021 7.30pm

Minutes

Present: Richard, Lesley, Emma, Jennifer, Ann, Melissa		
Apologies: Douglas, Russell		
Agenda	Discussion /Action	Who
Conflicts of interest.	Richard – Community Centre, Homeowner on Gillies Hill Jane – Cambusbarron Village Nursery Ann – Community Council Emma – Homeowner on Gillies Hill Melissa – Community Council	
Approval	Trustee meeting 19.07.21	RN and JF
Matters arising from previous minutes not on agenda.	Gillies Hill management meeting Education sub group Walled Garden meeting Polmaise Road Woodland Footpath Door open day (18 th and 19 th September 2021)	None None None None Emma Grant application submitted result due 18/8/21 Dougie to supply information around the castle etc tight deadline so need information now. Agreement to spend £500 on main information board to be mounted on castle stone plinth. Boards that Amos recommends through his other work would cost around £260.00 written quote required then purchase two
	Gillies Hill management meeting	

	Education sub group	none
	Walled Garden meeting	none
Chair report	New chair will be required at AGM	Richard emphasised that he will be standing down at the AGM but will continue as treasurer. What would we be looking for from a new chair? AGM Tuesday 31/8/21 7.30pm Face to Face or Zoom? Face to Face in sports hall Richard to check availability
Treasurers report	Accounts (See note A)	Agreed
Membership updates	New memberships for approval (see note B)	All approved
Communications	<p>Messenger chat use</p> <p>Survey results – Contact with volunteers (34 names collected from Survey)</p>	<p>Proposal that the Board chat group be closed as it is not an equal form of communication. Proposal agreed in future correspondence should be done by e-mail to all Board members.</p> <p>Jennifer to acknowledge receipt to people who gave name and e-mail addresses and ask what they are interested in helping with.</p> <p>Survey:-</p> <ul style="list-style-type: none"> • Need to contact people who have said in the survey they are interested in helping. • How do we feedback the results? • Report required on surveys so that it can be shared via website? • Should results/reports be separated into different groups? • Jennifer to contact Russell re growing space.

		<p>report? Will he have time to pull something together before Wednesday.</p> <ul style="list-style-type: none"> • Richard to compose e-mail and send to Emma as well as the e-mail addresses asking them to come along to information days or e-mail regarding what they are interested in helping with
Health and Safety	<p>Accident and Incident reports</p> <p>Risk Assessment and action plan (Item C)</p>	<p>None reported.</p> <p>Can everyone check this and if there is anything they can take forward please do</p>
Board admin proposals	<p>New policies required?</p> <ul style="list-style-type: none"> • Volunteer Policy • Safeguarding policy • Health and Safety Policy 	<p>C/F to next meeting everyone to check policy and agree at the next meeting.</p> <p>Look for funding for Tom's training for his post to be agreed.</p> <p>Lesley To get policies form Dunblane and the Golf club to help us set up Safeguarding Policies. Pay to have a subscription to join PVG.</p> <p>Safeguarding Policy a necessity to take forward projects Lesley taking this forward.</p>

Project updates		
• Common subject matter	Update on electricity supply	E-mail to Barratt await a reply. Consider option of short term generator Budget agreed for generator £100.00 per month for one week hire
• Education Group	Verbal report	Amos has run a highly successful Tuesday morning. No meeting over the summer
• Gillies Hill management	Woodland management plan consultation. Verbal report Woodland plan status update. Verbal report.	Information days:- Wednesday 11-4 Amos and Ann and Jennifer Melissa PM Saturday Amos, Jennifer, Lesley from 12.00 Before AGM we should have evening information evening Windblown tree course next week Horse logger still unavailable Paths group now incorporated into this group. Jennifer doing expression of interest Stirling Council Place Based Fund Display Boards will go on website parking and signs proposal to put logs on verges. No parking and no access signs required. Jennifer to ask Linda to put on website no parking on our land parking should be done at the Community Centre or the primary school Amos should hear tomorrow if he is getting help from Froglife regarding next volunteer day

	Patersons footpath update	Proposal to put up signs then discuss proposal Patersons have staked out the path but not clear. They should be agreeing the route before laying anything down
• Polmaise castle grounds restoration	Verbal report	C/F
• Memorial Benches	See waiting list progress (item D)	£800.00 received as donations for benches. Do we have a policy for supplying memorial benches? As we own the benches, we maintain them. What is the long-term plan? Not available for sale to be located off the land.
• Gillies Hill paths and signage	Verbal report	this group has now been incorporated into the management group
• Welcome pack	Verbal report	
• Walled garden	See report at item E	Richard to continue with Architect Emma to send quotes to Richard IBC OK to purchase Ann Russell to continue with sourcing composting bin
Other Business		
Correspondence		
AOCB		
Next meeting(s) and events:	Next board: 16.08.21 19.30, face to face except Jennifer she will join by Zoom Walled Garden group: 09.08.21 Gillies Hill Management group: Education group:	



Cambusbarron Community Development Trust



Note A. Treasurers Report as of 28.02.2021

CCDT Treasurer's report: Current cleared funds: £22,695.14

Cambusbarron Community Development Trust		
Balance Sheet		
As of February 31, 2021		
	Total	Note
Cash at bank and in hand		
CCDT Donations account	267.99	
CCDT Main account		
CCDT	1,628.94	Unrestricted fund
CCF01	8,359.87	CCDT Business Support (1 st report due 01/05/2021)
CPF06	231.00	Welcome pack
CPF10	31.94	Final money to be spent on Postcrete
CPF11	650.00	Grant only partially funded, still to be spent
CSET01	-909.85	Various woodland expenses (current grant to spend £7151.87) (report due 26/09/2021)
PI01	492.86	Defib project
SLF03	12,272.77	Scottish Land Fund revenue grant
WIAT	0.00	We are due £2367.75 to be spend on designing and writing our woodland plan.
Total CCDT Main account	22,757.53	
Total Cash at bank and in hand	23,025.52	

Funding of Community Forrest manager detail (SLF03)

Expenditure to date:

	Budget	Spent so far	Variance (still to spend)	
Wages	£21,606.00	£11,446.99	£10,159.01	
Pension at 3%	£648.18	£0.00	£648.18	
PPE and training	£679.79	£1,258.50	(£578.71)	£1,182.59
Woodland expenses	£8,012.71	£6,251.41	£1,761.30	
Recruitment costs	£453.32	£453.32	£0.00	
Employment Expenses	£500.00	£217.01	£282.99	
Totals	£31,900.00	£19,627.23	£12,272.77	

Note B. New memberships for approval:

Membership types:

- Full (M)
- Associate (A)
- Junior (J)

Forename	Surname	Address	Address 2	PostCode	Membership category

Scavenging permission applied for:

Date	Name	Address	email

Note D: Memorial Benches

Benches now complete:

- Tennis Court picnic bench (Cunningham)
- Castle gardens (Fulton)
- Monster Pine (Allan)
- Castle gardens 2 (Copland)

Memorial benches waiting list.

Requester	Date requested	Contact details	Proposed location	Style	Dedication details

Note E: Walled Garden group report:

Unfortunately, not having the meeting last week there are a few points I'm going to put in here which needed a decision at that meeting. I'm not sure if you want to mention them here or if you would rather, they were left until we can organise another meeting.

- We have been selected by BBC for them to film in the woods in September. They will be with us for four days filming over two and camping within the woods. When they visited, they were interested in the sycamore within the walled garden so we agreed not to fell the remainder of the trees until they have made their decision which does not really impact on us as we would not have been felling until September anyway.
- WIAT contract is now through application for funding to pay Jon for the woodland management plan.
- Composting toilet requires a lockable composting bin Russell is looking into this has authority to spend £200.00.
- Composting toilet also requires its 10-litre water tank maintained.
- Proposal to order a 1000 litre IBC container to be used as a water supply for this and to supply water to the users of the gardens as a short-term measure until a permanent water supply is available? Cost for a reconditioned one is £100.00.
- Proposal to hire a generator for one week per month perhaps from Tuesday to Tuesday over the volunteer weekend which would cover Amos working days and weekend if volunteers were needing to use the rechargeable tools? Budget unknown.
- Update request to Barratt regarding power.
- Coventry Fencing invoice paid delivery for tree stakes and gates for driveway. Delivery next week to Richard Blore's yard.
- Architects quote for the wall has been received. Quote for work from Frew Conservation £1989.84 although this would probably be scaled back to £1347.84 depending on the services required. This cost covered by CSET01 and CCF01 grants.
- Removal of stumps is very hard to give a specific cost until they start taking them out some of them are very large, but cost would be within the budget for contractor costs.



Cambusbarron Community Development Trust



Note F: Door open day (18th and 19th September 2021)

Grant has been applied for from the Community Pride Fund to cover signs and catering for the event.