



Cromarty and District Community Council

Approved
Minutes
23/02/2021

Minutes of the meeting held on
Monday 25th January 2021, 7.30pm
via video link due to Covid-19 restrictions

Present

Community Councillors: Paige Shepherd (PS) Chair, Alan Plampton (AP) Treasurer, Peter Ratcliffe (PR) Secretary, Gregor Fox (GF) & Nigel Shapcott (NS)

Youth Representative(s): Fraser Thomson (FT), Assistant Youth Worker

Highland Councillor(s): -

Member(s) of the public: -

Community Council Minute Secretary: Gillian McNaught

| | | |
|--|---|-------------------|
| 1 | <p><u>Chairman's Welcome & Apologies</u> PS welcomed everyone to the video conference meeting. Apologies received from Kari Magee (KM) & Cllr Craig Fraser (CF).</p> | |
| 2 2.1 End | <p><u>Declarations of Interests</u> 2.1 Declarations unchanged from meeting of 26th October 2020.</p> | |
| 3 3.1 3.2 End | <p><u>Approval of Previous Minutes, 30th November 2020</u> 3.1 A 'between meeting' email discussion and agreement was added to the November minutes, item 6.2 : <i>It was agreed by Members to accept the application of the Shoremill Flood Risk Group to be included in the C&DCC portfolio of Sub-Committees.</i> 3.2 Following this amendment, the minutes were approved by AP and seconded by NS.</p> | |
| 4 4.1 (cont) | <p><u>Matters Arising from previous minutes, 30th November 2020</u> 4.1 (4.1 Report back proposals for shortening meeting times etc in December). Proposals ongoing and Members will discuss current format with the new Minute Secretary. Ongoing.</p> | AP, PS & NS |

| | | |
|--------|---|-----|
| (cont) | | |
| 4.2 | (4.3 Ask HC about possibility of Townlands parking areas being white lined). CF followed up with HC 28.8.20. Ongoing. | CF |
| 4.3 | (4.4 Report on response to email asking if Community Payback Scheme can tidy up burial ground and sheltered housing paths). Ongoing. | CF |
| 4.4 | (4.5 Report back on HC response to TMP proposals as minuted). Ongoing. | KM |
| 4.5 | (4.10 Update on a community designed “Welcome to Cromarty ’sign on the Shore Road, with design involvement from Youth Cafe). Ongoing. | CF |
| 4.6 | (4.14 Alan & Peter edit existing data on CL website and contact groups to do similar with existing files. Then contact Plexus for a quote to upgrade the site). Ongoing. | AP |
| 4.7 | (4.16 Report back on response from HC ref; permit for new track at Farness). CF reported this is with HC Planning. Ongoing. | CF |
| 4.8 | (4.17 Report back of progress of waste to be removed at Whitedykes). No update to email sent 1 Dec 2020. Ongoing. | KM |
| 4.9 | (4.18 Put together plan for 100 steps works in Spring). Ongoing. | KM |
| 4.10 | (4.18 Ask HC about urgent repairs to bridge on shore path). CF co-ordinated with HC who carried out a prompt and full restructure of the area. The path is now safe for walkers. Discharged | |
| 4.11 | (4.21 Update on response from John Nightingale (JN) about broken fencing at Reeds Loop). PR received a reply from JN agreeing to repair the fence on the seaward side but indicated it was common practise for walkers to share the pathway with livestock. Members agreed it was still unsatisfactory to have members of the public and livestock sharing the footpath around the Coalheugh well. PR to draft a response. Ongoing. | PR |
| 4.12 | (4.22 Report back when quotes come in from companies to supply free standing hand sanitiser units). Research reveals that no other Black Isle CC has installed units. Received guidance from Clifford Smith of the HC’s Environmental Health. Quote to supply suitable units not yet finalised. Decision in January for implementation in February subject to funding being available. Ongoing. | AP |
| 4.13 | (4.23 Report back with P of CF information re: Freeport status). Ongoing. | KM |
| 4.14 | (4.24 Community asset transfer decision making). Ongoing. | ALL |
| (cont) | | |

| | | |
|--------|--|-------------------|
| (cont) | | |
| 4.15 | (4.25 Submit updated grit bin report to HC) Report sent to HC but update to be submitted. Done. Discharged. | |
| 4.16 | (4.26 Report on progress of request to John Nightingale to move the links bus shelter to make safer). CF progressing this and reported to Members. Ongoing. | CF |
| 4.17 | (4.31 Report on updates from SAS of First Responders reinstatement). Following a recent incident it was highlighted that no immediate local medical response was available from first Responders or the Surgery. NS & PS will write to the Surgery about their procedure for local emergencies and PR will enquire about status of First Responders. Ongoing. | NS & PS PR |
| 4.18 | (5.5 Keep members informed of re-opening of Victoria Hall and Youth Café in January 2021). Detailed in <i>item 7, Appendix D.</i> Ongoing. | AP |
| 4.19 | (5.6 Request HC provide CCs with local weekly covid case updates). Ongoing. | CF |
| 4.20 | (5.7 Report back about Bump Track costs that can be reduced, as minuted. Nigel & Alan provide support role). Awaiting feedback from Ronan. Ongoing. | GF, AP & NS |
| 4.21 | (7.3 Nigel request funding support for maintenance of defibrillators from Surgery and Alan from Ward Budget). See <i>Appendix 6, item 4.</i> Discharged. | |
| 4.22 | (8.2 Inform Members when dog bin rota is complete). Not finalised yet. Ongoing. | PR |
| 4.23 | (8.3 Research cold water supply for rinsing grit machines). Plumber has been asked to evaluate the possibility of an internal water supply within the Sheddie. Ongoing. | AP & NS |
| 4.24 | (8.4 Request Action Group minutes from the PoCF). Ongoing. | KM |
| 4.25 | (8.6 Continue discussion by email of funding sources). NS will circulate information received from Di Agnew. Ongoing. | NS |
| 4.26 | (8.6 Write to Di Agnew to highlight omission in Tourism Consultation Document of charging points in Cromarty). NS drafted a letter and was sent by PS. No response to date so PS will follow up. Ongoing. | PS |
| 4.27 | (9.2 Draft Minute Secretary advert). Done. Discharged. | |
| 4.28 | (9.3 PS take on role of C&DCC's representative and contact for BICC). Done and reported under <i>item 8.3.</i> Discharged. | |
| End | | |

| | | |
|--|---|------------------|
| <p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>End</p> | <p><u>Youth Issues, Presented by Fraser Thomson (FT)</u></p> <p>FT will take concerns raised (already reported to HC) about potholes in Townlands and streetlight outages in Bayview Crescent to CF.</p> <p>Youth Café virtual meetings continue to take place 2/3 times a week, supporting young people through fun, chat and activities.</p> <p>More 18-24 year olds are engaging with the Employability Project, funded by the Middleton Trust, which will offer opportunities to gain work experience with local businesses.</p> <p>NS reported that the Government Kickstart programme to help young people into 6 months employment is now launched.</p> <p>PS thanked Wanda, Fraser & John for their hard work and commitment to Youth Café which has helped the young people during these difficult times.</p> | |
| <p>6</p> <p>6.1</p> <p>End</p> | <p><u>Treasurer's Report</u></p> <p>AP circulated the Treasurer's Report Notes (Appendix A) and Treasurer's Report (Appendix B) and Audited Final C&DCC Financial Statement 2019-20 (Appendix C) prior to the meeting.</p> <p>There were no further questions and AP was thanked for his reports.</p> | |
| <p>7</p> <p>7.1</p> <p>End</p> | <p><u>Victoria Hall Report including Youth Café</u></p> <p>AP circulated the Victoria Hall Report (Appendix D) and Fraser Thomson, Assistant Youth Worker's report 23rd November - 15th January, prior to the meeting.</p> <p>There were no further questions and AP was thanked for his reports.</p> | |
| <p>8</p> <p>8.1</p> <p>(cont)</p> | <p><u>Members 'Reports</u></p> <p><u>Portfolios</u></p> <p>Nigel Shapcott</p> <ul style="list-style-type: none"> • The Harbour Trust • Cromarty & Community Development Trust (CCDT) has put a call out for volunteers to help with the next stage of the Campsite project. • Gritting - the team have had some problems with the machines. PR has agreed to undertake maintenance. <i>PS wished to minute the huge number of compliments she has received regarding the gritting work done by the young people of Cromarty. Members agreed they were all a credit to the Town and thanked them for their efforts.</i> | <p>PR</p> |

| | | |
|--------|---|----|
| (cont) | <ul style="list-style-type: none"> • Cromarty Care Project (CCP) has made available a Winter Warmth fund to assist local residents with heating and fuel bills. To date, 39 applicants for the £50 awards have been received. | |
| 8.2 | <p>Peter Ratcliffe</p> <ul style="list-style-type: none"> • The Links remains closed to vehicle access but the area can be opened up for 12 days year for community events once the covid situation allows. An enquiry has been received from a group wishing to use the Links for an event in 2022. Members agreed this can provisionally be considered but no decision can be made until rules for events change. | PR |
| 8.3 | <p>Alan Plampton</p> <ul style="list-style-type: none"> • Housing - Contact with a new representative at Albyn Housing has been established and a virtual meeting is being arranged in February, to discuss the current position. Alan Plampton and Paige Shepherd will be attending. • BICC - Alan Plampton and Paige Shepherd attended the first virtual meeting of the rejuvenated Black Isle Community Councils on 14th January. Useful first meeting with the following topics covered; <ul style="list-style-type: none"> - Frequency of meetings quarterly with email contact between - Two representatives from each CC - Planning - Litter - Highland Councillor Attendance (AP reported that Cromarty & District appears unique among on the Black Isle CCs to have regular HC representation with Cllr Craig Fraser’s attendance at meetings. PS thanked him for his commitment and contributions, which are a huge asset to the work of the C&DCC). - Highland Council action - A9/Munlochy/Tore Junction/roundabout meetings. | |
| 8.4 | <p>Highland Council - Cllr Craig Fraser</p> <ul style="list-style-type: none"> - | |
| 8.5 | <p>Correspondence Received</p> <ul style="list-style-type: none"> - | |
| End | | |

| | | |
|-------------|--|-----------|
| 9 | <u>AOB</u> | |
| 9.1 | AP proposed that Tilly Grist be appointed a full <u>C&DCC Youth Member</u> . Members agreed unanimously and looked forward to welcoming her to February's meeting. | AP |
| 9.2 | PS will contact Teagan Young about the Youth Representative position. | PS |
| 9.3 | The Minute Secretary position will be handed over to Claire Fraser before the February meeting. | GM |
| 9.4 | Members have received further concerns about CCTV sited on a property in Townlands Park. CF will be asked to follow up again (<i>See Minutes 27.7.2020, item 10.1</i>). | AP |
| End | | |
| 13 | <u>Date of next meeting(s)</u> | |
| 13.1 | Next Ordinary Meeting, Monday, 22nd February 2021 @ 7.30pm via Whereby video conference. | |
| End | | |
| | PS thanked everyone for attending and the meeting concluded at 9 pm | |

Summary of Matters Arising & Action Points

| Reference | To whom allocated | Notes |
|-----------|---------------------|--|
| 4.1 | Alan, Paige & Nigel | Discuss proposals for shortening meeting times with new Minute Secretary |
| 4.2 | Craig | Report back on follow up with HC about possibility of Townlands parking areas being white lined |
| 4.3 | Craig | Report on response to email asking if Community Payback Scheme can tidy up burial ground and sheltered housing paths |
| 4.4 | Kari | Report back on HC response to TMP proposals as minuted |
| 4.5 | Craig | Progress Welcome sign for Cromarty |
| 4.6 | Alan & Peter | Alan & Peter edit existing data on CL website and contact groups to do similar with existing files. then contact Pexus for a quote to upgrade the site |
| 4.7 | Craig | Report back on response from HC ref; permit for new track at Farness |
| 4.8 | Kari | Report back of progress of waste to be removed at Whitedykes |
| 4.9 | Kari | Put together plan for 100 steps works in Spring |
| 4.11 | Peter | Respond to John Nightingale about broken fencing at Reeds Loop on well side |

| | | |
|------|---|--|
| 4.12 | Alan | Report back on progress of free standing hand sanitiser units |
| 4.13 | Kari | Report back with P of CF information re: Freeport status |
| 4.14 | ALL | Decision on Asset Transfers |
| 4.16 | Craig | Report on progress of links bus shelter proposals |
| 4.17 | Nigel & Paige | Write to GP Surgery and ask about their emergency response protocols |
| 4.17 | Peter | Report on status of local First Responders during covid |
| 4.18 | Alan | Keep members informed of re-opening of Victoria Hall and Youth Café |
| 4.19 | Craig | Request HC provide CCs with local weekly covid case updates |
| 4.20 | Gregor Nigel & Alan | Follow up Bump Track costs that can be reduced with Ronan. Nigel & Alan provide support role. |
| 4.22 | Peter | Inform Members when dog bin rota is complete |
| 4.23 | Nigel & Alan | Report back on possibility of water supply located in the Sheddie to clean grit machines |
| 4.24 | Kari | Request Action Group minutes from the PoCF |
| 4.25 | Nigel | Circulate funding source information to Members |
| 4.26 | Paige | Contact Di Agnew for response to C&DCC's letter to highlight document omission re: charging points |
| 8.1 | Peter | Take on maintenance of hand gritters. |
| 8.2 | Peter | Reply to enquiry about use of Links in 2022 as minuted. |
| 9.2 | Paige | Contact Teagan about Youth Representation |
| 9.3 | Gillian | Prepare handing over to Claire the MS position |
| 9.4 | Alan | Ask Craig to follow up further concerns brought to Members about CCTV on Townlands property |
| | COVID 19 items from Minutes 30.11.20 | C-19 Matters Arising can only be dealt with after restrictions are lifted. |
| 4.6 | Craig C-19 | Continue to liaise with HC about a survey of the Links shrubbery |
| 4.7 | Alan C-19 | Report back on request for information re: discrepancy of ownership records for Hugh Miller Monument |
| 4.8 | Alan C-19 | Arrange for refresher resilience training workshop for the C&DCC when appropriate |
| 4.9 | Alan C-19 | Report back on progress of the change of Bank of Scotland Mandates after lockdown |

| | | |
|------|-------------------|---|
| 4.11 | Alan C-19 | Revisit discussions with C&DCC sub committee Events groups once current situation eased |
| 4.12 | Craig C-19 | Report back on HC response ref the repairs required urgently on the Davidston to Farness Road |
| 4.13 | Craig C-19 | Look at repairs to the damaged steps at start of Ladies Walk |
| 4.15 | ALL C-19 | Reschedule AGM when Covid restrictions allow public meeting |

Agenda item 6

Appendix A

Cromarty & District Community Council Ordinary Meeting - 25th January 2021

Agenda Item 6 – Treasurer’s Report Notes

- 1. COVID-19 RESILIENCE FUND** is still due to receive approved funding from the BI Ward Covid Resilience Fund and the Common Good Fund (showing in Amounts Receivable). Following the BIP’s refusal to fund any of our 100 Steps Project, the Black Isle Tree Services cost has been transferred to the **Community Amenities Fund (CAF)**. Although currently showing a small deficit the CAF will continue to be used for further agreed 100 Steps Project work, and any resulting negative balance will be funded from the C&DCC Accumulated Fund and public donation. **FOR INFORMATION ONLY**
- Please note that Accumulated Fund figures at 1st April are now confirmed following the completion of the 2019/20 Financial Statements audit. A copy is attached, although this would normally be approved at an AGM. **FOR INFORMATION ONLY**
- 3. GALA FUND** New replacement Christmas lights were purchased for the Victoria Park trees. **FOR INFORMATION ONLY**
- 4. COMMUNITY DEFIBRILLATOR FUND** This new fund has been established and three collection boxes can be found in Cromarty. The balance was started by a £5 note being found in the street! All costs to the charity, Lucky2bHere, servicing the three community units, have now been fully funded. £480 from the BI Ward Covid-19 Resilience Fund for replacement batteries at the Cromarty Arms and Fire Station, £240 from the Victoria Hall Building Fund for a battery in their unit and £140 from the Cromarty Medical Practice for replacement pads. **FOR INFORMATION ONLY**
- 5. C&DCC ANNUAL GRANT FUNDING** Following the completion of the 2019/20 Financial Statement Audit, in accordance with Highland Council guidance during the pandemic, our annual grant claim has been submitted, even though we are still unable to hold our AGM. It is anticipated this grant should cover the deficit currently showing in this Treasurer’s report. **FOR INFORMATION ONLY**

Agenda item 6
Appendix C

CROMARTY & DISTRICT COMMUNITY COUNCIL

ANNUAL FINANCIAL STATEMENTS

I have audited the financial statements relating to the above for the year to 31st March 2020 and have examined the books and documentation relating thereto and have received all the information and explanations which allow me to report that the Financial Statements for the year reflect a true and fair statement of the Cromarty & District Community Council (including the Victoria Hall) intromissions at the foregoing date.

Signed Margi Campbell

6 Bank Street Cromarty IV11 8YE

27th December 2020

CROMARTY & DISTRICT COMMUNITY COUNCIL
Consolidated Statement of Financial Position (including Victoria Hall)
as at 31st March 2020

| 31 March 2019 | | 31 March 2020 |
|--------------------|---|-----------------|
| £ | | £ |
| | ASSETS | |
| | Current Assets | |
| | Other Current Assets | |
| 223.38 | Council Accounts Receivable | 0.00 |
| 1,292.00 | Victoria Hall Accounts Receivable | 666.50 |
| <u>1,515.38</u> | Total Other Current Assets | 666.50 |
| | Cash at Bank and in hand | |
| 13,630.07 | Council BoS Current Account | 14,197.32 |
| 3.87 | Council Petty Cash | 49.91 |
| 18,301.05 | Hall BoS Current Account | 17,243.84 |
| 107.67 | Hall Petty Cash | 120.64 |
| 14,279.55 | Youth Work BoS Current Account | 13,813.65 |
| <u>46,322.11</u> | Total Cash at bank and in hand | 45,425.36 |
| £ 47,837.49 | Total Current Assets | £ 46,091.86 |
| | LIABILITIES | |
| | Current Liabilities | |
| 0.00 | Council Accounts Payable | 0.00 |
| 6,099.46 | Victoria Hall Accounts Payable/Advance Rental | 4,727.16 |
| <u>6,099.46</u> | Total Current Liabilities | £ 4,727.16 |
| £ 41,738.03 | Total Current Assets less Current Liabilities | £ 41,364.70 |
| | Represented by - | |
| | Capital and Reserves | |
| 1,840.42 | Council Accumulated Fund | 2,117.14 |
| 276.72 | Surplus/(Deficit) for the Year | 503.49 |
| <u>2,117.14</u> | | 2,620.63 |
| 0.00 | Ferry Slip Fund | 0.00 |
| 48.93 | Seaplane Plinth Fund | 48.93 |
| 2,155.60 | Bonfire Night Fund | 2,072.14 |
| 126.00 | Splash & Dash Fund | 126.00 |
| 559.46 | Community Amenities Fund (previously CDF) | 872.32 |
| 4,661.35 | Gala Day Fund | 4,446.13 |
| 25.50 | Monday Club Fund | 422.75 |
| 110.92 | Gritting Fund (previous Tractor Operations Fund) | 809.52 |
| 72.40 | Tractor Maintenance Fund (Transferred to Gritting Fund) | 0.00 |
| 1,120.15 | Publications Reprinting Fund | 78.75 |
| 2,408.23 | Cromarty Rising Fund | 2,298.42 |
| 242.72 | Emergency Resilience Fund | 242.72 |
| 202.06 | Gluren bij de Buren Fund | 202.06 |
| 6.86 | Open Gardens Fund | 6.86 |
| | Victoria Hall Fund | 13,601.16 |
| | Surplus/(Deficit) for the Year | <u>(297.34)</u> |
| 13,601.16 | | 13,303.82 |
| 14,279.55 | Youth Cafe Projects Fund | 13,813.65 |
| <u>£ 41,738.03</u> | Total Capital and Reserves | £ 41,364.70 |

CROMARTY & DISTRICT COMMUNITY COUNCIL
Consolidated Statement of Financial Performance (including Victoria Hall)
for year ended 31st March 2020

| Year to 31st March 2019 | | Year to 31st March 2020 |
|----------------------------|--|----------------------------|
| £ | | £ |
| | INCOME | |
| 833.02 | Total Community Council Income | 1,055.52 |
| 10,400.49 | Total Victoria Hall Income | 9,849.30 |
| <u>£ 11,233.51</u> | TOTAL CONSOLIDATED INCOME | <u>£ 10,904.82</u> |
| | EXPENDITURE | |
| 336.85 | Total Community Council Administration Costs | 323.43 |
| 219.45 | Total Council Other Costs | 228.60 |
| <u>£ 556.30</u> | | <u>£ 552.03</u> |
| 10,224.22 | Total Victoria Hall Costs | 10,146.64 |
| <u>£ 10,224.22</u> | | <u>£ 10,146.64</u> |
| <u>£ 10,780.52</u> | TOTAL CONSOLIDATED EXPENDITURE | <u>£ 10,698.67</u> |
| <u>£ 452.99</u> | CONSOLIDATED SURPLUS/(DEFICIT) FOR THE YEAR | <u>£ 206.15</u> |
| | Analysed by - | |
| 276.72 | COMMUNITY COUNCIL | 503.49 |
| 176.27 | VICTORIA HALL | (297.34) |
| <u>£ 452.99</u> | | <u>£ 206.15</u> |

Independent Examiners Certificate

I hereby certify that the Financial Statements to the 31st March 2020 are an accurate summary of the underlying books and records of Cromarty & District Community Council.

Signature: Margi Campbell Date: 27th December 2020

Print Name Margi Campbell, 12 Bank Street Cromarty IV11 8YE

Agenda item 7
Appendix D

Cromarty & District Community Council Meeting – 25th January 2021

Agenda Item 7 – Victoria Hall Report

- 1. Hall Bookings** The Hall had intended to have completed a review and risk assessment of what was required to reopen. However, as Members will already know, this has been postponed now that we are in the middle of new stricter restrictions. It is obvious that these restrictions will remain in place for some time, and any review will only be commenced once guidance from the Scottish Government changes. This is obviously frustrating for many, but understandable. The effect on the Hall's finances will not make pleasant reading at the end of March, but luckily good housekeeping in recent years has provided the Hall with a contingency that should see us through the pandemic. In the meantime, use of the Hall has been offered to both NHS Highland and the Cromarty Medical Practice, for whatever purposes they might find helpful. It may be interesting to note that the Election Office has not proceeded with their required risk assessment for May's Election booking. Even that booking remains very much a provisional one!

ACTION – Information only, no action required

- 2. Repairs and Maintenance** The plan continues to get routine maintenance done during the Hall's enforced closure. Following the Highland Council's chemical blitz of vegetation around the Hall, we have completed the clearing and removal of all the dead matter, now that the chemicals have weathered off. Our heating boiler has been serviced and our rodent friends have been discouraged from organising any illegal gatherings in the Hall.

ACTION – Information only, no action required

- 3. Vandalism** It is with great sadness that it is necessary to report vandalism at the Hall. Everybody knows how frustrating life is in these very challenging times, but this mindless act only hurts people in the community even more.

As the winter nights started, and there was less daylight for the young folk to exercise, the Hall invested in PIR Security lighting, covering the multi-court space and the area around the oil tank/Sheddie. This was not only intended to keep folk safer, but also provide longer hours in the Park for youngsters to exercise. Unfortunately someone has decided to take a wooden batten and smash the PIR sensors on two of the lights. Damage also included pulling wiring out, brackets off the wall and breaking the LED lights on two of the three units. The total damage will cost over £250 to repair. Some publicity of this senseless act will be going out shortly, in the

hope of shaming whoever was responsible, and we can only hope this is a one-off incident. This is not how people in Cromarty behave.

ACTION – Information only, no action required

4. Youth Cafe Attached is the latest Report from Fraser, the Assistant Youth Worker.

The Middleton Trust Covid-19 Resilience Fund projects continue being delayed by Covid-19 restrictions. However, online activities are in full swing and Fraser's report gives the detail. With Youth Scotland's Rural Action Funding, the Youth Cafe now has a large outdoor gazebo, with lighting and furnishings, that will be put to use at the Hall, once restrictions, and Covid-19, allow social gatherings.

ACTION – Information only, no action required

Alan Plampton, VHMC

23/01/21