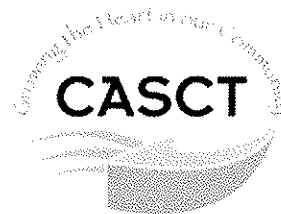


COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
18 February 2008



Present: Susan Somner, Vicky McNiff, Steve Rainey, Peter Somner, Trish Robinson, John Allan, Elizabeth Hay, Fiona Chaplain, Craig Leuchars

Apologies: Alan White

Chair: Steve Rainey

1. Minutes of the last meeting

Minutes of 21 January 2008 meeting:

Proposed by Elizabeth Hay
Seconded by Susan Somner

Approved by the Committee

2. Outstanding actions

Action 2.1: CASCT notice board for outside existing community centre – **Open**. Preference for wall mounted notice board as opposed to free standing. Neil to obtain costs, however, unlikely that Aberdeenshire Council will be able to fund provision of this. Steve to re-establish contact with Neil Ironside (via email).

Action 2.2: Minutes from User Group Forum meeting (held 26 March 2007) – **Open**. Steve has chased up Ann-Marie (Forum Facilitator), however, will do so again. Steve has nearly completed a revised version of John Hitchcock's notes of the meeting, and will use this as a basis of talking to Ann-Marie.

Action 2.3: Big Lottery Pre-qualification funding application – **Open**. Submission is pending confirmation of Rivie purchase. Application form has been finalised along with supporting documentation.

Action 2.3.1: Big Lottery Pre-qualification funding application – **Closed**. Steve & Fiona to include letters of support and letter received from Aberdeenshire Council Formartine Area Committee gifting existing buildings to CASCT, within appendices of application. Steve to forward to Pete for inclusion into the submission.

Action 2.4: Heritage items for inclusion within the new community centre. A list of items (and space requirements) that could be included should be compiled – **Open**. Elizabeth is to compile a list of the potential heritage items to allow the required space to be defined. Rear Admiral Steve Ritchie has donated his father's Burns Medal to the community. It will stay in his possession for the time being.

Action 2.5: Latest design concept user group feedback forms – **On Hold**. Communications Work Group to summarise feedback forms received from various user groups and distribute findings to Business Plan Work Group and Architectural Work Group prior to next public architectural workshop. Forms have been returned from Play Group and the WRI. However, given the time since the last workshop, we have lost momentum and it would be difficult to reengage other people in providing feedback. Consequently, this action has been put on hold until such time as we have held the 3rd public architectural workshop.

Action 2.6: Project funding – **Open** – Reiach & Hall had previously advised they have a contact in Edinburgh who is involved in Heritage Lottery Fund procedures (both in making and assessing applications). This contact is also extremely knowledgeable on other sources of funding available to community projects such as ours. They provide management consultancy services working with national, regional and local organisations in the public, private and voluntary sector. Their particular expertise is in preparing option appraisals, feasibility studies, business plans and external funding applications for capital development projects. Accordingly Steve made contact with Paul Jardine from Jura Consultants (www.jura-consultants.co.uk).

consultants.co.uk). He confirmed that he would be happy to review our Big Lottery Pre-qualification funding application prior to submission. Jura Consultants also indicated that we should definitely resolve any outstanding issues, such as purchase of land, prior to any submission.

Action 2.7: Rivie Purchase – **Open** – The long delay in completing the purchase has been caused by uncertainty about ownership of some of the land we wish to purchase, specifically the area of land between the telephone exchange and the hall. The committee approved expediting a title search on this area as a possible means of clarifying ownership, which would then allow the completion of the sale to proceed. Please see update under Item 5 of the Agenda (Rivie Purchase).

Action 2.8: Dolphin Gallery Expenses – **Closed** – Susan has received an expense claim from Paul Ritchie along with a cheque for Tesco's sponsorship of the exhibition. See details under Treasurer's Report.

Action 2.9: AGM minutes – **Closed** - Specific wording received from Sheila Ritchie relating to the recent changes in our Memorandum & Articles need to be incorporated in our Minutes of the AGM. Fiona has now updated the minutes accordingly.

3. Actions from the last meeting

Action 3.1: Peter to confirm time and location of the Business Plan Work Group meeting on 3 March.

Action 3.2: Market Research forms – **Closed** – copies of these forms have been scanned by Vicky and .pdf files sent to Alan and John.

Action 3.3: Meeting of Communications Work group – **Open** – John is to call a meeting as soon as practicable to clarify how individuals can contribute to the group, to select a new group leader and generate the next CASCT Update.

Action 3.4: Notice Boards – **Closed** – Trish will post current Minutes on the hall Notice Board on an ongoing basis.

Action 3.5: Notice Boards – **Open** – Steve to laminate an A5-sized notice stating that current CASCT Minutes are posted on the Hall notice board and on our website and are available from Vicky McNiff.

Action 3.6: Potential funding from Communities Scotland – **Closed** – Pete to draft a letter to be sent to Fiona Malcolm of Communities Scotland to ask whether any of our recent or imminent activities might qualify for financial support. This has been done and we await a response.

4. Work Group Reports

4.1 Architectural Work Group

Nothing to report.

4.2 Business Plan Work Group

The proposed Business Plan Work Group meeting for February did not take place. The next meeting is scheduled for Monday 3 March. Subsequent meetings will be held on the 1st Monday of each month going forward at venues to be confirmed.

4.3 Communications Work Group

John has still to convene a meeting of the Work Group as soon as practicable. It needs to appoint a new leader (John has made some progress towards this), consider generating the next CASCT Update to communicate what's been happening/not happening on the project, and clarify how individuals can contribute.

6. Treasurer's Report

Susan reported that the current balance of the account is £23,026.81 as at 31st January 2007. Vicky and Steve examined the current statement to verify this figure. Calendar sales have contributed to the increase since last month.

Paul Ritchie has submitted his claim for the expenses associated with putting on the Dolphin Gallery Exhibition during Gala Week. This came to £646.47, but was offset by receipt of a cheque for £200 from Tesco's representing their sponsorship of the event. As a result of these transactions, the portion of the current balance that is allocated and secured for the Pier Fund, is just over £3000.

The process for publishing Collieston's 2009 Calendar has begun. Letters seeking sponsorship have been sent out, and two positive responses have already been received.

7. Any Other Business

- SCVO Village Halls 2008 Forum, Aviemore, 23-2-08. Steve has registered to attend this event, and Pete is on the waiting list. He/they will provide a report at the next Committee meeting.
- Whilst Ritson-Smith recently supplied Companies House with a copy of our accounts, they have not submitted a copy of the CASCT company Tax Return to the Inland Revenue. This must be done by 28 February 2008 to avoid having to pay any penalty.

Action 7.1: Tax Return – Open - Steve to chase Ritson-Smith and set expectations for a more timely submission for 2008 accounts and tax return.

- CASCT has been asked to complete a Questionnaire from SEEDS (Social Economy & Enterprise Database (Scotland))

Action 7.2: SEEDS Questionnaire – Open – Steve to complete and return as soon as practicable.

- CASCT Chairperson has been asked to meet with a representative of Gordon Rural Action (Council for Voluntary Service for Central Aberdeenshire) to help complete a questionnaire to build a database of local voluntary organisations.

Action 7.3: Gordon Rural Action Database – Open – Steve to set up a meeting with Gordon Rural Action.

8. Date of Next Meeting

19:30 on Monday 17th March 2008 at The Chaumer. Minutes to be taken and written up by Elizabeth Hay. It was agreed that all subsequent meetings would take place at 19:30 on the 3rd Monday of each month.

Minutes compiled by: Steve Rainey

Minutes approved at next meeting:

Date: 18 February 2008

Proposed: (print name) *PETE SOMNER*

Signature *[Handwritten Signature]*

Seconded: (print name) *VICKY MCNIFF*

Signature *[Handwritten Signature]*