

**COLLIESTON & SLAINS COMMUNITY TRUST**  
**MINUTES OF MEETING**  
**16 March 2009**



Present: Steve Rainey, John Allan, Fiona Chaplain, Craig Leuchars, Susan Somner, Peter Somner, Vicky Isherwood.

Community Council Observers: Trish Cowie (on behalf of Euan), George Jamieson.

Apologies: Roger Berl, Alan White, Elizabeth Hay, Trish Robinson,

Chair: Steve Rainey

**1. Discussion & Approval of the minutes of 16<sup>th</sup> February 2009.**

No amendments to be made.

Proposed by: Peter Somner

Seconded by: Fiona Chaplain

Approved by the Committee.

**2. Action Log**

<b>Date Raised</b>	<b>Description</b>	<b>Who</b>	<b>Status</b>	<b>Date Closed</b>
17/11/08	Feed the proposed fee breakdown to Vicky Thompson at LEADER including the actual planning application fee which can be included as matched funding for LEADER. VM to ask if LEADER would match the 50% discount / gift in kind from Aberdeenshire Council. Update 17/11/08: Vicky Thompson may require us to give her some evidence before releasing matched funding. We have invoices for £22000 so we do need this money released from our funders. Update 16/02/09 : first invoice submitted and payment due in next few weeks Update 16/03/09: first payment received.	VM	Closed	16/03/09
17/11/08	Investigate respite accommodation demand. Update 17/11/08: NT has put some feelers out Update 16/02/09 : Pete Somner to make contact with Sally again with regards to care in the community Update 16/03/09: Pete Somner to make contact with Sally to discuss care in the community for the project	PS	Open	
17/11/08	Forward contact details on an arts contact. Update 17/11/08: NT contacted David Atherton – he is happy to meet with us. Also, provided contact re touring performing arts. Update 19-1-09: AW will follow up with D Atherton in due course. Update 16/02/09: Alan White has met with David Atherton and had a very encouraging feedback, letters of support will be forthcoming and also the feedback will help to strength our proposal. Update 16/03/09: Letter of support requested but not yet received.	NT/AW	Open	

17/11/08	Lead further development of the drafted outcomes document. Update 17/11/08: SR reported some progress made but still a long way to go. Update 19-1-09: Some progress made, especially following meeting with HIE Project Officer, Andrew Bauer, but more to do to finalise outcomes and evidence of need. 16/02/09 : Further works has been undertaken on the Outcomes and further evidence gathering is required in order to quantify the numbers affected. Update 16/03/09: Further review meeting to be held to finalise this action, Steve to call.	SR	Open	
19/01/09	Directors to pursue loan facility with the bank. 16/02/09 : This has been done and Peter Somner has opted to be a guarantor and SR/AW/VM have also indicated their support for this approach. Application is being made. Update 16/03/09: Application has been submitted, awaiting response from bank	PS/AW/SR	Open	
19/01/09	Request Harbour Trustees account details from Cllr. Davidson and send cheque returning funds held for pier. Update – still waiting for Cllr Davidson. Update 16/03/09: Steve has sent 3 emails and now followed up with a telephone call. Cllr Davidson has yet to decide the account into which the money is to be paid. She will revert in due course. The money continues to be ring fenced within our operating budget to ensure transparency on the amount and its application.	SR/SS	Open	
16/1/09	PS is to prepare a cash flow forecast.	PS	Open	
16/1/09	Blether due out next week. CASCT update to be sent to Rachel Hitchcock. Update 16/03/09; it was reported to the best of our knowledge that Alan White had submitted a contribution to the Blether. This needs to be confirmed.	AW	Open	
16/02/09	In order not to hold up any claims to Leader, it was agreed to request weekly bank statements meantime.	SS	Open	
16/02/09	SS reported that she is still pursuing the bank to set up internet banking which would make keeping track of the account easier. Update 16/03/09: The internet banking facility is up and running	SS	Closed	16/03/09
16/03/09	Letter of thanks to be sent to Canyon Offshore Limited for £1000 donation	SR	Closed	25/03/09
16/03/09	Contact Cllr Storr re impact of 33 parking spaces on renting accommodation units	SR	Closed	15/04/09
16/03/09	Finalise Options Appraisal and forward to R&H	SR	Closed	17/04/09
16/03/09	Contact Boyd Henderson, Community Energy Scotland re CASCT preference to install oil-fired boiler as main energy source	SR	Open	
16/03/09	Provide feedback on design team's Cost Plan v4	PS	Done	
16/03/09	Provide feedback to Community Council on changes made to planning application	CL	Done	01/04/09
16/03/09	Hold meeting with resident to follow-up on runoff problem	SR	Done	

### 3. Treasurer's Report

Susan Somner presented the following report

<b>CASCT financial summary as at 16 March 2009</b>				
<b>Commitments</b>				
Funds held for pier		4113.75	Balance in bank 15/3/2009	6376.52
Outstanding cheques				
	220 Grant Smith Law Pr	176.00	less commitments	5239.75
	Ritson Smith (estimate)	950.00		
Total		<b>5239.75</b>	<b>Unrestricted funds 16 March 2009</b>	<b>1136.77</b>

The bank statement up to 28 February 2009 showing a balance of £7415.27 was inspected by members of the committee. As we are now able to access the bank account online, the current bank balance has been used above, not the balance on the last statement.

Information has been received from HMRC regarding Gift Aid. This will enable us to make best use of any donations that we might receive by claiming back any tax.

The funds applied for from Leader in the first application have been received - £17,824.00 and the Buro Happold invoice has been paid £18,934.75

There was some great news from Craig Leuchars; his representation to his company (Canyon Offshore Limited) has resulted in a £1000.00 donation being made. Also one of the company's vessels is considering making a further charitable donation to our cause.

A large vote of thanks was tabled at the meeting to Craig and Canyon Offshore Limited.

**Action:** Steve Rainey to write a letter of thanks to Canyon Offshore Limited.

Andy Harper's bill for the site investigation work on the Rivie is still to be submitted so an accrual will have to be made to account for the expected figure in the accounts.

### 4. Work Group Reports

#### 4.1 Architectural Work Group

Craig gave an overview of the planning process and current status. The Formartine Area Committee approved the plans subject to some conditions. Once these are met, consent will be granted. The primary condition is the increase of the car parking spaces from 28 to 33. Also, a risk assessment is to be undertaken with regards to the slope stability, and any impact with regards to water run off during the works has to be assessed and suitable controls put in place. A concern was raised from the floor about the impact of the increased car parking on attracting clients for the residential lets as they would now have more cars parked outside them.

Risk Assessment for the slope stability – Buro Happold have completed a RA and this is being reviewed by R&H for submission to the Formartine Area Committee

The Community Council has also requested details of some of the changes made to the plans for the new building plan since the planning application was submitted.

The type of energy system was discussed and it was felt that we should fit for but not install renewables at this point as they have a high capital cost and their ongoing maintenance cost needs to be better understood before committing.

**Action:** The committee agreed to the proposed change to our energy policy. Steve Rainey is to confirm with R&H once closing out conversation with Boyd Henderson (Community Energy Scotland) on energy options.

**Action:** Steve Rainey to submit the latest options appraisal to R&H with regards to the hall.

Action: Steve Rainey to contact Cllr Storr re car parking.

**Action:** Pete Somner to provide some feedback to R&H on the latest cost plan.

**Action:** Craig Leuchars to provide feedback to the Community Council prior to their next meeting with regards to the changes made to the plans.

#### **4.2 Business Plan Work Group**

The Business plan workgroup has continued to meet on a regular basis in preparing the various elements of the plan and the BIG Lottery application.

Steve Rainey gave some feedback on our Big Lottery contact who is now Gail Rogerson. We have to send her a draft application and supporting documentation by 14<sup>th</sup> May in order to meet the August BL Committee meeting. It should be noted that our application will be assessed in Glasgow and not by our HIE Project Officer, as used to be the case. There is a meeting planned on the 3<sup>rd</sup> April in Collieston with Gail and all the committee is encouraged to attend.

The options appraisal is being worked on by Steve and it will be distributed to the work group for review.

A large effort is going to be required through the next 6 weeks in order to get the application in on time.

#### **4.3 Communications Distribution Group**

As we are going to have a postal ballot on the hall plan as agreed with the community, this will have to happen in June so the distribution group should be prepared for this.

### **5. Fundraising**

A meeting has been called for the fundraising group and the target is set at an additional £10,000.00

### **6. Any Other Business**

- Further to the comments received from Andrew Bauer with regards to potential conflict between council obligations and our project, a letter has been sent to Keith Newton requesting clarification on this matter.
- Community Council meeting 1<sup>st</sup> April in the Hall
- Pier meeting 2<sup>nd</sup> April and there will be a pier day in May for fund raising
- Meeting held with Councillor Merson about slope stability and surface runoff, in particular the problem a resident is experiencing. Steve Rainey to meet with the resident when convenient.
- A CASCT directors meeting has been held
- CADISPA cluster event was attended by Steve on behalf of CASCT along with experts from an energy company, other halls that are now in operation and CADISPA. Topics covered included:
  - A poster session on Friday night - participants presented posters to inform others about current projects and to encourage networking.
  - Big Lottery vs SRDP funding - we were advised that SRDP do not fund projects that are receiving public funds i.e. SRDP and BL are mutually exclusive. This needs clarification/confirmation as SRDP is our next biggest funder after BL.
  - VAT - consensus was that we should not be registered but expert advice should be taken
  - Gift Aid – definitely worth while setting up

- Wood chip supply for boilers is improving in Aberdeenshire but during winter a refill is required every 2 to 3 days

**Date of Next Meeting**

19:30 on Monday 20<sup>th</sup> April 2009 in the Glebe.

Minutes compiled by: Peter Somner

Minutes approved at next meeting:

Date: 20 April 2009

Proposed:

Signature: .....

Seconded:

Signature: .....