

**COLLIESTON & SLAINS COMMUNITY TRUST  
MINUTES OF COMMITTEE MEETING  
17 August 2009**



Present: Directors: Steve Rainey, Vicky McNiff, Alan White  
Committee Members: Fiona Chaplain, Elizabeth Hay,  
Trish Robinson, Craig Leuchars, John Allan, Peter Somner,  
Susan Somner  
Observers: Roger Berl

Apologies: Ian Bell

Chair: Steve Rainey

**1. Discussion & Approval of the minutes 20 July and 15 June**

Minutes of 20 July were proposed by Vicky McNiff, seconded by Trish Robinson and approved by the committee. Amendments to the minutes of 15 June were discussed and the revised minutes will be approved by email.

**2. Action Log**

<b>Date Raised</b>	<b>Description</b>	<b>Who</b>	<b>Status</b>	<b>Date Closed</b>
18/05/09	Need to get a business reference number for SRDP Update 15/06/09: Peter is chasing SRDP. Update 17/08/09: Still no response from SRDP despite further prompting.	BP members	Open	
18/05/09	The owner /occupier list needs to be updated for Slains Update 17/08/09: FC will work with JA and EH to update the distribution list following information received during the ballot process.	JA, EH, FC	Open	
18/05/09	Draft letter to resign from DTAS Update 17/08/09: Committee agreed to pay subscription provided that we could then access free VAT advice.	SR	Open	
15/06/09	Approach selected individuals to ask if they would be interested in becoming CASCT Directors. Update 17/08/09: One individual had been asked, but had declined due to current commitments. Other nominees to be approached in due course.	SR	Open	
15/06/09	Contact Nicola Twine to determine whether she wishes to renew her participation on the committee as our link with Aberdeenshire Council.	SR	Open	
20/07/09	Confirm hall booking for 20 July and subsequent meetings and inform Aberdeenshire Council about the hall being closed. Update 17/08/09: Aberdeenshire Council in Ellon confirmed a booking had been made for every 3 <sup>rd</sup> Monday of every month to the end of the 2009 and were asked to confirm the bookings with the Caretaker.	FC	Closed	17/08/09
20/07/09	Clarify if the funds raised by the Dolphin Gallery will go towards the pier or to CASCT. Update 17/08/09: Paul Ritchie confirmed that the proceeds of the Paul Taggart picture raffle would be donated to CASCT. This raised a total of £428.	SR	Closed	29/07/09
17/08/09	Update Check List 3 based on HIE feedback	SR/CL	Open	
17/08/09	CL to ask Reiach and Hall for the Buro-Happold report on the preferred heating option for the new building	CL	Open	

17/08/09	Complete the funding report for the Big Lottery Investing in Ideas by end September	VMcN	Open	
17/08/09	Some ragwort has escaped being sprayed and needs to be pulled.	VMcN/T R	Open	
17/08/09	Obtain samples of proposed building materials and display on the Rivie	CL	Open	

## Treasurer's Report

The balance in the account at 16 August 2009 is £8789.71. This includes the turnover from the Dolphin Gallery of £6599.50. After expenses, the 30% of commission on sales will give a total profit of just over £2000, of which £428 will be donated to CASCT. This represents the amount raised by the Raffle of the Paul Taggart picture. Paul also received a grant of £450 from Gordon Forum to add to the Dolphin Gallery's income. The profit remaining after deduction of the raffle money (£1579.57) will be paid into the Harbour Trustees account in due course. This will leave the CASCT account with a balance of £1620.21.

## 3. Work Group Reports

### 4.1 Architectural Work Group

We have received detailed feedback on Check List 3 from the HIE QS, which has been forwarded to Reiach and Hall. **Action** - CL/SR to work with Reiach and Hall to update Check List 3 accordingly. **Action** – CL to ask Reiach and Hall for the Buro-Happold report recommending an oil fired boiler as the preferred heating option.

Ian Bell had emailed to suggest that we ask Reiach and Hall to supply samples of the proposed building materials that could then be displayed on the Rivie. **Action** – CL to pursue

### 4.2 Business Plan Work Group

VMcN has met with Brian Walsh, Manager of the Grampian Autistic Society to discuss synergies with our project. He will provide a letter of support in due course (already received by email).

PS / SR reported that we still needed to finalise the Big Lottery application (Business Plan, Check List 3, Options Appraisals (Capital, Operating Expenditure, Needs and Energy).

SR had talked to Gail Rogerson on 14/08/09 re sustainability and QS feedback. There are no real blockers to finalising our submission, we just need to focus and get it done.

VMcN has received a request to complete an end of funding report for the Big Lottery Investing in Ideas. This needs to be completed by the end of the September. **Action - VMcN**

### 4.3 Communications Distribution Group

Nothing to report.

## 4. Fundraising

- The next definite fund raising activity is "A Pampered Chef" event, which is planned for 4 September.
- Fundraising activities to date have raised a total of £1172.13 (Easter Coffee Morning, Strawberry Teas, Cards and picture raffle).
- Committee agreed not to print more of the most popular cards at this time in the hope that other cards will sell. We will consider printing a few winter scenes in due course. We are now in profit with the cards as the cost of producing them was £688.21 and we have sold £777.21 making a profit of £89.00

## 5. AOB

- SR to write thank you letters to Paul Ritchie and Andrew Couper
- AW to update the CASCT profile on the CADISPA website

- Some ragwort had escaped spraying and now needs to be pulled. Vicky and Trish volunteered to do this.

### **Date of Next Meeting**

19:30 on Monday 21 September 2009 in the Hall.

Minutes compiled by: John Allan