

**COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF COMMITTEE MEETING
18 January 2010**



Present: Directors: Steve Rainey, Vicky McNiff, Pete Somner, Mike Earlam.
Committee Members: Trish Robinson, Craig Leuchars, Susan Somner,
Observers: Roger Berl

Apologies: Ian Bell, Elizabeth Hay, Alan White, Fiona Chaplain, John Allan, Huib Attema, Debra Storr.

Chair: Steve Rainey

1. Discussion & Approval of the Minutes of 16 November 2009

Minutes of 16 November were proposed by Susan Somner, seconded by Craig Leuchars and approved by the committee.

2. Action Log

Date Raised	Description	Who	Status	Date Closed
17/08/09	Obtain samples of proposed building materials and display on the Rivie Update 21/09/09: Carol McBain will deal with this once CL3 is complete. Update 16/11/09: chased R&H and they replied that owing to busy work commitments it would be circa 3 weeks before they could get around to arranging building material samples for us. Update 18/01/10: Craig had chased up R&H for the samples, contact is Laura Kinnaird. A stone supplier has been in touch and their details have been passed to R&H.	CLE	Open	
19/10/09	Update the CASCT profile on the CADISPA website	AWH	Open	
18/01/10	Notification and supporting paperwork requires to be completed for the appointment of Mike Earlam as director and Peter Somner as Chair, Sheila Ritchie to be contacted to make appropriate arrangements.	SRA	Open	
18/01/10	Big Lottery to be notified of the change of Chair and point of contact	SRA	Open	
18/01/10	In order to manage the cashflow due to the award payment schedule we will need to have a suitable facility in place, banks to be approached to establish what is required.	PSO	Open	
18/01/10	Posting of the AGM and November minutes of meetings to be posted onto the website.	SSO	Open	
18/01/10	A review and update of the website is required so that it reflects the current plans and activities, Craig and Susan volunteered to do this.	CLE SSO	Open	
18/01/10	Contact Aberdeenshire Council for the transfer of ownership of the hall and also ask for clarification of the council tax position for the new facility.	PSO	Open	

3. Treasurer's Report

- Balance as at 22 December (last bank statement) was £3127.61.
- Balance as at 17 January (online printout) £3097.61.
- £691.57 profit from the Ceilidh
- There are no current outstanding bills that require settling.

4. Work Group Reports

4.1 Architectural Work Group

There is nothing further to report at this stage.

4.2 Business Plan Work Group

Vicky gave the following update:-

Following on from the Scottish National Rural Network (SNRN) meeting that Vicky, Craig and Steve attended on 19 November, we learned that the transfer of Scottish Rural Development Program (SRDP) Rural Priorities (RP) community development funds to LEADER LAG groups had been postponed by the Scottish Government. As such, we now have no choice but to apply directly to SRDP for the other half of the capital funds required for the project. We then quickly worked up and submitted a Statement of Intent to SRDP (similar to the outline proposal for the BL). This was given the go-ahead (an 'amber light') to proceed to a full application.

We were advised to employ a land agent to help finalise parts of the application (it is very much geared to agriculture and forestry not village hall projects), but again we were introduced to one at the SNRN event (Steve Mackison). He reviewed our application over Christmas and provided very useful help and suggestions. He will be billing us for 1½ hours, which at £70 per hour plus VAT (the invoice will fall into 2009 VAT rates) is an expected invoice of £120.75. Because we have an Amber light, we will be able to claim back 50% of this cost from RP.

The application has been drafted; we have been completing a business outcomes form and supporting statements to show how we meet the various assessment criteria. This has proven to be challenging as it is much more focused on agricultural projects and we will never score highly on some of the criteria, but we believe that we are putting in a good case where it is relevant to us. We have also been given some helpful tips on our draft application by Eleanor Morris, a Rural Direct Development Officer, of the SCVO (Scottish Council of Voluntary Organisations).

Due to delays with RP, caused by bad weather and (I think) a high workload, they have postponed the deadline for submission. We must now submit our application by the 25th January, there is then still the opportunity to make some edits before the 12th February when the application must be committed. The RPAC meetings to decide on applications will be between the 19th-30th April (the same time as the BL decision due date)

This is because RP only pay in arrears (and slowly – they take 3 months to pay out), plus they limit us to only 3 interim claims up to 70%, then one final 30% claim per item. Even worse, they only allow us to make the interim claim in the same year as the final claim is due. So if we put the whole of the capital build project into one item then that would mean we'd have to take out an enormous overdraft, and ideally we would like to keep the overdraft down to the value of the current hall. So we must split up the cash into smaller segments, each of which represents a defined phase of the build, and put each of these in our funding application as a separate item. We have also been clarifying how the BL claims and payments will work.

We also need to clarify exactly what the BL and RP will be funding, as RP are more restrictive on what they will fund, for example RP expects us to include a contingency, but they will not fund this. We will also need to clarify how much the fees are likely to be so that we can submit a separate funding application for this.

We have been trying to find any other community groups who have had a similar funding package to see how they managed all this but so far no-one we have asked knows of any. We are trying to set up a meeting with the development officer Reid Hutchinson, as he has some experience of this and whether there may be any other options, such as a social loan.

A vote of thanks was also raised for BP as they had absorbed the £1800 printing costs for the 6 copies of the applications.

It was also suggested the Rhona Anderson of CADISPA be contacted to see if there were any other community projects that had been funded through the same funders we are proposing in order that we can gain some insight into relationships and cashflow management issues.

A meeting with Reid Hutchinson – development officer is also planned for this week.

4.3 Communications Distribution Group

It was agreed that a Rivie Review would be issued once the funding applications had been submitted in order to keep the community abreast with the current activities and advise them of the next steps dependent on the output from the applications.

5. Fundraising

The Ceilidh held in November raised £691.57 (which included a £100 donation), no other events are currently being planned.

6. AOB

6.1 Officers of the Trust and committee

With Steve Rainey being posted to Oman he has stood down as Chairman and it is proposed that Peter Somner – Director be appointed to the position of Chair, also Mike Earlam was proposed as a director of the Trust and committee member. Both of these proposals had been previously discussed and agreed at a directors meeting, the committee was asked to ratify these two proposals. On a show of hands both proposals were carried and therefore entered into the record, appropriate notification and appointment paperwork will need to be submitted to relevant parties.

Vicky McNiff was proposed as Vice Chair of the committee and this was approved by the committee.

6.2 Communications with community council and community

At this juncture of the project it was agreed that we should undertake a communications campaign covering the following topics as this will be the ‘biggest thing to happen to the community since the pier’:

- New Chair – Peter Somner
- New Director and committee member – Mike Earlam
- SRDP application – due to be submitted before last week of January 2010
- Funding status – timeline of awards and funds in bank
- The next steps – if funding is awarded and if funding is not

So an information meeting with the community council and the councillors will be arranged and also a Rivie Review should be issued.

It was felt that a formal approach to the Community Council should be made and Alan White had offered to draft a letter covering the following points:-

- The way forward
- Review the applications as these have now addressed most concerns raised
- Working together – coffee mornings were suggested
- Co-opting members from either committee to the other

6.3 Respite care

Craig advised that Aberdeen City council budget has been cut and will affect funding for respite care in the future.

6.4 General issues

Changing the signature on the bank account – this is not required in the near future but should be reviewed on award of funding

Date of Next Meeting

19:30 on Monday 15 February in the Hall.

Minutes compiled by: Peter Somner