

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES
MEETING 19 November 2007



Present: Fiona Chaplain, Susan Somner, Alan White, Steve Rainey,
Craig Leuchars, Peter Somner, Elizabeth Hay

Apologies: Vicky McNiff, Roddy Junor, Trish Robinson, Neil Ironside

1. Minutes of the last meeting

Minutes of 22nd October 2007 meeting proposed by Fiona Chaplain, seconded by Steve Rainey and approved by the Committee.

Alan cannot attend the CADISPA meeting this coming weekend. No details have been received so it may not be going ahead. Alan will confirm. No other attendees available from CASCT. If the event is still going ahead, Amenities will be approached to see if they would like to send a representative.

Update post minutes: meeting cancelled.

2. Outstanding actions:

Action 2.1: CASCT notice board for outside the community centre.

Action 2.2: Minutes from User Group Forum meeting (held 26 March 2007) - Steve had chased up Ann-Marie (Forum Facilitator), however, will do so again.

Action 2.3: Big Lottery pre-qualification funding application – submission pending confirmation of Rivie purchase.

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 – Elizabeth is to compile a list of the potential heritage items.

Action 2.5: Latest design concept user group feedback forms – Communications Work Group (Alan) to summarise feedback forms received from user groups and distribute findings to Business Plan Work Group and Architectural Work Group.

Action 2.6: CASCT Logo & Stationary – new logo now received. Susan to send to Fiona who will investigate creating a fixed template for use instead of having headed paper printed.

3. Actions from last meeting:

Action 3.1: Steve has contacted Reiach & Hall and established a contact but hasn't spoken to them yet. Steve will talk to them about the best way to progress funding .

Action 3.2: Investing in Ideas - Craig has obtained a quotation from Reiach & Hall to take the project through to making a detailed planning application – end of RIBA stage 5. This usually represents 35% of the overall fee, which is 35% of £183400 = £64190. Action Closed.

Action 3.3: Steve has contacted Debra Storr regarding a meeting to bring her up to date with what is happening within CASCT. The week commencing 26 November was suggested and would be attended by the directors & Debra Storr.

4. Work Group Reports:

4.1 Architectural Work Group

Aberdeenshire Council Planning Department have not yet had an opportunity to review our pre application proposal and have not yet conducted a site visit. However a planning officer has been assigned to our project.

4.2 Communication Work Group

Market research - Members are starting to feedback info directly to the business plan work group. In order that it can be fully co-ordinated it should be fed back via Alan, so that he is aware of what is being done.

Feedback on design through user groups – ongoing. We need to have this information back before the next Architectural Workshop can take place

Action 4.2.1: (Alan) – chase communications group & user group representatives.

4.3 Business Workshop

Big lottery pre-qualification – letters of support required for addition into the appendices. The Formartine Area Committee letter gifting the hall to CASCT to be included as well.

Action 4.3.1: Steve.

Vicky attended ACVO funding workshop which she found useful, and has produced a Funding Guide which has been distributed around the Business Plan workgroup. This is to be forwarded to Alan White. Committee thanked Vicky for this good piece of work/taking the initiative.

Action 4.3.2: Vicky to forward copy of the Funding Plan to Alan.

Feedback has been received on rates for local halls and also the full listing of the halls in the Aberdeenshire area.

Neil Ironside is going to follow up on the transfer of the hall to CASCT as there are some changes on the process.

Energy renewables – need to be followed up in order to see what the preferred forms of renewables are that are likely to be sustainable, suitable for Collieston's location and that will also attract support.

The Investing in Ideas draft proposal needs to be revisited as this can be submitted at any time to the Big Lottery. The information received from the Architectural Group will help, but we should explore other areas we could use for support. This could be expert help in preparing the plan, visits to other groups on fact finding visits, etc.

In order to rationalise the follow up on the input to the plan, an outstanding action list should be prepared.

Action 4.3.3: Alan to provide Pete with list so it can be reviewed and reassigned as appropriate.

5. Treasurer's Report

Balance in bank as 31 October 2007 - £21557.31. Of this, £3500.00 (approx) is allocated and secured for the Pier Fund. Amount is not exact because Treasurer is still awaiting approx £400 expenses to be paid to Paul Ritchie for Dolphin Gallery in the summer. Susan will approach Paul to ask if he is in a position to submit his expense claim.

Ritson Smith have declared that the amount for their services will be £1292.50. Steve has received the invoice, which he passed on to Susan for payment. **Done**

Still two calendar sponsorship monies outstanding totalling £300. Susan has sent reminders.

Susan to check with Ritson Smith to see if they have submitted the Annual Return to Companies House and whether they receive copies of official documents, so that we know not to have to check with them.

6. Rivie

Discussion re Rivie and action is to complete purchase ASAP.

7. AOB

Susan agreed to create an additional part of the official signature for email to incorporate a reminder to use the online shopping facility. **Done.**

Specific wording needs to be incorporated into AGM minutes – received from Sheila Ritchie in relating to change of memorandum & articles.

8. Next meeting – Monday 17 December 2007 at The Glebe.

Minutes by – Susan Somner