

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
20th April 2009



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

Apologies: None

Chair: Steve Rainey

1. Discussion & Approval of the Minutes of 16th March 2009.

Following several minor amendments now incorporated in this set of minutes, the minutes were:

Proposed by: Vicky McNiff
 Seconded by: Susan Somner

Approved by the Committee.

2. Action Log

Date Raised	Description	Who	Status	Date Closed
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 Update 20/4/09: Pete Somner met with Sally to discuss care in the community; agreement reached to continue dialogue and to work collaboratively on researching needs in support of the project.	PS	Closed	20/4/09
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 Update 20/04/09: Alan will chase up David Atherton.	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	SR	Closed	20/4/09

	<p>evidence of need.</p> <p>Update 16/02/09: Further works has been undertaken on the Outcomes and further evidence gathering is required in order to quantify the numbers affected.</p> <p>Update 16/03/09: Further review meeting to be held to finalise this action, Steve to call.</p> <p>Update 20/4/09: Needs, Outcomes and Milestones have been finalised and we are awaiting feedback from our new HIE project Officer, Gail Rogerson.</p>			
19/01/09	<p>Directors to pursue overdraft facility with the bank.</p> <p>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.</p> <p>Update 16/03/09: Application has been submitted, awaiting response from bank</p> <p>Update 20/4/09: Clydesdale have confirmed that all documentation is in place but is still being reviewed by its management.</p>	PS/AW/SR	Open	
19/01/09	<p>Request Harbour Trustees account details from Cllr. Davidson and send cheque returning funds held for pier.</p> <p>Update 16/2/09: still waiting account details from Cllr Davidson.</p> <p>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.</p> <p>Update 20/4/09: In the absence of any instructions from Cllr. Davidson, the Committee decided to arrange transfer of funds to the existing Harbour Trustees account.</p>	SR/SS/ FC	Open	
16/1/09	<p>PS is to prepare a cash flow forecast.</p> <p>Update 20/4/09: a spreadsheet model has been built but not yet populated; work continues.</p>	PS	Open	
16/1/09	<p>Blether due out next week. CASCT update to be sent to Rachel Hitchcock.</p> <p>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.</p> <p>Update 20/4/09: A contribution was supplied, but the Blether has not yet been issued. As things have evolved, Committee decided to issue another Rivie Review. AW to prepare draft.</p>	AW	Closed	20/04/09
16/03/09	<p>Contact Cllr Storr re impact of 33 parking spaces on renting accommodation units</p> <p>Update 20/04/09: Steve discussed options to reduce car parking spaces with Cllr. Storr. The Committee reviewed these and decided to accept 33 spaces (status quo). Steve to contact R&H and confirm this.</p>	SR	Closed	20/04/09
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	Closed	20/04/09

16/03/09	Provide feedback to Community Council on changes made to planning application	CL	Closed	1/04/09
16/03/09	Hold meeting with resident to follow-up on run-off problem	SR	Closed	20/04/09
20/04/09	Following yet another generous donation of £800, Steve to once again to write a letter of thanks to MSV Seawell and Canyon Offshore Ltd	SR	Closed	20/04/09
20/04/09	Chase R&H in respect of them providing info to enable the Planners to grant Planning Consent	CL	Open	
20/04/09	Ask R&H to quantify the differential between their costs per sqm and those in the national guidelines. Also Close out Check List 3	SR	Open	
20/04/09	Ask R&H for a project cashflow	SR/CL	Open	
20/04/09	Chase Gail Rogerson for feedback on Needs, Outcomes and Milestones, and Options Appraisal and circulate to committee when received.	SR	Open	
20/04/09	Obtain quotes for valuation of existing buildings	SR	Open	
20/04/09	Write copy for Rivie Review, circulate for comment from Directors and pass to Jack Page for production Ideally for distribution wc 4 th May	AW	Open	
20/04/09	Prepare Ballot Pack and circulate to committee for comment	VI	Open	
20/04/09	Ask Rev Steve Emery if he would be prepared to act as Returning Officer, needs to be done asap so as to include in Rivie Review	SR	Open	
20/04/09	Fundraisers to advise dates of events to AW or JP, needs to be done asap so as to include in Rivie Review	FC	Open	

3. Treasurer's Report

Susan Somner presented the following report

CASCT financial summary as at 20th April 2009				
Commitments				
Funds held for pier		4113.75	Balance in bank 19/04/09	7416.35
Outstanding cheques				
Ritson Smith Invoice		920.00		
Andy Harper - Estimated		250.00		
Total		5283.75	Unrestricted funds 19th April 2009	2132.6

The online bank statement up to 19th April 2009 showing a balance of £7416.35 was inspected by members of the committee.

It was noted that our insurance policy for the Rivie will fall due in June and funds are required for a valuation of the existing buildings

4. Work Group Reports

4.1 Architectural Work Group

- Steve discussed potential options for gaining approval for reducing the number of parking spaces with Cllr. Storr. These involve putting Event Management procedures in place to direct overflow car parking to Cransdale and installing spaces designed for smaller cars. However, it was agreed to go with the current council recommendation in respect of us having 33 car parking spaces rather than risk delay of planning consent.
- It was noted that the Planners are still awaiting information confirming the above and risk assessments on slope stability and surface run-off from R&H before granting Planning Consent.
- It was agreed to query R&H's cost per square metre against the costs supplied by the Royal Institution of Chartered Surveyors for community centres.

For specific actions see Actions Log

4.2 Business Plan Work Group

- It was noted that SR & AW had met with Gail Rogerson, our new BL Project Officer & Advisor.
- SR reported that we'd received constructive advice in respect of detailing our Needs, Outcomes and Milestones. These have since been revised and forwarded to Gail for review.
- SR explained the Needs, Outcomes and Milestones to the Committee.
- RB offered to provide information in respect of Community Transport Schemes.
- SR confirmed that the most recent version (v9) of the Options Appraisal had been sent to Gail for review.
- It was agreed to go out for quotes in respect of obtaining a valuation of the existing Hall and Schoolhouse.

For specific actions see Actions Log

4.3 Communications Distribution Group

- It was agreed to bring out Rivie Review 3 asap
- It was agreed that the final all postal ballot on whether our community want a hall (YES or No) will take place in June, with the result to be announced at our AGM on Friday 26th June
- A simple information pack will be circulated with the ballot papers

For specific actions see Actions Log

5. Fundraising

- A target of an additional £10,000.00 has been set
- £420 was made at the Easter Sunday Coffee Morning and Treasure Hunt
- Other events are planned and a Ceilidh featuring Danse Macabre has already been booked in the Victoria Hall in Ellon for 20th November

For specific actions see Actions Log

Date of Next Meeting

19:30 on Monday 18th May 2009 in the Hall, Elizabeth Hay to take Minutes

Minutes compiled by: Alan White