

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
21st January 2008



Present: Susan Somner, Vicky McNiff, Steve Rainey, Peter Somner, Trish Robinson, John Allan. Elizabeth Hay
Apologies: Fiona Chaplain, Alan White, Craig Leuchars.
Chair: Steve Rainey

1. Minutes of the last meeting

Minutes of 17th December 2007 meeting:

Proposed by Vicky McNiff
Seconded by Trish Robinson

Approved by the Committee

2. Outstanding actions

Action 2.1: CASCT notice board for outside existing community centre – **Open**. Preference for wall mounted notice board as opposed to free standing. Neil to obtain costs, however, unlikely that Aberdeenshire Council will be able to fund provision of this.

Action 2.2: Minutes from User Group Forum meeting (held 26 March 2007) – **Open**. Steve has chased up Ann-Marie (Forum Facilitator), however, will do so again. **Steve is going to phone and attempt to arrange a meeting with Ann-Marie to move this forward.**

Action 2.3: Big Lottery Pre-qualification funding application – **Open**. Submission is pending confirmation of Rivie purchase. Application form completed along with supporting documentation.

Action 2.3.1: Big Lottery Pre-qualification funding application – **Open**. Steve & Fiona to include letters of support and letter received from Aberdeenshire Council Formartine Area Committee gifting existing buildings to CASCT, within appendices of application. **Steve to forward to Pete for inclusion into the submission.**

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 – **Open**. Elizabeth is to compile a list of the potential heritage items. **This is to allow the required space to be defined.**

Action 2.5: Latest design concept user group feedback forms – **Open**. Communications Work Group to summarise feedback forms received from user groups and distribute findings to Business Plan Work Group and Architectural Work Group prior to next public architectural workshop. Alan has chased user group representatives and is certain that they've completed the forms, however, has yet to receive any back.

Action 2.6: CASCT Logo & Stationary – **Closed**. Alan has amended banner from "Keeping the Heart in the Community" to "Growing the Heart in the Community" to reflect the desire of CASCT in delivering a sustainable project, however, Susan has to send new logo to Fiona who will investigate creation of a fixed electronic template for use as opposed to having new headed paper printed. **Susan has prepared a new letterhead and she will prepare copies for each workgroup.**

Action 2.7: Project funding – **Open** – Reiach & Hall had previously advised they have a contact in Edinburgh who is involved in Heritage Lottery Fund procedures (both in making and assessing applications). This contact is also extremely knowledgeable on other sources of funding available to community projects such as ours. They provide management consultancy services working with national, regional and local organisations in the public, private and voluntary sector. Their particular expertise is in preparing option appraisals, feasibility studies, business plans and external funding applications for capital development projects. Accordingly Steve made contact with Paul Jardine from

Jura Consultants (www.jura-consultants.co.uk). Steve asked that they review our Big Lottery Pre-qualification funding application prior to submission. Jura Consultants have confirmed that we should resolve any outstanding issues, such as purchase of land, prior to any submission.

Action 2.8: CASCT Directors meeting on 29th November 2007 with Councillor Debra Storr – Refer to AOB for further information – **Closed**.

Action 2.9: Rivie Purchase – **Open** – Despite assurances to complete by 26th October 2007, this has yet to be achieved albeit not for the want of trying. Steve and Sheila Richie (CASCT's lawyer) to continue pursuing Burnett & Reid (Solicitors for Slains Estate) and Michael Milligan (Factor for Slains Estate) to conclude Rivie purchase. Burnett & Reid advised they had now assigned someone internally to progress the matter. **The delay in the purchase has been because of uncertainty about ownership of some of the land we wish to purchase, specifically the area of land between the telephone exchange and the hall. The committee approved expediting a title search on this area as a possible means of clarifying ownership, which would then allow the completion of the sale to proceed.**

Action 2.10: Dolphin Gallery Expenses – **Open** – Susan to ask Paul Ritchie if he is now in a position to submit his expense claim.

Action 2.11: CASCT Annual Return – **Closed** – Susan to check with Ritson Smith Chartered Accountants to see if they have submitted Annual Return to Companies House and whether they receive copies of official documents, so that we know not to have to check with them. **Susan confirmed that they have been submitted by Ritson Smith.**

Action 2.12: AGM minutes – **Open** - Specific wording received from Sheila Richie relating to change of memorandum & articles needs to be incorporated. Fiona to update minutes accordingly.

3. Actions from the last meeting

Action 3.1: Communications Workgroup – **Closed** - Alan to request a meeting between Communities Scotland and two CASCT directors. **Meeting held Friday 18th January 2008**

Action 3.2: Treasurers Report – **Closed** - Susan to establish if Ritson Smith Chartered Accountants have a contact within their Ellon office and request a quotation for the provision of accountancy services to CASCT in 2008 similar to those provided in 2007. **John Laing will be the contact in Ellon and the estimate for the preparation of the books for this coming year is £700 to £800.**

Action 3.3: AOB – **Closed** - Letter sent this week to Debra Storr.

4. Work Group Reports

4.1 Architectural Work Group

In Craig's absence the following update was given:

A planning officer from Aberdeenshire Council Planning Department has conducted a site visit to the Rivie.

The planning officer thinks without prejudice:

(a) That the proposed development and location of the building on the Rivie site is likely to be acceptable in principle.

(b) That retention of the existing village hall and adjacent former schoolhouse and conversion to provide respite accommodation is likely to be acceptable in principle.

There was not enough detail on the outline proposal information provided by Reiach & Hall for the Planning Department to be able to make any more meaningful comments at this early stage. The planning officer has suggested that R&H meet with him and one of his landscape colleagues on site when the design has progressed a bit further. It would be the intention of R&H to invite a representative from Aberdeenshire Council's Roads Department to the same meeting.

For clarification sake, it is accommodation for respite that we are proposing for the development.

4.2 Business Plan Work Group

Business Plan Work Group continues to progress items discussed at previous meeting.

The submission of the Pre-qualification for the Big Lottery is only awaiting the completion of the Rivie purchase.

The proposed Business Plan Work Group meeting for December did not take place due to work commitments; however the intention is to convene a meeting of the group in January 2008. Proposed date is the 4th of February at Vicky McNiff's and it is also proposed that we hold our regular meeting on the 1st Monday of each month going forward, venue to be advised on a month on month basis, please put the dates in your diaries.

4.3 Communications Work Group

Update delivered by John Allan in Alan's absence:

Communities Scotland - Vicky accompanied Alan to a meeting with Fiona Malcolm (arranged thanks to Alex Salmond) and will provide an update on this.

Alan will have emailed Steve informing him that because the increasing amount of time that he's spending in Kazakhstan, he is standing down as leader of the Communications group, he is however happy to remain a proactive member of the group and to continue to write and distribute our Press Releases.

John Allan has been asked to call a meeting of the Communications Group in Alan's absence, both to select a new leader and to properly ascertain and collate the research that has been done to date.

Thanks expressed by the committee for Alan's work to date.

A number of market research forms have been received these will be put into PDF form and forwarded to Alan.

Action 4.3.1 Vicky McNiff will scan them in and copy to Alan and John of the communications workgroup.

Action 4.3.2 John Allan to call a meeting of the communications workgroup to assess the way this can move forward and who will be best suited to step into the lead role in the group.

Action 4.3.3 Trish Robinson will take ownership of the key for the upper notice board and will post updates and also remove out of date notices. Minutes should also be posted in the hall.

Action 4.3.4 Steve to laminate a notice advising that minutes of CASCT are available in the hall on the website and also available from Vicky McNiff, this should be passed to Trish Robinson for posting in both notice boards.

5. Treasurer's Report

The balance of account is £21,787.00 as at 31st December 2007.

Of this, £3,531.79 is allocated and secured for the Pier Fund, however, Treasurer is still awaiting claim of approximately £400 from Paul Ritchie for Dolphin Gallery expenses this summer.

Online shopping up and running on community web site. A cheque for £21.46 has been received for commissions from sales.

Calendar sales are ongoing.

6. Any Other Business

Community Scotland update:

Vicky gave the following update in Alan's absence

Following on from correspondence from Alex Salmond, Vicky & Alan met with Fiona Malcolm at Communities Scotland's Aberdeen Office on Friday 18th January.

Fiona was extremely helpful in respect of:

1. Communities Scotland is very likely to cease to exist in its present form after 31st March 2008.
2. Its responsibilities will be taken on by either a new agency or merged with an existing one.
3. Whatever dept will be running the fund, a significant pot of Scottish Government money will be available in the next Financial Year. This largely replaces the old Rural Partnership fund and will be targeted to support Social Enterprise and Learning Projects especially in rural areas.
4. It is possible however that as we approach the end of the current financial year, that Communities Scotland may have un-spent funds available to assist appropriate projects such as ours. We should as a matter of urgency draw up a shopping list and submit this to Fiona. We would have to be able to spend this money within the current financial year i.e. before the 31st March.
5. Aberdeenshire Council is likely to succeed in their bid for a significant amount of LEADER funding from the EU, projects such ours should be able to attract some of this. It's worth keeping in touch with Keith Newton in respect of this.

Shopping list for funds drawdown:

- Dimensional Survey of existing hall and relate it to the Topographical survey of the Rivie
- Topographical survey of the Rivie
- Land purchase fees and searches
- Production of the calendar

We agreed to write to Fiona Malcolm outlining various types of projects and asking if they might qualify for funding by Communities Scotland at the end of its financial year.

Action 6.1: AOB – **Open** – Pete to prepare a letter for submission to Fiona Malcolm, forward to Vicky, Steve and Alan for approval prior to sending.

Post meeting note, Ian Bell had emailed Steve stating that he was engaging a geotec firm to drill a test borehole on his property so was wondering if CASCT could make use of the same firm to drill some test bore holes on the Rivie. The Committee agreed that as (a) we don't yet own the land and (b) we don't yet know the final location of the new hall, we are simply not in a position to take advantage of any synergies with Ian's survey. Once these things fall into place, then the structural surveyors will most likely want to drill some bore holes to decide on foundations etc.

7. Date of Next Meeting

19:30 on Monday 18th February 2008 at The Glebe.

It was agreed that all subsequent meetings would take place at 19:30 on the 3rd Monday of each month.

Minutes compiled by: Pete Somner

Minutes approved at next meeting:

Date: 18 February 2008

Proposed: (print name)... Elizabeth Hay **Signature**..... 

Seconded: (print name)... Susan Somner **Signature**..... 