

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
15 December 2008



Present: John Allan, Fiona Chaplain, Steve Rainey, Craig Leuchars, Nicola Twine, Alan White, Trish Robinson, Susan Somner, Peter Somner, Roger Berl, Huib Attema, George Jamieson

Apologies: Vicky McNiff, Elizabeth Hay

Chair: Steve Rainey

1. Discussion / Approval of the minutes of 17 November 2008

Minutes of 17 November 2008 meeting: no comments.

Proposed by: Nicola Twine

Seconded by: John Allan

Approved by the Committee.

2. Action Log

Date Raised	Description	Who	Status	Date Closed
21/4/08	Tax Return – Signed copies of accounts and company tax return to be sent to Ritson Smith for filing with Companies House, Inland Revenue and OSCR. Update 18/08/08: Signed copies of accounts have been provided to Ritson Smith. Update 17/11/08: Still waiting on Ritson Smith to submit, SS has been chasing, has been informed that it is in hand and will be done before the deadline. SR has completed the OSCR return. Update 15/12/08: SR just needs to clarify a few figures with the accountant and then should be submitted – have until the end of December to do this.	SR, SS	Open	
17/11/08	Feed the proposed fee breakdown to Vicky Thompson at LEADER including the actual planning application fee which can be included as matched funding for LEADER. VM to ask if LEADER would match the 50% discount / gift in kind from Aberdeenshire Council. Update 17/11/08: Vicky Thompson may require us to give her some evidence before releasing matched funding. We have invoices for £22000 so we do need this money released from our funders.	VM	Open	
17/11/08	Investigate what the situation is regarding the availability of planning gain for large developments in the area and whether we would be eligible. There may be a planning gain pot, which can be bid for. Update 17/11/08: NT reported we are not eligible for this, as we are apparently too far from Menie Estate. There are no specific pots we can tap into at the moment.	NT	Closed	17/11/08
17/11/08	Investigate respite care demand. Update 17/11/08: NT has put some feelers out	NT	Open	

17/11/08	Forward contact details on an arts contact. Update 17/11/08: NT contact David Atherton happy to come and meet with us. Also contact re touring performing arts.	NT/AW	Open	
17/11/08	AW to make contact with Paul Ritchie to get a letter from Dolphin Gallery describing how this could work with CASCT in the new centre. Update 17/11/08: AW still to do this	AW	Open	
17/11/08	Investigate the Tarts and Craft model with RB. Update 17/11/08: RB met with VM and gave her some useful information but advised VM to contact them directly for funding details	VM	Open	
17/11/08	Ask Glynnis Buchan if we can obtain any figures on the existing hall usage Update 17/11/08: NT no problem but need to follow up	NT	Open	
17/11/08	JA to send updated distribution lists to BR Update 17/11/08: JA will email the list	JA	Open	
17/11/08	Draft a Rivie Review communications update and send to Jack page for editing. Update 17/11/08: SR and AW did this. SR met with Rachel Hitchcock who has confirmed we can now use the Blether. SR contacted Sally Sheehan and awaiting reply. Committee suggested a joint editorial team and a regular publication schedule.	SR	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.	SR	Open	

3. Treasurer's Report

As of 30/11/08 we have £23,916.66 in the account, of which £4,113.75 is being held for the pier. The balance on the bank statement was verified by the Committee.

CASCT financial overview as at 15 December 2008

CASCT financial overview as at 15 December 2008				
Commitments				
Funds held for pier		4113.75	Balance in bank 30/11/08	23916.66
Outstanding payments:			Donation (J Page)	126.00
	195 J Page Dolphin Art sales	126.00	less commitments	20286.60
	213 Ken Ingram pic for N Ironside	63.37		
	214 S Somner expenses (postage)	33.48		
Ritson Smith (estimate)		950.00		
Big Lottery Investing in Ideas		10000.00		
CASCT contribution to be matched by Leader		5000.00		
Total		20286.60	Unrestricted funds 8 Nov 08	3756.06

This information was correct as far as the treasurer was aware – though SR made the committee aware that he does have a couple of invoices not yet passed for payment.

AW raised question from EH on why we spent £690 + VAT on bat survey when she could have got someone to do this for a much reduced fee or no fee. CL reported that planning provided a list of approved vendors and we used one that could do the survey in the time required. SR reported that as the survey was

completed in less time than estimated, there might be a reduction in fees. The bat survey fees are an unforeseen expense which can be included in our claim for matched funding from LEADER. After many attempts SS managed to speak to someone in the bank to discuss an overdraft facility and they will require evidence of the grants we have applied for. We will need to fund raise next year as our fighting fund is now depleted. There was some discussion about registering for VAT and it was decided to consult a VAT specialist. Our accountants will give us details of an appropriate person. RB asked about funds held for the pier. SR replied that these were currently ring-fenced until such time as Harbour Trustees requested the funds be returned.

4. Work Group Reports

4.1 Architectural Work Group

R&H have been advised by Planning that our application is currently out for review by a number of consultees. There have been requests for additional information and / or clarification and these are being addressed by the design team as and when they occur. It is estimated that our planning application is still on schedule to go before the Formartine Area Committee meeting on the 20th January 2009 for determination.

RSK Environment Ltd performed a Bat Survey to the existing hall and former schoolhouse on 04/12/08 as requested by Planning. There was no evidence of bat activity in the roof spaces they were able to access and given the exposed location and absence of tree cover, it is unlikely that bats would use the buildings as a roost. Recommendation was made that no further survey relating to bats would be necessary.

R&H have submitted a revised site plan to Roads and Planning for comment. This is to address the concern of parking near the entrance to the site and corresponding potential slope stability issues. The revised site plan reduces the number of parking spaces from 33 to 28 and retreats from the edge of the slope accordingly.

There have been a number of representations made to Planning with respect to the application (both for and against) however, no insurmountable areas of concern have been raised to date other than would typically be anticipated by Planning and thoroughly investigated by them in due process in any application assessment.

R&H and design team are to issue invoices reflecting the change of VAT from 17.5% to 15%.

R&H are currently compiling information as required by BLF Capital Grant Checklist 3 (B3). BLF have confirmed that information must be provided to address requirements detailed on all 6 pages of this checklist. R&H anticipate that this should be completed before end of December.

The Quantity Surveyor still awaits information from the design team and feedback from consultees in order to finalise figures for capital costs.

Following public consultation at the Business Plan Workshop and receiving feedback and advice, our planning application has consequently been amended to remove the word "respite" from the proposed lettable accommodation units. It is still very much the intention of the committee to market at least one of the flats for this purpose, however, the removal of this word allows for more generic use of the accommodation.

Further to the request by the committee to look into potentially harnessing tidal energy (as a renewable energy supply), The Robert Gordon University were contacted by FC who confirmed they have an experimental system called the Snail (or Winkle if it's the smaller version) which uses tidal energy, as opposed to wave energy. RGU advised however that the tidal range at Collieston is too small and is therefore unlikely to be a suitable site for such a technology as it is designed to be deployed where the tidal currents are high e.g. Orkney. Furthermore, RGU advise that an obvious plentiful energy source in Collieston is wind. A significant amount of energy could be generated by wind power, though siting of a wind turbine on the Rivie would be sensitive. It was suggested that Cransdale might be a potential site for a water mill based on a Wells turbine and that perhaps further investigation could be achieved via a student project. Furthermore it may be possible to exploit wave energy as opposed to tidal energy although again further investigation would be required as to suitability.

4.2 Business Plan Work Group

PS reported they were gathering information on evidence of need for the project. We need better surveys of external users. SR is concerned about defining SMART outcomes which we absolutely must have. The Big Lottery deadline for submission of the full application has been removed due to the large number of applications received. NT gave the name of website where we could get software to create surveys.

4.3 Communications Distribution Group

JA has updated the distribution list for Slains and is to send this latest version to BR.

5. Any Other Business

- Need to resurrect funding sub group with someone from the main committee leading the group.
- Coastal path now has sign up indicating temporary closure due to subsidence. AW and VM met with Council who are prepared to spend £4000 widening the path.
- The owner of the land on which Thrums Cottage sat has disputed the boundary with the Rivie. The area involved is very small and of no consequence to CASCT. Neither party has a registered title at present, so we have agreed to inform each other if one is granted title. CASCT's main concern is about any activity at the foot of the slope causing instability on our land further up.
- SS distributed calendars for members to sell.

Date of Next Meeting

19:30 on Monday 19 January 2009 in the Hall, minute taker to be decided.

Minutes compiled by: Fiona Chaplain

Minutes approved at next meeting:

Date: 15 December 2008

Proposed:

Signature:

Seconded:

Signature: