



## COLLIESTON & SLAINS COMMUNITY TRUST MINUTES MEETING 10 APRIL 2006

Present: Steve Rainey, Fiona Chaplain, Susan Somner, Alan White, Jack Page, Vicky McNiff, Peter Somner

Apologies: Neil Ironside, Elizabeth Hay

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Peter Somner was welcomed onto CASCT as a new Director. Sally Sheehan has tendered her resignation and Steve will write to her.

Minutes of 6 March 2006 meeting proposed by Alan White, seconded by Susan Somner and approved by the Committee.

### 1. Action List Update not covered by items below

- John to print out presentations from CADISPA meeting and pass to Fiona **NOT DONE**
- Sally to invite someone from CATS onto the Committee  
**Susan will now do this**
- Steve to contact various people about coming onboard as non executive directors  
**This item has been moved to the business plan workgroup**
- Sally to pass step by step community groups guide to obtaining finance for energy renewables to Steve when she receives it  
**Steve to contact Sally re this**
- Steve to get names of Slains Company Directors  
**He will contact Sheila Ritchie and ask her to progress this**
- Sally to liaise with DTA and arrange a suitable date for meeting  
**Steve to contact Sally re this**
- Steve to contact Niki and ask for donation  
**Done and awaiting a reply from the Amenities Committee**

### 2. Treasurer's Update

#### Action List Update

- Sue to get accounts audited - **passed to auditor**

Current balance as at 10 April 2006 £18606.83

We have received some commission for sale of art on the website.

Steve Rainey to replace Sally Sheehan as account signatory. Susan will arrange this. Susan needs to contact the accountant to get the bank statements back. The accountant needs to write up a report based on his findings, which should intimate that we are not liable for corporation tax. Susan also needs to let him know we have charitable status as of 8<sup>th</sup> February.

Vicky reported we need some cash flow projections for the business plan.

Awards for All form needs to be completed and documents sent. It is a rolling programme. Stage 1 of the competition would be self funded but we need the money for stage 2 in September. Alan thought we had been allocated some money from Formartine. Steve reported he had a letter from Keith Newton re some small sum of money and he will contact him re this.

### 3. Architectural Workgroup Report

#### Action List Update

- Steve to get details of site survey DONE
- Andrew to contact Lindsay Cook of Ellon Plant Hire to get estimate demolition costs  
They would need a proper specification of demolition to provide a reasonable estimate.
- Fiona to write to Ken and ask for his permission to use his photos  
JACK has already done this
- Vicky to do another timeline based on the hall going before the Area Committee on 21 March DONE
- Alan/Sally to investigate grants for competition
- Jack to do general editing of document
- Andrew to review brief and pass comments to Vicky
- Jack to continue to liaise with Charles

Changes to brief as a result of points raised in the business plan workshop were reviewed. Andrew Hill's comments have been added. Art space discussed and decided to keep as it is. Only one meeting room now with capacity for 24 people. Issue about launching the competition without having acquired additional land. This should be made clear in the accompanying letter to the architects. Jack will do a final proof read of the brief.

Jack to provide questions for architectural competition survey.

### 4. Slains Estate Update

#### Action List Update

- Steve to liaise with new Directors of Slains Estate NOT DONE

Discussion re extra land and its stability. Steve has still to negotiate with the Estate over extra land. He needs to send Michael Milligan a copy of the architectural brief and he will probably pass this straight to the London Directors. He is aiming to have a proposal at the May meeting of the London Directors. We should offer to go to present our case. Steve to get Sheila Ritchie to find out who the Directors are.

We now have charitable status backdated to 8<sup>th</sup> February 2006. New Directors to email their details to Steve who will send them to Sheila for company house.

### 5. Aberdeenshire Council Update

Report on meeting with Social Work Department

Steve to contact Sally re this

### 6. Funding Strategy Workgroup Report

#### Action List Update

- Alan to give Fiona prioritised list of funders
- We need to cost our volunteer time so everyone now needs to keep a record of time spent on CASCT activities and give Fiona monthly figures
- Sally to register our interest with the Scottish Land Fund  
Steve to contact Sally re this
- Steve, Jack and Alan to follow up oil company community grants  
Jack reported nothing forthcoming from Shell.
- Alan to send a letter to Formartine Partnership re funds for "planning for real" and the architectural competition  
We did not get this

Update on application to the Lankelly Foundation (DTA)

Steve to contact Sally re this

Update on Calor Gas Community of the year awards - Vicky will follow this up

## 7. Business plan Workgroup Report

### Action List Update

- Fiona and Sue to liaise with above to develop/produce SNAP questionnaires  
They will liaise with both the business plan and architectural workgroups as necessary.

Vicky proposed a news report was distributed and we need to get this out.

She also proposed workgroups be started, but we need to identify people for these groups. There is a lot of work to be done in terms of figures. Focus on the big things and work down ie. renting accommodation, meeting rooms etc.

Alan will write the narrative, but he needs strategic outcomes from the business plan workshop as well as numbers. Vicky will pull things together. Peter will join the business plan workgroup.

Susan volunteered to chase up likely customers.

Peter suggested listing everything we want in no particular order, then prioritise and schedule.

Vicky will keep a business plan action document. Need to start thinking about profile of champions that we can get on board.

Work Group: Peter, Alan, Vicky, Andrew, Steve

Vicky to circulate draft business plan once Alan finishes the narrative. Steve to circulate draft workshop report to the Committee.

Steve to contact Rob Nash re tourism/visitor perspective.

## 8. Legal issues

### Action List Update

- Steve to contact Sheila Ritchie re business plan and vat registration for building and letting accommodation  
ONGOING

## 9. Web Workgroup Report

Sally contacted Ken re addition of entry on the bird flu. After some discussion it was decided this was not appropriate as we were not an exclusion area.

## 10. AOB

- Fiona to complete AGM minutes and pass to Steve who will send them to Sheila Ritchie for preview.
- Alan proposed we hold a dual meeting with the Amenities Committee.
- Steve to ask Abby if we can have a CASCT box in the shop
- Vicky to ask the Amenities Committee if the noticeboards can be improved

## 11. Date of Next Meeting

- Monday 8 May at Steve Rainey's
- Thursday 11 May to review architectural entries at Steve Rainey's