



COLLIESTON & SLAINS COMMUNITY TRUST MINUTES MEETING 11 SEPTEMBER 2006

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

Apologies: John Hitchcock, Neil Ironside

Minutes of 7 August 2006 meeting proposed by Vicky McNiff, seconded by Peter Somner and approved by the Committee with one minor amendment.

1. Financial Matters

Our new accountant - Ian Baker of Ritson Smith Accountants attended part of the meeting.

Ian is to follow up on –

- documentation on charge of VAT or not on new and converted buildings
- information on CICS
- charity limits

Ian will have a further discussion with Susan Somner, Treasurer to discuss accounting procedures and internal expenditure controls.

Current balance as at 31 August 2006: £22436.72

Cheque for £3000 for payment of calendar printing still to be paid out.

2. Architectural Workgroup Report

Action List Update

- Jack to write questions for architectural competition ONGOING
- Jack to email architects updating them on the position with the land DONE

Steve reported *Awards for All* had offered us a grant of £1500. We think we can challenge this award and Peter will follow this up. He will email round any information he receives.

Vicky will need to do a new timeline.

There was some discussion on contacting the architects to limit the development area on the rivie. Both Fiona and Elizabeth were concerned on this point. Jack proposed that he contact Charles Rattray for advice. Committee all agreed to this. It was also agreed that Jack would contact the Planning Department for advice on when would be a suitable time to involve them in the project.

3. Aberdeenshire Council Update

Steve informed them of our agreement in principle for the land.

4. Legal/Slains Estate Update

Sheila Ritchie has been in contact with Slains Estate Factor and its legal department.

After discussion it was agreed that closure of the land deal would be by 15th December or earlier by mutual agreement. But the following needs to be clarified first -

- Legal costs before committing
- Steve needs to discuss caveat with Sheila
- Need to see map of area and do walk around

Check if *Big Lottery* contains land fund money. Also clarify if Scottish Arts Council funding is wrapped up in *Big Lottery* money. Peter will arrange a visit to the *Big Lottery* when he is in Glasgow sometime.

5. Funding Strategy Workgroup Report

Action List Update

Steve and Alan to review with Peter the pre-qual for the *Big Lottery*.

Alan was unable to attend Lottery Big Day out but will pursue report on this.

£2000 coming from Community Development Group from Aberdeenshire Council – not received yet.

6. Business Plan Workgroup Report

Action List Update

- Steve to give Alan comments on Sarah Menzies of CADISPA's business workshop report - **DONE**
- Andrew to give business plan model and feasibility plan for running a restaurant to the workgroup – **NOT DONE**
- Vicky to compile CVs – **ONGOING**
- Peter to put together notes on running a shop/post office and pass to Vicky - **DONE**
- Vicky to get figures from Coastal Café – **NOT DONE**

Peter and Vicky working on cash flow model and budgetary figures.

Shirley reported she had made some contact with Arbuthnott hall. They have a shop/post office project running from the building. She is awaiting further contact.

You need formal training to run a post office

Peter read out his questions on the shop/post office and Shirley to contact Abby/Isla re these questions.

Elizabeth very anxious about leasing the shop and concerned about its profitability.

Peter to contact Neil re running costs of the hall and letting scales.

Café shows demand but profit figures unknown.

Peter reported we need to get evidence to support business documents now.

Alan to contact Sarah Menzies of CADISPA to pursue Boat of Garten for copy of business plan.

Peter just returned from DTA workshop on discussion of business and financial plans. Steve thanked Peter for attending this event. Peter reported –

- Focus on returns to funders
- Highlight what we currently do
- New things considered high risk
- Budget setting and management crucial
- Keep employees below 5 for pension schemes
- Keep operating money reserves – have enough money to last 6 months if lose income stream
- Prepare internal financial controls and follow them

Peter is awaiting information on running community business – package with business model.

7. Energy Workgroup

No feedback on this yet. Steve will contact John. Elizabeth reported that Forvie turbine figures not meaningful yet – full year of use required.

8. Communications

Discussion on questions from two members of the community. Steve to provide response to questions and the FAQs to be updated. Noted Committee pleased to receive and answer any questions from the community.

9. AOB

Action List Update

- Alan to ask Sarah Menzies for information on Data Protection Act
- Steve to put together a newsletter and circulate for approval **DONE**
- Fiona and Susan to arrange distribution of newsletter to village and Slains **DONE**
- FAQs to be put on the notice board **DONE**
- Peter to contact DTA for presentations - **DONE, not sent out yet, due to backlog**
- Grampian Coastal Partnership – Susan and Steve to look for literature
Steve has letter and contact details. Possibility of getting some funding. Elizabeth to keep a watching brief and Susan to give her application form
- Steve to send note on Aberdeen Entrepreneur day in August – **Not done and now too late**

- Susan to put copies of the Minutes in the shop and put notice up on notice boards
DONE

Fiona to email Slains address list to Shirley and Elizabeth. Jack to check if he has a more up-to-date list.
Susan to investigate delivery problems with newsletter.

Another joint meeting with the Amenities Committee was proposed after their AGM with proposed date of 30 October. Vicky will follow this up.

Noted Brinsley Sheridan will not be standing again as our local Councillor at the next election.

10. Date of Next Meeting

Monday 9 October 2006 at Susan and Peter Somner's