



## COLLIESTON & SLAINS COMMUNITY TRUST

### MINUTES MEETING 6 FEBRUARY 2006

Present: Steve Rainey, Sally Sheehan, Fiona Chaplain, Sue Somner, Jack Page, Elizabeth Hay, Vicky McNiff, Alan White, John Hitchcock,

Apologies: Roddy Junor, Neil Ironside, Julie Swan, Ian Bell, Shirley Beattie

---

Minutes of the 9 January 2006 meeting proposed by Alan, seconded by Sue and approved by the Committee.

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

- Elizabeth to try and get details of contact re energy conservation  
*Gave a brief overview of findings but will email Steve with details*
- John to email presentations and circulate his notes on the CADISPA meeting  
*DONE. He will print out presentations etc. and pass to Fiona*
- John to try and get Kevin Christie from SCARF to come and talk to us re energy efficiency  
*He has spoken to him and is trying to arrange a date within the next couple of weeks. This will be open to the village and John to contact Sue and Fiona with details and they will advertise the event.*
- Jack/Sue to arrange auditing of accounts  
*Sue to pass accounts to the accountant at the end of the month*
- Sally to give photocopies of press cuttings to Elizabeth - *DONE*
- Steve to report on contact with Amenities Committee  
*He met with Niki and discussed the position of both Committees -*
  - *Both Committees have complimentary aims/objectives*
  - *Long-term (post new build) Amenities should come under the umbrella organisation of CASCT, but until then they should stay completely separate.*
  - *Website to be modified to give the Amenities a higher profile*
  - *Combining fundraising in some way would significantly boost our image/standing with potential funders/sponsors in terms of matched funding.*
  - *Niki to discuss with Amenities a further donation to CASCT*
  - *Amenities to consider the Chairperson standing for election as a Director of CASCT at its first AGM*
  - *It would be useful to host a joint AGM (CASCT) and EGM (Amenities) to explain to the village how they will work together.*

## 1. Aberdeenshire Council Update

### Action List Update

Steve to draft a covering letter to Keith Newton (and include in it a wish to speak at the Area Committee Meeting) and forward a copy of the draft architectural brief to him and Jane White in Planning

Letter sent to Keith Newton along with draft copy of architectural brief. Has not sent copy of brief to Jane White as yet.

Steve has had no feedback from Keith and he will call him for a progress report.

Steve reported he had been in contact with Gordon Daniels regarding valuation. District Valuer would be independent and Gordon undertook to call him to find out whether we can engage him. Envisaged cost would not exceed £500. Keith Newton might have money available for this and Steve to enquire about this.

Gordon has not prepared a report for the Area Committee as yet and two week consultation required before meeting on 28<sup>th</sup> February. Gordon has said we cannot attend, but we have heard otherwise and Steve will get clarification on this. Area Committee make a recommendation which the Scottish Executive have to approve. They need to get involved because the Council would be transferring a property at less than market value ie. they are gifting it to us. Scottish Executive have a lot of questions that will require answering and Gordon is to send the paperwork to Steve. When he receives this he will get Sheila Ritchie involved. Steve to keep in touch with Gordon Daniels.

## 2. Slains Estate Update

### Action List Update

- Steve to send copy of architectural brief to Tom Stewart - **DONE**
- Steve to contact Robin Maitland with feedback from the meeting - **DONE**

Steve has tried to contact Tom Stewart, without success. He will expedite to Robin Maitland if this continues.

## 3. Legal issues

### Action List Update

Steve to contact Sheila re her expenses

She will bill us once we have got charitable status

Sheila reported that the Inland Revenue required one small change, which she had done, and we would then be approved for charitable status. She will send the paperwork to the Directors for signing and when returned will send the signed documents to Company House. She thinks within about two weeks we should have charitable status.

We will have to become VAT registered and Steve to contact Sheila re VAT for building and letting accommodation.

## 4. Business plan sub-committee report

### Action List Update

- Vicky, Ian and Alan to pull together the business plan - **ongoing**
- Alan and Sally to contact the Steadames and organisations in Aberdeen and Aberdeenshire re respite care

Alan still to contact the Steadaems, will invite them to the workshop.

Sally contacted Anne Sutherland, Head of Social Work (Learning Disabilities), John Ledger, Respite Care Manager and Sheena Swinhoe, Changing Children Services Fund Manager. She will continue to follow this up.

Alan reported that a major dependent is on whether we own the hall. It is absolutely vital that we get a decision on this.

According to CADISPA we must have a solid business plan with robust figures.

Another item we have to resolve is the gala income. We need agreement/or not from the Amenities Committee that they will allow us to include the gala income as community fund raising.

Vicky reported they had made a good start but were missing quite a bit of substance in key areas. We need to do market research - SNAP questionnaire user group and village surveys. We have a lot of informal agreements but nothing in writing and no questionnaire and the lottery grants require this. Fiona and Sue will liaise with the business plan sub-committee to design SNAP questionnaires.

They proposed we hold a business operation workshop on management and income issues and invite people with appropriate expertise. CADISPA willing to come and facilitate free of charge. Committee agreed and Alan to contact CADISPA to check their availability and, if possible, to arrange workshop for 18th March.

Discussion on renewable energy. Alan reported that it is an important feature of our income and we need solid information on this to write the plan. John felt it would be very difficult to get any solid figures. If we wanted to generate income from this we would have to plan on using a wind turbine and this would be a large project in itself. John to come up with pros and cons for the workshop. Steve expressed concern at trying to use renewables as a source of income. He felt we should focus on reducing our costs to a low level by using renewables. Alan still felt it was worth discussing at the workshop.

## 5. Funding Strategy sub-committee report

### Action List Update

- Sally to circulate details of Calor Gas Scottish Community of the year Award  
**DONE - [www.eventboard.net/coy2005](http://www.eventboard.net/coy2005). Details on when and how to apply come out around April - Sally will keep us informed.**
- Sally to follow up on membership to Lankelly Foundation (Development Trust Association)  
**Will be expected to share experience and information, welcome enquiries and visitors, attend annual conference, support regional network, provide information to DTA Scotland and DTA (UK) about our organisation and work, promote the development trust movement.**  
**Benefits - access to support, small grant funds, seminars, conferences, training, databases etc. Application submitted**
- Sally/Alan to investigate Scottish Arts Council grant for architecture competition - Sally to report back with further information  
**Will not fund this, but if we come up with strategy for the arts then potential of up to £250K funding**
- Alan to send a letter to Formartine Partnership re funds for "planning for real" and the architectural competition
- Sally to email **Funding Guide** spreadsheet to the Committee - **DONE**
- Funding Strategy sub-committee to meet - **DONE**
- Alan/Sally to submit grant application to Scottish Land Fund  
**Not done yet. We need to register our interest and Sally will do this**

Agreed to concentrate on larger funders - ie over £50K, we will not bother with anything less than £10K at the moment. Alan to give Fiona a prioritised list.

Two potentially largest founders have not yet decided on their funding strategy.

Alan reported that CADISPA considered it vital to sort out the ownership of the hall and we need to heavily push the Council on this.

CADISPA reported that Shell, BP and Esso have been making fairly significant community awards. Steve to follow up with BP, Jack with Shell and Alan with Conoco/Philips.

Alan reported we would get strategic points if we invited someone from CATS onto the Committee - Sally to follow this up. Also if we had some non executive directors. Steve to follow this up.

We need to invite Councillor Brinsley Sheridan along to our meetings and Fiona will follow this up.

We need to cost our volunteer time. For the next meeting everyone should record time spent on CASCT business.

## **6. Architectural sub-committee report**

### **Action List Update**

- Sally to find out legal requirements for selling alcohol and notify Vicky - **ongoing**
- Vicky to total up expenses for competition -  
**email costs to Fiona, but estimate at between £750 to £1000.**
- Vicky to contact Nicky and Craig and obtain a brief biography - **ongoing**
- Alan to obtain costs from NB Surveys re site survey  
**Site survey done but does not meet our requirements. Steve to contact them.**
- Committee to review the cd presentation of the architectural brief and give feedback to Vicky
- Jack to contact Charles re outstanding issues - ongoing

Vicky distributed updated document. Professional fees 20 to 25%. Money for equipment storage, alternative venues, soft furnishings still not included. Need about 10% for contingency. One of the judging criteria could be the robustness of the design to scale back. Strongly advised to negotiate a fixed fee and contractor bond.

Discussion re timetable for launch of competition. It was agreed we could not begin until the ownership of the current site had been clarified. Vicky to revise and compress timings to complete judging by end of June and send to Steve.

## **7. Web/communication sub-committee report**

Update Amenities Committee profile on the website.

## **8. AOB**

- Quiz raised £93
- Dolphin gallery raised about £500 so far
- Bank balance as of 25 January £19414.17
- Julie Swan has intimated that she wishes to resign from the Committee

## **9. Date of Next Meeting**

- **Monday 6 March 2006**
- **AGM Friday 31 March 2006**