

# **Culbokie Community Trust Limited**

## **Minutes of the Annual General Meeting held by Zoom at 7pm on Monday 30<sup>th</sup> November, 2020.**

**Welcome:** Richard Fyfe, CCT Chairperson, welcomed all the attendees to the meeting, both members and other interested personnel.

**Attendance, proxies and apologies:** The following members were present: Pam Draper, Mark Douglas, Penny Edwards, Caroline Fyfe, Richard Fyfe, Gill Garland, Jenny Gillwald, Gwyneth Howroyd, Ian MacIver, Jillian MacKenzie, Peter Moffat, Angela Morris, Gordon Morris, Bruce Morrison, Carolyn Morrison, Lesley Murray, Bob Neish, Alison Petch, Marilyn Richards, Gordon Robb, Lesley Robb, Graeme Rose, Martin Sherring, Julie Shortreed, Sarah Southcott, Paul Wadge, Dave Walsh, Mo Walsh and two non- members.

There were **no proxies**.

**Apologies** were received from Becky Richmond and Tom Richards

**Adoption of Minute of second Annual General Meeting of 11<sup>th</sup> November 2019:** This was proposed by Penny Edwards and seconded by Alison Petch. There were no amendments and the minutes were adopted.

### **Annual Report on Activities:**

Richard apologised that due to the ongoing restrictions due to the Covid pandemic, the full accounts are not yet complete, although the full director's report is available and was shared with members 21 days prior to the AGM.

**An EGM will be arranged to agree the accounts once these are complete.**

Richard Fyfe updated the meeting on the work of the Trust.

In particular:

Membership: There has been a small increase in membership. There are now 243 full members, 14 juniors and 54 associate members plus 5 associate member organisations.

### Company Development:

CCT has continued to benefit from the skills and experience of the Directors and volunteers. CCT has maintained many of its activities, even though several months were dominated by the Covid-19 pandemic. Meetings were organized via video conferencing. and work with Tulloch Home Ltd, Cairn Housing and architects and landscape designers continued.

CCT continued its membership of Development Trust Association Scotland (DTAS), Ross-shire Voluntary Action (RVA), Communities Housing Trust (CHT), and Community Land Scotland (CLS). These memberships provide CCT with access to information, training and advice to support its core objectives.

### Glascairn Community Project:

In the early part of the year work with Tulloch Home Ltd and Cairn Housing continued, negotiating agreements and arrangements for work at the site. Progress was delayed due to the pandemic, however work continued and new dates were set for work at the site.

Horner and MacLean, Landscape architects and LDN architects were appointed to develop designs for the village green and Community Hub, which reflect the aspirations and vision for the site.

A fundraising subgroup organised several events during the year including a quiz, an evening with Sir John Lister Kaye, the photographic competition resulting in Black Isle Calendars, now an annual event, and raised £3,984 throughout the year.

Working groups:

The work of the History Group, the responsibility for the running of the Culbokie Community market which moved outdoors in March due to the pandemic, the work of the Woods Group and the village Clean and Tidy group continue to represent broader facets of other initiatives under the umbrella of the Trust. All these groups have made significant contributions to the community over the last year, in particular: the Woods Group organised a community orienteering 'Winter wildlife' themed event, including a 'String Course' for young children, continued to work with Culbokie Primary School's weekly orienteering sessions and the Christmas Work party was again successful with another area of the wood cleared of non-native spruce.

CCT is developing plans for an Active Travel route through the village, with initial work being funded by Transport Scotland, via the Sustrans scheme. A community cycle club has started with rides for all abilities and is well supported.

A monthly newsletter is used to keep members up-to-date with the work of all the groups and publicise activities, and increasingly social media and publications are used to publicise and report on events.

The Chairperson thanked Board members for all their efforts over the past year; the volunteer members of history, woods, active travel and market supervision groups; and Ferintosh Community Council, the Highland Council, and others for their support.

In looking forward to 2021 the Chairperson reinforced the Trust's intention to continue to work with Tulloch Homes to further develop plans for the Glascairn site. The village green and community hub developments are ongoing and there are initial plans for an Active Travel Route through the village.

In addition, a Community Sharing Shed is being developed to help provide free non-perishable food and other items to anyone who needs or can use it.

The Chairperson then thanked all for their attendance and support throughout the year.

**Financial Report including preliminary approval of Accounts:** Jillian MacKenzie, CCT Treasurer, provided an extract Financial Report for the year ended 30 June 2020 for the Company registered as Culbokie Community Trust Limited (reg. no. 481094 and Charity No. SC045867).

Company's House and OSCR have allowed a 12 month extension to lodge the accounts for 2019-20. Final accounts will be completed as soon as possible and will be submitted after approval at an EGM.

The Treasurer Jillian MacKenzie was warmly thanked for her work.

**Appointment of External Examiners:** The Board again expressed satisfaction with the work of Frame Kennedy, External Examiners and it was agreed by the meeting to continue to use them in 2020-21.

**Directors' retirements, resignations and elections:** The list of currently elected Directors was declared as follows -- Mark Douglas, Penny Edwards, Richard Fyfe, Jillian MacKenzie, Angie Morris, Alison Petch, Marilyn Richards. Niall MacDonald retired in January 2020. Angie Morris and Alison Petch had indicated that they would be retiring at this AGM as according to Article 33.2 of the Articles of Association which states "that one third of elected Directors shall stand down at each second and subsequent AGM. Angie Morris and Alison Petch are standing for re-election.

One additional member was proposed and seconded for election as new Directors of the Trust – **Paul Wadge**. He has been attending Board meetings and assisting with the work of the Trust over the last few months, and was unanimously elected to the Board. Angie Morris and Alison Petch were similarly re-elected, bringing the Board to 9 Directors. These bring the Board to its full complement, but with co-opted places still vacant.

**Ferintosh Community Council's Appointment to the Board:** The Constitution awards a Directorship position to an appointee from the Community Council. Bruce Morrison has been the FCC representative since 2014 and is now retiring. Following discussion with FCC it was agreed that the relationship between FCC and CCT is well established and working well so the representative is no needed at this time.

Richard thanked Bruce for the invaluable contributions, help and support he has made to CCT since its inception. This was echoed by the members.

**AOCB:** None.

**Close:** This being all the business the meeting closed with the vote of thanks to all who attended, and to the Board members and volunteers for all their work over the last year with the specific projects. Gill Garland for her work as membership secretary and to Cindy Reeves, who has stepped down, for her work on aspects of social media were also thanked. Thanks to Gwyn Howroyd who agreed to fulfil the social media role.

**Signed:** .....*Richard Fyfe*..... **Chair**

.....*Jillian MacKenzie*..... **Company Secretary**

.....**28<sup>th</sup> March 2022**..... **Date**