

Culbokie Community Trust Limited

Minutes of the Annual General Meeting held by Zoom at 7pm on Monday 28th March 2022.

Welcome: Richard Fyfe, CCT Chairperson, welcomed all the attendees to the meeting, both members present and those attending remotely.

Attendance, proxies and apologies: 18 members were present. There were 3 proxies and 6 members lodged their apologies.

Adoption of Minute of second Annual General Meeting of 30th November 2020: This was proposed by Mark Douglas and seconded by Pam Draper. There were no amendments and the minutes were adopted.

Annual Report on Activities:

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

In particular:

Membership: There have been a few changes in membership. There are now 239 full members, 14 juniors and 54 associate members plus 5 associate member organisations.

Company Development:

The reporting period was dominated by the Covid-19 pandemic which significantly changed how the Trust worked, interacted and raised funds. However, activities were maintained within the restrictions.

CCT joined the Black Isle Partnership, continued its membership of Development Trust Association Scotland (DTAS), Communities Support and Information Ross-shire (CSI Ross-shire), Communities Housing Trust (CHT), Age Scotland and Community Land Scotland (CLS). These memberships provide CCT with access to information, training and advice to support its core objectives.

Glascairn Community Project:

Covid restrictions eased allowing Tulloch Homes to begin work at Glascairn in November 2020.

Design work on the Community Hub and Culbokie Green was completed and a full planning application was submitted in February 2021. The land deal between CCT, Tulloch Homes and Cairn Housing was completed in March 2021.

In April 2021 CCT gained support from the North Highland Initiative to refresh the Feasibility Study and Business Plan, and thereafter CCT identified sources and applied for grant aid funding, which bore some success, with funding to support aspects of planting and training.

The fundraising subgroup organised several events during the year including an outdoor café at the markets, the photographic competition resulting in Black Isle Calendars for 2021, a virtual treasure hunt of the Glascairn community site, and raised £3,680 throughout the year.

Working groups:

The work of the History Group, the responsibility for the running of the Culbokie Community market which was held outdoors throughout the year, the organisation and running of the Sharing Shed, the Active Travel Group, the Community Cycle Club, 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 Sharing Shed which continued to be well used and well supported, provided much needed items for those experiencing difficulties and for recycling unwanted items, the Cycle Club which provided opportunities to get folk active and out and about and provided some useful training sessions, and the creation of the Lockdown Quilt which provided a focus to record the impact of Covid-19 in the community.

In addition, plans for an Active Travel route through the village progressed and a consultation provided some useful and constructive suggestions on the proposals.

A monthly newsletter is used to keep members up-to-date with the work of all the groups and to 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 all the groups; and Ferintosh Community Council, the Highland Council, and others for their support.

In looking forward to 2022 the Chairperson reinforced the Trust's intention to continue to work with Tulloch Homes and to apply for grants to complete much of the Culbokie Green, while Cairn Housing will provide an additional 6 affordable homes. Also, funding models for the community buildings will be explored.

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

Financial Report including preliminary approval of Accounts:

Due to Covid restrictions the completion of the final accounts for the year ending 30 June 2021 had been delayed but was still in good time to meet the OSCR and Companies House deadline. Jillian MacKenzie, CCT Treasurer, was unable to attend the meeting but members had been notified and the full Accounts had been provided for members 21 days before the AGM. In addition an extract Financial Report for the year ended 30 June 2021 for the Company registered as Culbokie Community Trust Limited (reg. no. 481094 and Charity No. SC045867) had also been made available. There were no questions. However, it was made clear that, in order to enable questions to arise at the meeting or subsequently, the Accounts would be kept open for scrutiny for a calendar week beyond the AGM date. Thereafter, all being satisfactory, the Trustees would sign and the Accounts would be lodged with Companies House and with the Charity Regulator. Subject to that proviso the Accounts were cleared for signing and for dispatch to the appropriate authorities.

The Treasurer Jillian MacKenzie was warmly thanked for her continuing 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 2021-22.

Special Resolution on the use of virtual meetings:

The Chairperson introduced the proposal outlined in the paper sent to members 21 days prior to the meeting relating to changes to the Articles of Association. This was to make an addition to the 'definitions' in the Articles of Association relating to virtual meetings and attendance at virtual meetings vis:

Present A person shall be deemed to be present at a meeting whether they are participating in person or participating by means of a conference telephone, video conferencing facility or similar communications equipment whereby all the members participating in the meeting can hear each other.

The agreement to approve the addition was unanimous with 18 members present.

The amendment will be made and the updated Articles of Association will be lodged with Companies House.

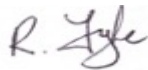
Directors' retirements, resignations and elections: The list of currently elected Directors was declared as follows -- Mark Douglas, Penny Edwards, Richard Fyfe, Jillian MacKenzie, Angie Morris, Alison Petch, Marilyn Richards, and Paul Wadge. Gwyn Howroyd retired in spring 2021. Richard Fyfe and Jillian MacKenzie 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". Richard Fyfe and Jillian MacKenzie are standing for re-election.

One additional member was proposed and seconded for election as a new Director of the Trust – **Sebastian O'Dell**. He has been attending Board meetings and advising on some aspects of the work of the Trust over the last few months, and was unanimously elected to the Board. Richard Fyfe and Jillian MacKenzie 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.

AOCB:

A question was asked about whether all CCT General Meetings will be hybrid in future, allowing attendance in person or virtually. The Chairperson said that the hybrid model would be available whenever possible.

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.



Signed: **Chairperson**

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

.....**20-03-2023**... **Date**