

## **Minutes of the Annual General Meeting in Culbokie Church Centre at 7pm on Monday 20<sup>th</sup> March 2023.**

**Welcome:** Richard Fyfe, CCT Chairperson, welcomed all the attendees to the meeting.

### **Attendance, proxies and apologies:**

16 members and 3 non- members were present.

There were 9 proxies and 11 members lodged their apologies.

**Adoption of Minute of second Annual General Meeting of 28<sup>th</sup> March 2022:** This was proposed by Penny Edwards and seconded by Paul Wadge. 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: The membership has grown slightly in the last year. There are now 256 full members, 12 juniors and 59 associate members plus 6 associate member organisations.

#### Company Development:

The reporting period saw the easing of Covid restrictions and by the end of the period all activities had resumed. Membership had grown slightly and new members were being sought through regular community events and face-to-face contact.

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

#### Glascairn Community Project:

The sale of land to Cairn Housing was completed facilitating the construction of 6 additional affordable homes for rent.

The main area of work during the year was on Culbokie Green, the first part of which was handed over by Tulloch Homes to CCT in October 2021. Full planning for the Green was granted. Various grant funding was used to complete tree and orchard planting and to install a natural play area with willow domes and tunnels. Plans for a timber shelter were finalized and work was commissioned.

The fundraising subgroup organised several events during the year including the first event after Covid, an illustrated talk by local author, Neil Lancaster, in the Findon Hall. The photographic competition, now in its fourth year, resulted in Black Isle Calendars for 2022. The indoor monthly Market resumed in October and was back to its usual numbers in time for Christmas.

#### 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 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 2023 the Chairperson reinforced the Trust's intention to continue to work on Culbokie Green, progressing plans for the community buildings, undertaking a feasibility study, options appraisal and business plans and seeking capital funding for the build. In addition, CCT aim to contribute to the FLS Land Management Plan to benefit recreation and conservation value of Culbokie Wood.

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

#### **Financial Report including preliminary approval of Accounts:**

The completion of the final accounts for the year ending 30 June 2022 had again been delayed but was still in good time to meet the OSCR and Companies House deadline. All 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 2022 for the Company registered as Culbokie Community Trust Limited (reg. no. 481094 and Charity No. SC045867) had also been made available. Jillian MacKenzie, CCT Treasurer, reported that there had been more activity than in the previous year, an increase in assets, and an increase in the Bank Interest Rates. Overall the Trust was in a positive position going forward. 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 2022-23.

#### **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 include additional postcodes to the area defined as 'the Community' in the Articles of Association, covering the two areas of new housing namely IV7 8FN (Fowler's Croft) and IV7 8FP (Glascairn).

The agreement to approve the addition was unanimous with 16 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, Seb O'Dell, Alison Petch, Marilyn Richards, and Paul Wadge. Mark Douglas, Penny Edwards and Marilyn Richards 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". Mark Douglas, Penny Edwards and Marilyn Richards are standing for re-election.

Mark Douglas, Penny Edwards and Marilyn Richards were re-elected, there being no other nominees, bringing the Board to 9 Directors. These bring the Board to its full complement, but with co-opted places still vacant.

**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.

Signed: ..... *Paul Wadge* ..... Chairperson

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

.....26.02.2024..... Date