Minute of the Board Meeting of Culbokie Community Trust on

Monday 27th February 2017

Present: Penny Edwards, Mark Douglas, Sarah Southcott, Richard Fyfe, Bruce Morrison, Jillian Munro, Alison Petch, Lesley Murray, Marilyn Richards

Apologies: Ian Maclver

ltem	Discussion	Action
Minutes of last meetings	23-01-17 Approved as a correct record Proposed by Mark and seconded by Richard	
Matters Arising	 Land ownership adjacent to shop – the full Land Registry search has confirmed that The Highland Council own the land LEADER – possibility of an application is being held open Picnic bench at site – grant has been awarded from the Ward Discretionary Fund. Work is in progress. Membership – renewal letters have been distributed to members Brown bins – THC have confirmed that the council will not be providing this service for Culbokie. There are practical implications for CCT to take this on, including finding a suitable local site, shredder and other equipment, and a manager would have to be sought. A free waste management licence would be available to CCT as a charity but a charge would need to be made to cover costs. CCT will seek a volunteer to investigate all the possibilities as there are a significant number of residents who would benefit from a local service for disposal of garden waste. 	Penny
Glascairn Community Project Update	a. Progress report on CU1 The Board discussed a draft plan for the whole site produced by Tullochs and noted that the configuration of community facilities did not take into account some of the specific requirements for the community aspects such as a link between the shop and the café and the bus stop. It would be helpful to hold a meeting with Tullochs at this stage to discuss the proposals and try to reach agreement about drainage areas and infrastructure for the whole site.	Penny
	b. Financial planning for Phase 1 and next steps - Paper 1. Bruce clarified some aspects of the 4 Scenarios outlined in the paper. The Board noted that the results are encouraging and reassuring. In relation to the café – CCT and BH are still to have discussions on financial aspects. It will be important for CCT to ensure that the rent situation is kept under review and to be involved in quality control in the cafe. Next meeting with BH is on 8 th March.	Bruce
	c. Housing It is important to reserve a space for community housing at this stage. Community housing will be dependent on the final number and type of housing on CU1. This should be considered as a later phase in the development.	

	d. Glascairn Fund raising – Paper 3 The w/g presented proposals for raising around £50k from local and non-grant sources. The Board supported the ambitious objectives and agreed that successful fundraising activities would strengthen our ability to raise grant finance, and avoid the long term costs of loan finance.	w/g
	 e. BIG Lottery and other funders – approaching funders will be kept under review as specific details are needed before applications can be made. f. Old Tarradale School, Muir of Ord The Board agreed that a visit would be useful. Funding is probably available. Dates to be agreed. 	Penny
Woods Group	The group are investigating the possibility of reinstating the permanent orienteering course.	
History Group	Nothing significant to report	
Culbokie Community Market	 £540 Profit from 2016 – this covers the cost of the new signage. Jan and Feb 2017 markets have been well attended by stall holders and the café has been more profitable for the volunteer groups running it. Numbers attending are up from 2016. Working group meet on 28 Feb to plan events for the rest of 2017 	
Culbokie Gathering	Provisional date has been set as Sat 16 th Sept 2017 and will follow on from the Community Market. It will be based at Culbokie Primary School supported by other events in the village.	
Other Groups	 Walk Culbokie – walk on Sat was not well attended but the weather was poor. The group organisers are planning to run a walk every 2 weeks from April. Village clean and tidy projects – Val Bruce has made a major contribution over many years to emptying the dog bins in Glascairn Wood. The Board agreed to send Val a letter of thanks. A new volunteer is taking over the role for a year. 	Penny/ Bruce
Finance Admin	 a. Balance is £14,936.30 as at 27-02-17 b. Unauthorised spending – Land Registry Search £48. Membership letters - paper and envelopes £9.15. Both approved by the Board. c. Culbokie Spar donations tin - £28.00 at 25-02-17 	

Admin	 a. DTAS membership renewal – cost of renewal £50. This is a very useful and helpful organisation. Approved by the Board b. Training update Legacy Training was cancelled by DTAS Marketing and Communications – 16th March – Lesley will attend Webinar – Local Giving 4 x 1/2hour sessions – Lesley and Penny will participate Penny reminded those attending training to update the training log to show that the Board has been extending their skills to cover aspects of the project 	Penny
Membership and Recruitment	 a. 2 new full members and 1 new associate member added. There are now 159 full members, 12 junior members of CCT plus 42 associates, and 5 associate organisations. Total membership now 218 b. Renewal membership donations are now being received. 	
Social events	Meeting at the Culbokie Inn on Wed 29 th March at 8pm – open to all members	Penny
AOB	A local resident has raised a concern that the community facilities on the Glascairn site would duplicate facilities that already exist in the village e.g. community room and medical room at the school. (<i>These facilities were subsequently</i> <i>reviewed again and it was confirmed that no facilities are</i> <i>available at the school during the daytime because a) all the</i> <i>spaces are regularly in use and b) child protection checks are</i> <i>essential for anyone entering the school. The medical room is</i> <i>not available in the evenings due to data security issues).</i> In addition, the Board was clear that CCT is seeking outcomes arising from an integrated village heart and that the development at Glascairn will complement and support other assets in the village. Information to allay any such concerns will be put on CCT's web site and CCT will meet with any residents wishing to discuss further.	Penny
Date of next Meeting(s)	Mon 27 th March 2017 – Jillian's Mon 8 th May 2017 - Marilyn's	