

Minute of the Board Meeting of Culbokie Community Trust on

Monday 27th March 2017

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

Apologies: Ian MacIver, Lesley Murray

Item	Discussion	Action
Welcome	The Board welcomed Gordon McPhee to the meeting as an observer.	
Minutes of last meetings	23-01-17 Approved as a correct record Proposed by Sarah and seconded by Bruce	
Matters Arising	<ul style="list-style-type: none"> • The Muir Hub – visit postponed until Autumn 2017 • FAQs – Penny reported that she hopes she has allayed the concerns raised by a local resident. To ensure more comprehensive information is available, the Board agreed that an FAQ section should be created on the web site. Board members to propose 3 questions each and Penny will collate and amend as needed. • Picnic bench – bench is now on site. Many thanks to Gordon Robb for building and placing it. Siting to be confirmed to ensure sufficient space is left for the gazebo and other activities. 	<p style="text-align: center;">ALL/ Penny</p> <p style="text-align: center;">Marilyn</p>
Glascairn Community Project Update	<p>a. Progress report on CU1 – Paper 1 The Board had a very positive meeting with Tulloch Homes on 24th March. An updated integrated design is being prepared by Tulloch Homes. Work is ongoing towards a Legal Agreement that would deal with the possible land swap to allow the SUDS area to be at the lowest point on the site. Before continuing to develop the proposals the Board agreed that there should be further consultation with the community to allow new information to be shared and questions answered (see (e)). The Community development is integral to the whole site and Legal Advice will be needed before any final agreement. The purchase of the land was through grant funding from Scottish Land Fund so Penny will contact SLF to check if there are any issues regarding a land swap to allow the whole site development to work more effectively.</p> <p>b. Update on Phase 1 and next steps Birchwood Highland meeting.</p> <ul style="list-style-type: none"> ➤ plan to develop a sample programme by mid-April ➤ aim to set up a new social enterprise with CCT members on the Board ➤ keen to profit share rather than rent 	<p style="text-align: center;">Penny</p>

	<p>c. Fundraising – the working group has continued to develop ideas which include a celebrity event, challenge activities, individual and business campaigns and various events and activities. While some activities can progress immediately, the group proposed that the main campaign should await greater clarity on development timescale</p> <p>d. Social Enterprise Academy Event Penny provided information to the attendees at the social enterprise leadership event. Feedback from trainees will be posted in Dropbox. This may furnish the Board with some new insights.</p> <p>e. Community Consultation Event – Proposed for Thurs 27th April.</p> <ul style="list-style-type: none"> ➤ Possible drop-in event in afternoon and evening with short presentations at 3pm and 7pm. ➤ Sub-group to work up programme ➤ Possibility of seeking members with specific area of expertise who may be able help with short-term tasks. ➤ Continue to e-mail updates with information to all members 	Bruce Penny Mark Richard
Woods Group	<p>Progress Report – Paper 2 The woods are a key asset of the village and the woods group aims to improve their heritage value and promote the use of the woods for health and leisure, social, education and life skills activities.</p> <ul style="list-style-type: none"> ➤ Annual FCS meeting planned for 18th April ➤ Interpretation Boards for the Dun are expected in the FCS programme for 2017/18 ➤ Work party to improve wildlife – 21st April ➤ Bush-craft sessions for 8-12s – in prep ➤ Fungal Foray – 9th September ➤ Christmas work party – 2nd Dec ➤ Investigating the reinstating the orienteering course 	
History Group	<p>The working group are continuing to develop new information on the website. Current work is on the History of Alcaig and Forestry in the area.</p> <p>There will be a work party at the Teanagain Henge to remove invasive vegetation with support from 'Adopt a Monument'. Date to be confirmed.</p>	
Culbokie Community Market	<ul style="list-style-type: none"> • The market continues to have a good range of stallholders and attendance is continuing to improve. • March Market had a focus on Mothers' Day and April will highlight Easter • There will be: <ul style="list-style-type: none"> ➤ CCT plant sales in May ➤ Car Boot sale in June • The Culbokie Gathering will run after the Market on 16th Sept. • Other proposals include recipe of the month, a car wash. 	
Other Groups	Walk Culbokie – next walk is on Sat 1 st April	

	<p>Numbers attending are small and mid-week days will be considered.</p> <p>The Board approved the request for insurance cover of £36.60.</p> <p>Village clean and tidy projects – continuing to work well.</p>	
Finance Admin	<p>a. Balance is £15,064.79 as at 27-03-17. This includes membership donations of £453.20 and £195.33 from Local Giving.</p> <p>b. Frame Kennedy invoice for Annual Accounts £600 (Paper 3) – approved by the Board. Thanks extended to Frame Kennedy for good value to CCT.</p> <p>c. Unauthorised spending – None</p> <p>d. Culbokie Spar donations tin - £25.00 at 25-03-17</p>	
Admin	<p>a. AGM – Date agreed as Monday 30th October 2017 – Findon Hall</p> <p>b. Child Protection Policy for staff and volunteers – placed in Dropbox for review.</p> <p>c. Training update <ul style="list-style-type: none"> • Lesley attended - Marketing and Communications on 16th March. Feedback at next meeting. </p>	<p>Marilyn</p> <p>Marilyn</p> <p>Lesley</p>
Membership and Recruitment	<p>a. 3 new full members, 2 new associate members and 1 junior member added. There are now 162 full members, 13 junior members of CCT plus 44 associates, and 5 associate organisations. The following additional members were approved by the Board</p> <p>Total membership now 224</p> <p>b. Thanks to members for their donations for 2017.</p>	
Culbokie Gathering	<p>Date confirmed as Sat 16th Sept 2017 and will follow on from the Community Market. It will be based at Culbokie Primary School supported by other groups and events in the village. CCT have agreed to help and will have a stall at the event.</p>	
AOB	<p>Reminder – Social event in Culbokie Inn on Wed 29th March at 8pm</p>	
Date of next Meeting(s)	<p>Mon 8th May 2017 - Marilyn's (Apologies : Jillian, Alison)</p> <p>Mon 12th June 2017 – Jillian's</p>	