

Minute of the Board Meeting of Culbokie Community Trust on

Monday 12th June 2017

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

Apologies: Sarah Southcott

Item	Discussion	Action
Welcome	Penny welcomed Annabel, Birchwood Highland.	
Minutes of last meetings	08-05-17 Approved as a correct record Proposed by Ian and seconded by Bruce	
Matters Arising	<ul style="list-style-type: none"> • Child Protection Policy – not yet finalised and will be held over until the next meeting. • Noticeboard on site – the Board agreed that this should go ahead as planned 	<p style="text-align: center;">Marilyn</p> <p style="text-align: center;">Penny</p>
Glascairn Community Project Update	<p>a. Draft Community Consultation Report– Paper 1</p> <p>i. Playpark issue – for a variety of reasons this has proved sensitive in the community and it is important that any decision takes account of a ‘village wide’ view of play parks in Culbokie. It was agreed to ask FCC to look into this.</p> <p>ii. SUDS issue – the Board agreed to the preference of not having a pond for this area.</p> <p>iii. Circulation of report - Circulation will include CRTB, SLF, Tullochs, Birchwood Highland, HIE Big Lottery Fund, CCT members and a web link</p> <p>b. Tulloch meeting on 15th June and legal advice – Paper 5 There are a number of areas where legal advice is required. Having invited costs from 3 firms, the Board considered the services and costs and gave agreement to select Shepherd and Wedderburn. HIE has been approached to assist with funding legal costs.</p> <p>c. Update of meeting with NHS Bruce and Penny had met with NHS reps - Tech Services Manager and Special Projects. They were positive about the health room. VC facilities would not be needed as there is a lower cost system (NHS Attend Anywhere) now in place that links to home computers. They were also interested in the Community Housing and suggested one-bed flexible rented houses for those with care needs and the use of a ‘care team’. The community will need to be consulted as ideas evolve.</p>	<p style="text-align: center;">Penny</p> <p style="text-align: center;">Mark/ Richard/ Bruce/ Penny</p> <p style="text-align: center;">Bruce/ Penny</p>

	<p>They suggested CCT work with a Housing Association. Further development of these topics is being planned.</p> <p>d. Preferred business plan scenario – Paper 2 Following discussion, the Board agreed that further investigation should proceed on the larger 200m² space for the community hub building. The larger building allows for greater income generation and storage space.</p> <p>Annabel tabled preliminary café business plan finance sheets which are broadly similar to CCT estimates. Annabel agreed to attend future Board meetings as needed.</p> <p>e. Scouts storage needs The local scout group are looking for an area equivalent to a double garage for storage of equipment, such as tents. The Board are supportive of the request but nothing is certain at this stage. Penny to draft a response.</p> <p>f. BIG Lottery application – proposed meeting with BIG Lottery on 26th July tbc. A programme of background research work was agreed. Pre-meeting for those involved on Mon 10 July</p> <p>g. Community fund-raising update</p> <ul style="list-style-type: none"> ➤ Belladrum draw - £350 raised so far. Closes on 28 June. ➤ Ian Rankin event – 43 of 100 tickets sold to date. Cromarty Beer is providing beer tasting at the interval and refreshments are being provided by Cromarty Bakery. <p>h. Site issues – field cutting, bench and noticeboard A quote for cutting the whole site has been requested. This should be done twice per year. The board agreed to ask Gordon to develop plans for the noticeboard. The area round the access and bench will be maintained by CCT members.</p>	<p>Bruce</p> <p>Annabel</p> <p>Penny</p> <p>Penny leads</p> <p>Lesley/ Alison</p> <p>Penny</p>
Culbokie Community Market	<ul style="list-style-type: none"> • £51 was raised through plant sales in May. • All spaces were filled in May and footfall was good. • 4 Car Boot spaces have been taken for the June market 	
Woods Group	<p>An orienteering taster session is being held in Culbokie Primary School on Friday and in the woods next Tues with the school and the scouts. The event is being well supported by the school as it provides an opportunity to develop skills and health and wellbeing.</p> <p>Bookings are being taken for Bush Craft for children in July.</p>	

History Group	10 residents joined the work party at the Teanagain Henge and much of the invasive vegetation was removed. Some work is still needed, and historical research is ongoing.	
Other Groups	<p>Walk Culbokie – Our main walks leader is leaving the Black Isle which puts group under threat unless new leaders can be identified. Training has been offered and support through Highland’s ‘Step it up’ programme. The need for new leaders will be promoted. The last walk under current leadership was held on Sat 10th June.</p> <p>Village clean and tidy projects – additional ‘dog bins’ are ready to install. The pump area tubs have been refreshed, and the pump will be repainted. Tubs at the shop now have herbs for community use.</p>	Penny Bruce
Finance Admin	<p>a. Balance is £18,426.82 as at 12-06-17.</p> <p>b. Unauthorised spending – None</p> <p>c. Culbokie Spar donations tin - £45.70 at 05-06-17</p>	
Admin	<p>a. Membership of HSCHT has been renewed – free of charge.</p> <p>b. FCC has appointed Bruce to continue as their appointee to the CCT Board.</p> <p>c. As Ian is retiring at the AGM a new Company Secretary will be appointed on 30th October 2017. Jillian has agreed to take on the position and will be supported by Marilyn. The new Company Address will be agreed by the Board.</p> <p>d. AGM – directors’ position- Paper 3 1/3 of the directors are required to either retire or stand for re-election in Oct - (Ian plus 2 others). Directors are asked to consider their position, particularly those appointed in Dec 2014. The Board is asked to consider who might be approached to become a director and there will be at least 2 vacancies.</p>	
Communications	<p>Social Media – The Board were delighted that Cindy Reeves has agreed to take on this role. She will also help us look at alternative ways to share updates and newsletters.</p> <p>Community Forum – This diverse group still has a role and will continue to be approached for a range of views when needed.</p>	
Membership and Recruitment	1 new associate member added. There are now 162 full members, 13 junior members of CCT plus 45 associates, and 5 associate organisations. Total membership now 225.	
AOB	Gazebo – was on loan to Kirkmichael Trust, when damaged occurred. The side panels have been replaced by Kirkmichael Trust but are now navy. It may be possible to repair the damage.	
Date of next Meeting(s)	<p>Mon 24th July 2017 – Sarah’s</p> <p>Mon 28th Aug 2017 – Jillian’s</p>	

