

**Minute of the Board Meeting of Culbokie Community Trust on
Monday 28th August 2017**

Present: Penny Edwards, Lesley Murray, Alison Petch, Richard Fyfe, Sarah Southcott, Marilyn Richards, Ian MacIver, Jillian Munro, Audrey McCulloch

Apologies: Mark Douglas, Bruce Morrison

Item	Discussion	Action
Welcome	Penny welcomed Audrey who is an interested member with a view to becoming more involved as a Board member or volunteer.	
Minutes of last meetings	24-07-17 Approved as a correct record Proposed by Sarah and seconded by Richard.	
Matters Arising	<ul style="list-style-type: none"> • Child Protection Policy – completed but needs to be checked to ensure guidance is in line with Highland Council guidelines. • Sharing the work load – the following arrangements are being progressed: Market joint organiser– Anna Scott (agreed) Xmas – Becky Richmond (potential) Newsletter – volunteer being sought Admin – Bruce investigating possibilities Orienteering grant applications – Caroline Fyfe (agreed) • 360 Architecture – the Board agreed that the offer of a site master plan should be taken up • Partnership with Birchwood Highland – BH should be updated with the current position on the site and funding. • LEADER – an expression of interest has been made but this has not yet been brought before a LEADER meeting. • Membership form update – Cindy and Lesley are working on this, in consultation with Gill 	<p>Marilyn</p> <p>Penny</p> <p>Penny/ Bruce</p> <p>Lesley</p>
Glascairn Community Project Update	<p>a. Tullochs agreement update The purchase of the adjacent site and legal agreement is progressing</p> <p>BIG Lottery, follow up and implications Penny reported the feedback from the application with the Lottery and the main points were as follows:</p> <ul style="list-style-type: none"> • the BIG Lottery recommend that CCT work on establishing the proposed Stakeholder Group. CCT needs more formal buy-in from a range of statutory bodies and other partners leading to a more concrete plan of activities. 	

	<ul style="list-style-type: none"> CCT needs to demonstrate how this plan of activities links back to views expressed in community consultations <p>The Board agreed to further work towards these objectives with a view to making a further submission in due course. This includes further discussions with key stakeholders (e.g. Highlife Highland, NHS, Highland Hospice, Forestry Commission) and identifying their roles which link to the identified priorities.</p> <p>More local feedback is also needed on what the village needs/would benefit from. A consultation campaign to cover a wide range of groups – ages, stages, lifestyles etc should be investigated. Lesley, Alison and Penny agreed to look at this in the first instance.</p> <p>b. Housing – the Board agreed that further work, to drill down into the Needs Analysis, is required. HSCHT has prepared quote for just under £1000. An application will be made to the Rural Housing Fund</p> <p><i>Community Extra-care Housing Model – Paper 1:</i></p> <p>Penny and Bruce had met with Kenny Steele, CEO of Highland Hospice. One of the possibilities discussed was an innovative model to provide ‘extra care’ homes with 24 hour support, creating a strong link to the community. HH are looking to expand their services and invest in extra care homes embedded in the community.</p> <p>The Board agreed that this should be explored further.</p> <p>c. Community fund-raising Ian Rankin event – profit £1,720 – thanks to all for their support. The w/g is meeting to look at next steps for Fund-raising activities.</p>	<p>Penny</p> <p>Lesley/ Alison/ Penny</p> <p>Penny/ Bruce</p>
Culbokie Community Market	The August market had gone well with an excellent buzz. Sad to see Strathpeffer Artisan Bread folk retiring as they will be missed by many locals. The market in September will be part of the COOLbokie Gathering and CCT are organising the stalls at the Primary School with a number transferring from the market.	Jillian/ Anna
Woods Group	Both the Bat Walk and the Fungi Foray were/are fully booked. Orienteering course is progressing and funding is being applied for.	
History Group	The Teanagairn Henge has been included in the programme for archaeology week in October. Another work party is being organised to clear the area before this event. A talk on Gaelic Names in the landscape is being organised for October.	
Other Groups	Village clean and tidy projects – no update	

Finance Admin	<p>a. Jillian reported that with recent fundraising events, the balance stands at £20,103.80. CCT groups such as History, Woods and Community Market accounts are kept separately and all are making small amounts which can be used to progress local projects. A new Glascairn account will be established for funds raised specifically for this project</p> <p>b. Unauthorised spending – None</p> <p>c. Spar donations – £29.10 in July, £28 in August. Thanks to all donors</p> <p>d. Book-keeping – Jillian would welcome some assistance with the day-to-day book-keeping. A volunteer will be sought in the first instance.</p>	Jillian/Penny
Admin	<p>a. AGM- 30th October 2017 at 7pm in Findon Hall Arrangements will be similar to 2016 and a draft agenda was agreed. The following will step down as detailed in AoA: Ian Maclver – retiring Penny Edwards – will stand for re-election Marilyn Richards - will stand for re-election Lesley Murray – will stand for election</p> <p>There will be 4 vacancies on the Board and new Directors will be approached.</p> <p>Paperwork must be with members by 9th October and Director nominations must be in by 23rd October.</p> <p>The Board agreed that Highland Hospice be approached to speak about their work. Tea and biscuits will be served.</p> <p>b. Succession planning – Richard is willing to take over the role as Chairperson at a date to be agreed and this was fully supported by the Board. New Office Bearers will be elected after the AGM.</p> <p>c. Insurance – quotes are being sought from other companies</p>	<p>Ian/ Marilyn</p> <p>Penny</p>
Communications	<p>CCT stand at Coolbokie Gathering. This will include a History quiz, Culbokie mugs for sale, membership recruitment, and an update on project.</p> <p>Xmas tree event – Provisional date Saturday 23rd Dec – similar format to last year.</p>	Alison Lesley
Membership and Recruitment	No new members this month.	
AOB	<p>Site maintenance – Richard and Jillian agreed to assist with this by doing some work at time that was suitable to them.</p> <p>HSCHT Annual Conference – 8th Sept in Inverness – anyone interested to contact Marilyn for details</p>	Marilyn
Date of next Meeting(s)	<p>Mon 25th Sept 2017 – Marilyn's</p> <p>Mon 30th Oct – AGM at Findon Hall</p> <p>Mon 27th Nov</p>	
Items carried over to next meeting	<ul style="list-style-type: none"> Recruitment Campaign 	

