Minute of the Board Meeting of Culbokie Community Trust on Monday 25th September 2017

Present: Richard Fyfe (Chair), Bruce Morrison, Lesley Murray, Alison Petch, Sarah Southcott, Marilyn Richards

Apologies: Mark Douglas, Penny Edwards, Ian MacIver, Jillian Munro, Annabel (BH)

Item	Discussion	Action
Minutes of last meetings	28-08-17 Approved as a correct record Proposed by Sarah and seconded by Alison.	
Matters Arising	Child Protection Policy – final draft in Dropbox. The Board agreed to adopt the policy: Proposed by Alison and seconded by Richard. Summary and Personal Profile Form still to be prepared.	Marilyn
	Sharing the work load – Xmas – Becky Richmond agreed Admin – Bruce investigating possibilities with Penny	
	Membership form update – on hold while new Logos and website development are progressing	
	 LEADER – Advised on some further work needed to make a full application including value for money and evidence of demand. As Dec 2019 is the date for completion of any LEADER funded project an application is unlikely to be made. However the advice will be pertinent for other funding applications. 	
	Admin and Book keeping – Sarah is available from January 2018 to help Jillian with this	
Glascairn Community Project Update	Tullochs agreement update Tulloch have made an offer for adjacent site and will revert shortly. Once agreed the CCT agreement will proceed.	
	b. Birchwood Highland BH are committed to the project and have set up a working group to investigate setting up Social Enterprise activities. BH is willing to be involved in a Stakeholder group. Updated financial figures are being prepared and Bruce will present a paper at the next meeting.	Bruce
	c. Stakeholder development update – paper 1 Significant work has been done and contacts made. Need to clarify where there may be conflict of interest but organisations will have a strategic opportunity to participate in the projects.	Bruce

	 d. Consultation campaign First steps include reviewing the results already gathered from previous consultations and surveys. There may be a possibility of involvement with UHI using an 'innovation voucher'. The activities planned at the site should link to community views. Lesley agreed to collate current information. e. Housing Funding application has been made to the Rural Housing Fund to pay 90% of the costs of a more detailed analysis 	Lesley
	of housing needs in the village. RHF advised: Wait until such time as the private site is awarded planning approval (this will enable a more accurate picture of housing demand at that time). Further discussion is required with the Council regarding the client group/allocations and how the proposal fits with the private development site. Also, CCT need to ensure that a different housing need,	
	to that available on the adjacent site, is being met. f. Community fundraising Proposed activities: ➤ Talk by Kenny Taylor – Aurora Borealis – end Nov ➤ Quiz – March 2018 Possible: ➤ Visits form other authors being investigated	
Culbokie Community Market	September Market was well attended and stallholders' transfer to COOLbokie went smoothly. Oct – Apple pressing Nov- 2 nd hand books and DVDs Dec – music and CCT will run the café CCT members asked to help on a rota to man the CCT stand and help with any additional activities	Marilyn/ Anna
Woods Group	Following a series of successful summer events the woods group met to agree a future programme including events and work parties over the coming months. The Primary School has identified Outdoor Learning as a priority in their School Improvement Plan and Culbokie Woods is a topic for the term. Groups of children now go out into the woods most days. CCT has brokered a possible deal for the school where the Forestry Commission would prepare a simple log circle as a teaching area in the wood. Liaison with the school has taken place with regard to the orienteering project. In order to meet their current outdoor learning priorities CCT is assisting the school to fast-track the in-	

	school element of the project. Firstly the school has agreed to pay for the mapping of the school grounds which will be undertaken by Trailmaps. Once that is complete, CCT will assist volunteers and children will prepare the control points. The school can then get started with practice within the school grounds. The main part of the orienteering project is still being planned. It requires the coordination of a number of partners including INVOC, the school, the active schools officer, the scouts and volunteers. It will involve mapping of the woods, setting up control points, leader training, training events and an inaugural schools event. The total value of the project appears to be	
	around £4000. Caroline Fyfe is working on grant applications. We would like to have the course up and running for the spring/summer 2018 – although that is dependent on funding	
History Group	A guided tour of Teanagairn Henge will take place from 10am to 4pm on Wed 11 Oct as part of Highland Archaeology Festival.	
Other Groups	Village clean and tidy projects – nothing to report	
Finance Admin	 a. Jillian reported that the balance stands at £19,970 at 1/10/17. b. Unauthorised spending – None c. Annual accounts – in hand and will be ready for 30th Oct d. New Insurance Policy – in hand and will be paid at the renewal date for the current policy 	Jillian
Admin	a. AGM- Monday 6 th Nov 2017 at 7pm in Findon Hall and Director nominations must be in by 30 th October.	Marilyn
	Programme: The Board agreed to start at 7pm and have the AGM first.	
	7.00pm – Welcome and AGM	
	7.30pm – Refreshments	
	7.45 – Intro and Talk by Rod Mackenzie of Black Isle Show	
	8.15 – Q&A	
	8.30 - Finish	
	Promotion of talk: Posters and e-mail to members. Richard to contact Rod to arrange details.	Richard
	Director's report – circulated. Any feedback to Penny.	
	Board nominations – 4 vacancies (Penny, Marilyn, Lesley – anyone else?)	
	Preparation and circulation of AGM pack - Notification to members by 16 th Oct. Updated paperwork in Dropbox. E-mail to be prepared.	Marilyn

Communication	CCT stand at Coolbokie Gathering – thanks to Alison and Lesley for manning the CCT stand. There were 23 tables raising £338 for CCT funds Xmas tree event – Saturday 23 rd Dec – similar format to last year. CCT liaison with Becky. Graphic design work and rebranding – Paper 2 The Board agreed to retain the current logo as there is no reason to change. The new ideas might be useful in the re design of the website. Recruitment leaflet and campaign – next steps are design for	Richard
	the website and leaflet	Salali
Membership and Recruitment	2 new full members and 2 new associate members added. There are now 162 full members, 13 junior members of CCT plus 47 associates, and 5 associate organisations. The additional members were approved by the Board	
	Total membership now 227	
AOB	Christmas cards for volunteers – names/number to be identified and card to be prepared for signing at the next meeting. The Board sent best wishes to Penny for a speedy recovery.	Sarah/ Bruce
Date of next Meeting(s)	Mon 6 th Nov – AGM at Findon Hall Mon 27 th Nov Mon 22 nd Jan 2018	