

## Minute of the Board Meeting of Culbokie Community Trust on

**Monday 4<sup>th</sup> December 2017**

**Present:** Richard Fyfe, Bruce Morrison, Penny Edwards, Mark Douglas, Alison Petch, Jillian Munro, Marilyn Richards, David Brookfield (BH)

**Apologies:** Lesley Murray, Sarah Southcott, Audrey McCulloch, Annabel Mowat (BH)

Item	Discussion	Action
Office bearers	<p>Following the recent changes from the AGM the following office bearers were appointed by the Board for 2018:</p> <p>Chairperson – Richard Fyfe. Proposed by Penny, seconded by Bruce                      Vice Chairperson – Alison Petch. Proposed by Richard, seconded by Jillian                      Company secretary – Jillian Munro. Proposed by Penny, seconded by Marilyn                      Treasurer – Jillian willing to continue for the current financial year</p> <p>Other roles will continue:</p> <p>Minute secretary – Marilyn Richards                      Membership secretary – Gill Garland                      Website coordinator – Sarah Southcott                      Social media coordinator – Cindy Reeves</p> <p>Having appointed the new chairperson, Richard took the chair and thanked Penny for her work.</p>	
Minutes of last meetings	<p>25-09-17 Approved as a correct record                      Proposed by Alison and seconded by Mark.</p>	
Matters Arising	<ul style="list-style-type: none"> <li>• Sharing the work load – Changes are working well and Penny thanked the board for taking over some of the admin roles.</li> <li>• Wood development – the Teaching Area is now in place in the woods and is being used by the Primary School</li> </ul>	
Glascairn Community Project Update	<p><b>a. Tullochs agreement update</b>                      The Agreement has been going back and forth between solicitors as some of the wording needs to be clarified, and then finalised. Richard proposed that the Agreement should be seen, and discussed and agreed by the Board once the final version is prepared. The current version will be shared so that any concerns can be raised before the final version comes from the solicitors.</p> <p><b>b. Birchwood Highland</b>                      A meeting is planned for mid-January 2018 to discuss the cash flow and balance sheet.</p>	<p>Richard</p> <p>Bruce</p>

	<p><b>c. Stakeholder development update</b>  Bruce shared a summary paper of the responses from contacts made with a variety of organisations. This represents a considerable amount of work in identifying and engaging with organisations. The core partners are Birchwood Highland, NHS, Highlife Highland and Forestry Commission.  An initial meeting of reps from a range of organisations is planned for Tues 9 Jan. It will be important to retain clarity of purpose for the group and the project in the activities they can contribute or bring to the hub.</p> <p><b>d. BIG Lottery</b>  The 2 keys points of feedback are to evidence:</p> <ul style="list-style-type: none"> <li>• Buy in from stakeholders to the project</li> <li>• Demonstrate that any programme of activities meets community views and needs</li> </ul> <p>Penny had collated the feedback from all the consultations; however more information will be needed. Possibly to look at the 'story' of the village to identify areas of disadvantage. A combination of a survey, focus groups and social media may be a vehicle for this.  Following discussion the Board agreed that HIE be consulted for advice and possible funding.</p> <p><b>e. Community fundraising</b>  The talk by Kenny Taylor on Auroras in November was well attended and raised £400 approx  Next event:  Quiz Night – 17<sup>th</sup> March 2018</p> <p>A range of different types of events have so far provided opportunities for different groups within the community.</p> <p><b>f. Noticeboard at site</b>  The noticeboard is now in place for all CCT notices and information. Thanks to Gordon for making and installing it.</p>	<p>Bruce</p> <p>Penny</p>
<p>Culbokie Community Market</p>	<p>October and November Markets were well attended and the market continues to attract a wide range of stallholders and visitors. The Fish Van has filled a gap in provision and is reasonably well supported.  Nov- 2<sup>nd</sup> hand books and DVDs stall raised £90  Dec – music will be provided by Black Isle Brass Quintet and local young musicians. CCT will run the Christmas café.</p> <p>New Black Isle Market flyers for 2018 have been produced and will be available from Dec.</p>	<p>Marilyn/  Anna</p>

Woods Group	<p>The annual Christmas work party on 2<sup>nd</sup> Dec saw 17 people start work to improve three paths in the woods, one of which has been totally blocked for the past few years. Several trees were taken home as reward for all the hard work. It is hoped to run a further work party early in 2018 in order to finish the clearance.</p> <p>The Primary School grounds have now been mapped out for orienteering and control points are being made.</p> <p>Applications have been made to Awards For All, Discretionary Fund and Forestry Commission to help fund the woods orienteering project.</p>	
History Group	<p>The talk “Our language in the landscape” by Ken MacKinnon on 30<sup>th</sup> November went very well and was well attended for a wintry evening. There was an interesting exchange of ideas as to the interpretation of the place-names around Culbokie. As a result of the talk two new pages have been created for the website. The group now look forward to the Spring when they can turn their attention again to the Teanagain Henge and controlling the vegetation.</p>	
Other Groups	<p><b>Village clean and tidy projects</b> – nothing to report</p>	
Finance Admin	<p>a. Jillian reported that the balance stands at £20,013 at 4/12/17.</p> <p>b. Unauthorised spending –</p> <ul style="list-style-type: none"> <li>➤ Grass cutting - £36</li> <li>➤ Market flyers for 2018 - £73.33</li> <li>➤ Tea/coffee for events for 2018</li> </ul> <p style="padding-left: 40px;">- all approved by the Board.</p> <p>c. New Insurance Policy – is paid and in place</p> <p>d. Culbokie Spar donations tin - £32.60 at 20-10-17</p>	
Admin	<p><b>a. AGM-</b> The Talk by Rod MacKenzie was well received and there was some positive feedback. Planning for 2018 AGM should begin before the summer to ensure a speaker is in place.</p> <p><b>b. Change of Registered Office</b> – Ian MacIver, Company Secretary retired from the Board at the AGM. The Registered Office has now been changed to:  Frame Kennedy, Chartered Accountants, Metropolitan House, 31-33 High Street, Inverness, IV1 1HT  Paper work will be amended.</p>	Marilyn
Communication	<p><b>a. Xmas event 2017</b> – 16<sup>th</sup> Dec at 6.30pm. Format similar to last year. Tree, carols, music, food etc in hand. Set-up site at 2.30pm. Anyone able to assist would be welcome. MC still required for the evening, plus folk to meet and greet.</p>	Becky/ Marilyn/ Jillian

	<b>b. Market Café 16<sup>th</sup> Dec</b> – all donations of baking and help on the day are welcome. Possibility of roasted chestnuts to be checked out.	Alison
Membership and Recruitment	No new members this month. There are now 162 full members, 13 junior members of CCT plus 47 associates, and 5 associate organisations. Total membership now 227	
AOB	<b>Christmas cards for volunteers</b> – some difficulties with design and cost of printing. Arrangements were agreed by the Board and Richard will sign on behalf of the Board  <b>Public Art</b> - reminder to include this at an early stage of design for the site.	Richard/ Bruce
Date of next Meeting(s)	Mon 22 <sup>nd</sup> Jan 2018 – Sarah's Mon 12 <sup>th</sup> March 2018	