Minute of the Board Meeting of Culbokie Community Trust on Monday 14th January 2019

Present: Alison Petch (chair), Penny Edwards, Mark Douglas, Marilyn Richards, Bruce Morrison, and Angie Morris

Apologies: Richard Fyfe, Niall MacDonald, Jillian Munro,

Item	Discussion	Action
Office Bearers	Following the recent changes from the AGM the Board agreed that the following office bearers will continue in their roles for 2019:	
	Chairperson – Richard Fyfe Vice Chairperson – Alison Petch Company secretary – Jillian Munro Treasurer – Jillian Munro	
	Other roles will also continue: Minute secretary – Marilyn Richards Membership secretary – Gill Garland Social media coordinator – Cindy Reeves	
	Website coordinator – vacant	
Minutes of last meetings	29-10-18 Approved as a correct record Proposed by Penny and seconded by Bruce	
Matters Arising	Christmas Tree Lights – cables have been accidentally broken and need to be repaired.	Marilyn
	Birchwood Highland – held over to next meeting	Richard
	Orienteering – course inspections will be annual (not quarterly as previously minuted) in line with FC agreements	
Glascairn Community Project Update	a. Update from THL and planning application THL has submitted the planning application. THL have been supportive of CCT and points raised have all been reasonably addressed. The Board agreed to express support for the application and a letter will be drafted	Alison
	b. Open space consultation report - Penny The results of the consultation are almost all positive and supportive. A collation of the results has been uploaded onto the website.	
	c. SUDS/landscaping – paper - Penny The w/g met to discuss THL plans, maintenance and landscaping. Following discussions the next step will be the appointment of a design team which the Board approved.	
	A design brief will be prepared and circulated.	Penny

	d. SUSTRANS - Culbokie Active Travel Village - Penny	
	The idea is to create and active travel route through the	
	village to encourage greater use of cycles. Active Travel is a	
	priority of the Scottish Gvt. Funding for 100% design costs and 50% of construction costs could be available from	
	SUSTRANS. The Board agreed to support further work to	
	develop the project and to appoint Martin Sherring to lead the	Penny
	project. Application deadline is 31 st March 2019.	,
	e. Fundraising	
	Next event: Clues, Crimes and Conversations – an evening	
	with Mike and Helen Walters in conversation with Nicola	A.U /
	McAlley on Sat 23 Feb 7pm in Findon Hall. Tickets £5 are on	Alison/ Angie
	sale.	Angic
	f. Activities work stream – Bruce	
	In the absence of a building Bruce is working with project	
	supporters to identify and build up activities in the village.	
	There have been 2 responses so far – HLH (indoor and	
	outdoor activities). Outdoor link is to set up a meeting with the primary school and hopes to involve pupils.	Bruce
	the phinary school and hopes to involve pupils.	
CCT website	Julie Shortreed provided information, guidance and suggestions	
	on updating and improving the CCT website, including a	
	'publisher guide', to make it more attractive and accessible. The Board agreed to allow Julie to take this forward over the next	
	few months. The Board thanked Julie for her work on this.	
	Penny will contact Julie and come back with 'next steps'.	Penny
Culbokie	There was a seasonal feel to the Dec Market and the live music	
Community	was enjoyed by stallholders and visitors. £194 was raised from	
Market	the café and Christmas raffle for CCT funds. Thanks to all who	
	contributed.	
	The café is covered for all months in 2019. The usual events	
	are also planned – 2 nd hand books, plant stall, car boot sale etc	
	 throughout the year. A working group meeting will take place in Feb. 	Marilyn
	III Feb.	
	The range of stalls continues to grow with 2 more new	
	stallholders in Jan.	
Woods Group	Orienteering – an event is planned for Sunday 27 th January 12-	
	3pm.	
	A First Aider is needed and the Board agreed to fund a course	
	for Bob Neish who has been helping the group. Costs will be	
	paid from the remaining grant funding.	Penny
	Thanks to Culbokie Spar for donating Caramel Wafers for the event.	
	A Black Isle schools' event is planned for June 2019.	

History Group	The talk held on Friday 16 th November, 7.30pm in Culbokie Primary School by Lachlan McKeggie entitled "Adventures in local Archaeology" was an interesting and informative evening and was enjoyed by all who attended.	
	Thanks to Roger for organising the event.	
Other Groups	Village clean and tidy projects – The new 'dog pooh' coordinator will take up the duties from March 2019.	
	The tubs beside the pump and those at the shop are now all being looked after by Helen.	
Finance Admin	a. Jillian reported that the balance stands at £76,089.33, which includes a £50K legacy specifically for the Capital Project, at 14/01/19	
	b. Unauthorised spending – Costs of £16.50, £42 and payment for work already completed by Martin Hind for the Orienteering project were also agreed by the Board.	
	c. Culbokie Spar donations tin - £32.70 on 9-01-19	
	d. Local Giving – due for renewal £96. This is still proving useful and provides sufficient income/grants to justify the annual payment. The Board agreed.	Penny
Admin	 a. AGM – draft minutes were approved by the Board as accurate and will be held until the 2019 AGM for full approval. b. HSCHT EGM 1 Feb 2019 – to approve updated Articles of Association – invitation received. No one will be in attendance. 	Marilyn
	 c. CCT Noticeboard at Glascairn – list of directors to be updated. d. Governance – Child Protection Policy to be amended to 	Penny/ Marilyn
	include secure retention of records for at least 25 years, in line with Insurance requirements. Proposal that these can be held at the Company's Office (initially with Frame Kennedy).	Penny/ Marilyn
	e. Renewal notice from Age Scotland, who is a CCT supporter and there is no cost. The Board agreed.	Bruce
Membership and Recruitment	 a. 5 new full members and 1 associate member added. This together with other changes means that there are now 202 full members, 13 junior members of CCT plus 52 associates, and 5 associate organisations. Total membership now 272 	
	b. Membership renewal 2019 – letter to members. The Board agreed that these should be amended and posted out as in previous years. Letter to be circulated for ideas.	Marilyn
AOB	a. Defibrillator – request from Findon Hall. Following discussion, and as this is for use by all members of the community, the Board agreed to contribute £100 towards the cost of a replacement battery.	Alison

Date of next Meeting(s)	Mon 25 Feb – Mark's tbc	
	Mon 1 April – Angie's	