

Minute of the Board Meeting of Culbokie Community Trust on

Monday 18th January 2021 – remote meeting

Present: Richard Fyfe (chairperson), Alison Petch, Penny Edwards, Angie Morris, Gwyn Howroyd, Marilyn Richards, Mark Douglas, Paul Wadge

Apologies: Jillian Munro

Item		Action
Office bearers	<p>Following the recent changes from the AGM the Board agreed that the following office bearers will continue in their roles for 2021:</p> <p>Chairperson – Richard Fyfe Vice Chairperson – Alison Petch Company secretary – Jillian Munro Treasurer – Jillian Munro</p> <p>Other roles will also continue: Minute secretary – Marilyn Richards Membership secretary – Gill Garland Social media coordinator – Gwyn Howroyd</p> <p>Website coordinator – Julie Shortreed</p>	
Minutes of last meetings	<p>16.11.21 Approved as a correct record Proposed by Mark and seconded by Penny</p>	
Matters Arising	<p>Christmas Quiz – although not as well attended as previous quizzes, it was enjoyed by all participants</p> <p>Christmas Tree – there were a few issues with lights etc. Now that the site is being developed, an alternative solution is needed for the Christmas festivities.</p>	
Glascairn Community Project	<p>a. General update</p> <p>i. Architecture, landscape and engineering contracts The position of the SUDS has been finalised. There will be some additional costs associated with completing the landscape design (village green, shelter, place-making elements). Following discussion, the Board agreed to allocate £1000 inc VAT.</p> <p>In order to progress the project, Penny proposed that a sub-group be used to manage the project which would meet weekly, helping to track and share the workload, and feedback to the Board. This was agreed as a positive way forward.</p> <p>ii. Village green revised implementation cost - £65K approx including shelter.</p> <p>b. Grants for village green Some applications have been made with mixed results. The</p>	<p>Penny/ Paul/ Richard</p> <p>Alison/ Paul</p>

	<p>Coastal Communities Fund has gone forward to the 2nd stage. Funding from Cromarty Ports authority awarded to support planning application</p> <p>c. Hub development – next steps In order to progress the hub development it is necessary to update the Feasibility Study and Business plan, as ideas and what is possible has changed since 2014, and these are needed to support funding applications. The Board discussed engaging a consultant to assist with this work, and agreed that this be further investigated with 3 consultancy firms.</p>	Penny/ Paul/ Richard
Active Travel	<p>Update from Martin – The issues from phase 2 have been resolved allowing stage 3 to commence soon. Another round of consultation will be needed as the design has been changed, adding a shared-use path in the village centre , and a new build-out adjacent to the Glascairn site. Funding - We have verbal agreement to use Tulloch’s construction of the new footpath alongside the Glascairn site as match funding. The next stage in the design process will result in plans suitable for use in a planning application, and the subsequent stage (stage 4) will deliver technical drawings suitable for putting out to tender. Our confirmed grant offer from Sustrans only covers Stage 3 at present; to access funding for stage 4 we will need to demonstrate further progress in raising match funding for construction.</p>	
Cycle Club	3 new members in Dec. Rides are suspended until Covid restrictions are eased.	
Fundraising	<p>Desk Calendars - Total of 256 have been sold with a few left and now selling at a reduced price. Sales and sponsorship has raised £1000 approx. Planning has started for 2021 Photographic Competition</p> <p>Cards – these have been quite popular. There are some new designs and information has been placed on-line. They will be printed as orders are received.</p> <p>Lockdown quilt – patches are now with the quilters. 3x16 patch panels will be mounted, framed and installed in Findon Hall when ready.</p>	Working Group
Sharing Shed	<p>The shed is being well used. There are regular donations of all sorts and more food and household items are being taken. There have been a few cash donations which are being used to help replace food items. The grant monies are also being used to top up essentials – food and household items, hand sanitiser etc. Further funding is being explored.</p> <p>Regular updates are being shared on Facebook and there is now a donation box in the shop.</p>	Marilyn/ Gwyn

	The volunteers' group meets regularly to discuss concerns and consider improvements.	
Culbokie Community Market	The Market started again on 16 th Jan. Food only stalls until Covid restrictions are eased. It continues to be well supported. Face coverings are being worn by stallholders and customers.	Marilyn
Woods Group	Gwyn met with Laura Macnally, FLS and discussed what would be possible by FLS and what volunteers could do to help maintain and improve access to the woods. A memorandum of understanding between CCT and FLS is in preparation. The Dec work party went well and an area of non-native spruce was cleared.	Gwyn
History Group	Recent additions are: <ul style="list-style-type: none"> • Information regarding Alexander Ross (born 1838) in the People of Culbokie section • Information on housing developments at Balnatua and Raven Croft. • Additions to the Findon Dun page in the Archaeology and Ancient sites section to include two surveys of the site. The group is looking for a volunteer with an interest in researching the role played by the Templars in Culbokie.	
Other Groups	Village clean and tidy projects – nothing new to report.	
Finance Admin	a. Jillian reported that the balance stands at £21,232.16 and £50,033.10 in savings at 18/01/21. b. Unauthorised spending – None c. Spar donations to 31/12/20 - £52.20	
AGM	The on-line AGM was well attended and Jon Palmer's talk was well received. The full accounts, financial extracts and report need to be finalised and then a date for an EGM will be notified so that the Accounts to June 2020 can be approved. The delay is due to Covid restrictions and Charities have been given a 12month extension to lodge accounts.	Marilyn/ Richard
Membership and Recruitment	Membership report – There was one new associate member this month. With other changes, there are now 243 full members, 14 junior members of CCT plus 55 associates, and 5 associate organisations. Total membership now 317	
AOB	None	
Date of next Meeting(s)	Mon 22 nd February 2021 – remote meeting	