

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

**Monday 9<sup>th</sup> May 2022**

**Present:** Richard Fyfe (chair), Alison Petch, Angie Morris, Penny Edwards, Jillian Munro, Paul Wadge, Seb O'Dell, Marilyn Richards

**Apologies:** Mark Douglas

Item	Discussion	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 2022:</p> <p>Chairperson – Richard Fyfe                      Vice Chairperson – Alison Petch                      Company secretary – Jillian Munro                      Treasurer – Jillian Munro</p> <p>Other roles are:                      Minute secretary – Marilyn Richards                      Membership secretary – Jo Dymock                      Social media coordinator – vacant</p> <p>Website coordinator – Julie Shortreed</p>	
Minutes of last meetings	<p>21-03-22 Approved as a correct record.                      Proposed by Paul and seconded by Penny.</p>	
Matters Arising not on main agenda	<p>None.</p>	
Glascairn Community Project Update	<p><b>Culbokie Green</b></p> <p>More planting has taken place and the willow structures are in place. More of the play equipment has been installed although some of the work has been delayed due to a delayed clearance of the site. An issue with levels has arisen which will be addressed as part of the building development. The off-site fabrication of the timber shelter has started.</p> <p>Information has been submitted to address the planning conditions.</p> <p>Building warrant work was agreed by the Board and once complete and approved the project should be 'shovel ready' making it more suitable to some funders.</p> <p>The Board also approved further investigation into the possibilities for the Feasibility Study. Findings will be brought to the Board before making a commitment.</p>	
Active Travel Project	<p>A Traffic Regulation Order is being prepared by Highland Council for the change of speed limit. THC and Sustrains continue work to develop the Active Travel Route and have prepared Terms of Reference to involve CCT.</p>	

CCCC - update	'Couch to 20km' course has been completed. The feedback was very positive. Weekly rides are well attended.	
Fundraising	<p><b>Quiz Night</b> – planned for 24 September</p> <p><b>Photo Competition 2022</b> – Closing date is 30 June 2022</p> <p>A summer event to showcase the photos is being planned.</p> <p>Another 'Meet the Author' event is being investigated.</p>	
Sharing Shed	The FareShare/Cfine application has been accepted and the annual fee will be waived as there is no income. The first on the monthly deliveries is expected in the next 3-4 weeks.	Marilyn
Culbokie Community Market	The April market was busy and good weather provided the opportunity to have 2 café tables outside. There will be a CCT plant sale in May.	
Woods Group	No further update	
History Group	Cuttings and press photographs relating to the Culbokie WRI have been added to the website. The full history of the Group from 1957 to its closure in 2005 is also available online.	
Finance/ Admin	<p><b>Finance report</b> - Jillian reported that the current bank balances at 09/05/22 are: £23,099.65 in the CCT current account and £123,344.77 in the deposit account.</p> <p><b>Unauthorised expenditure</b> – £300 for planning application for signage at Glascairn. – approved by the Board.</p> <p><b>Insurance renewal</b> – The quotes were discussed but one quote is still outstanding.</p> <p><b>Admin:</b></p> <p><b>Community Land Scotland</b> – Alison agreed to take over the role as CCT contact.</p> <p><b>Data storage and virtual meetings</b> – Seb explained the pros and cons of moving to Microsoft Teams or Google instead of using Zoom and Dropbox. The Board agreed to move to MS Teams for meeting initially and to migrate to storage when the Dropbox subscription is due for renewal.</p> <p><b>Small grants-</b> possibility of mindfulness/mental health courses were discussed. A suitable provider to be approached.</p> <p>Funding for another cycle leaders course would also be beneficial. Membership of the cycle club continues to grow and more rides for folk are different levels would be possible.</p>	<p>Jillian</p> <p>Penny</p> <p>Seb</p> <p>Seb</p>
Communications and Membership	<b>Membership report</b> – There were 3 new full members this month. There are now 253 full members, 12 junior members of CCT plus 59 associates, and 6 associate organisations.	

	Total membership is now 330	
AOCB	None	
Dates of next Meetings	Mon 13 June 2022 Mon 18 July 2022	