

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

**Monday 2<sup>nd</sup> October 2023**

**Present:** Paul Wadge (chair), Alison Petch, Angie Morris, Mark Douglas, Richard Fyfe, Penny Edwards, Jillian MacKenzie, Marilyn Richards

**Apologies:** Seb O'Dell

Item	Discussion	Action
Resignation	Sadly, due to work and family pressures Seb has sent his resignation as a Director, but has agreed to continue as a volunteer, and as an IT adviser to the Board. The Board expressed their thanks for his contribution and time over the last 18 months.	
Minutes of last meetings	04/09/23 Approved as a correct record. Proposed by Alison and seconded by Richard	
Matters Arising not on main agenda	<p><b>Asset register</b> – The register has been completed and is now on Dropbox</p> <p><b>The Wee Bus – Community Transport Grants</b> – FCC are now applying for a grant to ensure the continuation of the evening and weekend service.</p>	
Glascairn Community Project Update	<p><b>The Space</b> A grant from THC for the architectural design to building warrant has been approved. Awaiting confirmation of the grant from HIE.</p> <p><b>Café /Toilets/Volunteer base</b> Budget of £35k for the groundworks is in place. Deadline of March 2024 for spend. Zero-rating for VAT is being explored with a plan to submit a zero-rating VAT certificate to the contractor. Grant application submitted to DTAS Green Shoots for £4,900 for the shortfall for the water connections.</p> <p><b>EV Charge point</b> No further update</p> <p><b>Culbokie Green</b></p> <ul style="list-style-type: none"> <li>• Successful visits by HIE and CLS</li> <li>• Wildflower surveys by Culbokie Primary pupils</li> <li>• Autumn seeding complete and scything ongoing</li> <li>• Awaiting discussion with ROSPA re matting around the climbing logs.</li> <li>• Solar lighting adjusted, repairs to bench in hand.</li> </ul> <p><b>Culbokie Green – launch event</b> Sat 28<sup>th</sup> Oct 2023 3.30-6pm. Plans are ongoing and the publicity is ready.</p>	<p>Working group</p> <p>Subgroup</p>

Active Travel Project	£700k has been awarded to the project by Sustans. Highland Council is now leading the project and the contract for the work will be advertised for tender in the coming week.	
CCCC - update	The summer runs have been very successful and will continue to the end of October. A winter timetable is being planned.	
Fundraising	Food Festival – 23 <sup>rd</sup> Sept – A very successful and well attended event with lots of positive feedback. Profit from sponsorship and the event was £1800 approx.  2024 Calendar – is now ready and on sale from several local outlets, at the Community Markets and events until Christmas 2023.	
Sharing Shed	Thanks again to Culbokie Primary School, Fareshare and local gardeners this month for providing a wide range of fresh and non-perishable food items. Plus lots of books, toys etc from local donations.  250+ Facebook members.	
Culbokie Community Market	The September market seemed quiet but costs were covered and the café was busy. New Roadside signs have been ordered for the junctions on the A835. The cost of £56.11 was approved by the Board.	
Woods Group	Bat box checking took place on Sun 1 <sup>st</sup> Oct with a few local folk joining in. 12 boxes were checked and this will be repeated in the spring.	
History Group	No further update	
Village Clean and Tidy	The planters in the pump area are looking good and provide a welcoming sight for anyone passing by or arriving in the village at the Culbokie Inn junction.	Marilyn
BI Partnership	Two public meetings and a more focussed groups meeting reported on the progress of the Black Isle Plan. The discussion focussed on the benefits across the Black Isle. The next step is to draft the plan itself.	Alison
Finance/ Admin	<b>Finance report</b> - Jillian reported that the current bank balances at 01/10/23 are: £ 33,783.15 in the CCT current account and £199,139.53 in the deposit account.  Taking account of grants received in advance and other committed funds the available current account balance at 01/10/23 is £16,301.45.  <b>Unauthorised expenditure</b> – none  <b>Admin:</b> a. <b>Review of policies</b> The Board agreed to a review of the following policies: <ul style="list-style-type: none"> <li>• Environmental</li> </ul>	

	<ul style="list-style-type: none"> <li>• Age verification</li> <li>• Grievance</li> <li>• Conflict of Interest</li> </ul> <p>b. <b>AGM</b> A provisional date of Mon 26 Feb 2024 was agreed. A possible speaker will be approached.</p>	Marilyn/ Alison  Paul
Communications and Membership	<p><b>Membership report</b> – There were 3 new full members this month. Together with other changes, there are 286 full members, 11 junior members of CCT plus 62 associates, and 4 associate organisations.</p> <p>Total membership now 363</p> <p><b>Friends of CCT</b> – The information was distributed to all members and 3 Friends have signed up. Further promotion is in planning. The membership form will be amended to add further details re Friend of CCT and the information will be included on the website.</p> <p><b>CCT Board</b> – to ensure succession planning, the Board agreed to actively seek co-opted members and anyone whose skills will complement those of the current directors.</p> <p><b>Migration- Dropbox to MS 365</b> - A possible domain name was agreed and will be progressed.</p>	Alison  Alison  All  Paul/Seb
AOCB	<b>None</b>	
Dates of next Meetings	Mon 27 Nov- Angie's 7pm Tues 9 Jan 2024	