

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

**Monday 27<sup>th</sup> November 2023**

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

**Apologies:** Jillian MacKenzie, Mark Douglas

Item	Discussion	Action
Minutes of last meetings	02/10/23 Approved as a correct record. Proposed by Penny and seconded by Richard	
Matters Arising not on main agenda	<b>The Space</b> – the grant from HIE has been confirmed	
Glascairn Community Project Update	<p><b>The Space</b> A design brief has been sent to LDN. Awaiting an initial meeting. Deadline for spend is March 2024.</p> <p><b>Café /Toilets/Volunteer base</b> Bid from BG for the groundworks has been accepted. Work is expected to begin on 11<sup>th</sup> Dec. Some applications for the superstructure are ongoing. Seven letters of support have been received and these help support applications.</p> <p><b>EV Charge point</b> Work has started on site with completion expected by mid Dec. EV charger will be installed early in 2024. CCT Insurance has been amended to cover the parking bays. SWARCO has signed the lease agreement and are responsible for the EV charger and Feeder Pillar.</p> <p><b>Culbokie Green</b></p> <ul style="list-style-type: none"> <li>• Regular attendance of 6-10 volunteers</li> <li>• Grant funding has been approved for the pollinator bed.</li> <li>• A trainer will provide 1-day scythe course in 2024</li> <li>• H&amp;S climbing logs – matting is still to be completed.</li> </ul> <p><b>Culbokie Green – launch event</b> A successful, well attended event. All activities were popular –. Weather was good.</p>	Working group
Active Travel Project	<p>Highland Council have tendered for the work with two bids received at much higher costs than originally estimated. THC are looking at options to address the gap in funding while still retaining as much of the design as possible.</p> <p>Funding from ‘Places for Everyone Scheme’ could be</p>	

	enhanced from Travel Scotland Active Travel Transformation Fund. Long-term management of the 'Placemaking' areas is being explored.	
CCCC - update	Regular rides continue.	
Fundraising	<p>2024 Calendar – sales are going well.</p> <p>Tombola raised an additional £79.</p> <p>Christmas Cake draw will take place at the 16<sup>th</sup> Dec Market</p> <p><b>Meet the Author</b> – Sat 13<sup>th</sup> April- Ian Rankin interviewed by Neil Lancaster. Refreshments will be served.</p> <p><b>Food Festival 2024</b> – planned for Fri 23 Aug evening/Sat 24 Aug.</p> <p><b>Photo Comp</b> – for a variety of reasons there will not be a Competition in 2024.</p> <p><b>Terms of Reference</b> – the working group are seeking clarity about their role – fundraising/community. A draft will be prepared.</p>	
Sharing Shed	<p>Thanks again to Culbokie Primary School for their focused donations of toiletries this month. Their Community Pupil Group came to visit the shed and now promoting 'reduce, reuse and recycle' at the school. A letter of thanks and a certificate has been sent for all their support in 2023.</p> <p>Fareshare now provide excess food items only with suitable standard extension dates if needed. Basic food items are now funded from cash donations in the Shed although another grant application has been submitted to NHI.</p> <p>Food Hygiene – 4 volunteers have agreed to complete the level 2 course with funding from H&amp;I Climate Hub once application is confirmed.</p> <p>270+ Facebook members.</p>	
Culbokie Community Market	<p>Oct and Nov markets were busy with stalls and customers. The café was also busier than usual.</p> <p>Highland Hospice will run the café in Jan and March 2024.</p>	
Woods Group	No further update	
History Group	Following discussion the Board agreed that recent notable events such as the Opening of the Green/Hallowe'en event and the Food Festival should be recorded on the History site.	Alison
Village Clean and Tidy	No further update	
BI Partnership	The draft Black Isle Plan will be launched soon, triggering a consultation period.	Alison

<p>Finance/ Admin</p>	<p><b>Finance report</b> - Jillian reported that the current bank balances at 26/11/23 are: £44,731.42 in the CCT current account and £199,542.92 in the deposit account.</p> <p>Taking account of grants received in advance and other committed funds the available current account balance at 26/11/23 is £20,472.07</p> <p><b>Unauthorised expenditure</b> – none</p> <p><b>Admin:</b></p> <p>a. <b>Review of policies</b></p> <p>The following policies have been reviewed and amended:</p> <ul style="list-style-type: none"> <li>• Environmental</li> <li>• Age verification</li> <li>• Grievance</li> <li>• Conflict of Interest</li> </ul> <p>A draft H&amp;S policy and form were also agreed. Thanks to Aileen for her work on this. All updated policies are in the Governance folder on Dropbox</p> <p>In addition, the Privacy policy needs to be reviewed and a Social Media Policy will be required.</p> <p>b. <b>AGM</b></p> <p>Mon 26 Feb 2024 7pm at Culbokie Church Centre Speaker: Dennis Overton – 'Best Practice in Community Economic Development'</p> <ul style="list-style-type: none"> <li>• Poster to be prepared</li> <li>• Target advertising in addition to members</li> <li>• Report in progress</li> <li>• Paperwork in progress</li> </ul> <p>New Board members – discussed and some interest from those who have been approached.</p>	<p>Marilyn/ Alison</p> <p>Penny</p> <p>All Marilyn</p>
<p>Communications and Membership</p>	<p><b>Membership report</b> – There were 5 new full members and 1 associate member this month. Together with other changes, there are 291 full members, 11 junior members of CCT plus 63 associates, and 4 associate organisations.</p> <p>Total membership now 369</p> <p><b>Friends of CCT</b> –Further promotion in 2024.</p> <p><b>Migration- Dropbox to MS 365</b> - following discussion and difficulties setting up the accounts, together with concerns about access for some working group members and support to manage the new system, the Board agreed to continue to use Zoom and Dropbox at present. The new system will be progressed to see if it the issues and concerns can be resolved.</p>	<p>Alison</p> <p>Paul</p>

AOCB	<p><b>Christmas cards</b> – being prepared for volunteers</p> <p><b>Christmas Gathering</b> – Sat 16 Dec 5-6.30pm for volunteers, informal, bring your own drink and nibbles.</p>	Angie
Dates of next Meetings	<p>Tues 9 Jan 2024 – Marilyn’s 7pm Tues 13 Feb 2024</p> <p>NB Changed from Monday to allowed possible new Board members to attend prior to the AGM.</p>	