

Minute of the Board Meeting of Culbokie Community Trust on

Tuesday 18th March 2025 by teams

Present: Paul Wadge (chair), Mark Douglas, Penny Edwards, Richard Fyfe, Jillian MacKenzie, Marilyn Richards

Apologies: Alison Petch, Catherine Cottis

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 2025:</p> <p>Chairperson – Paul Wadge Vice Chairperson – Alison Petch Company secretary – Jillian Munro Treasurer – Jillian Munro</p> <p>Other roles are: Minute secretary – Marilyn Richards Membership secretary – Jo Dymock</p> <p>IT issues – Bob Neish Website coordinator – Julie Shortreed Social Media – Jodie McCrystal</p>	
Minutes of last meetings	<p>21/01/25 Approved as a correct record. Proposed by Penny and seconded by Richard</p>	
Matters Arising not on main agenda	None	
	<p>The Space 3 bids were received with Scotbuild being the most cost effective. SSEN application was unsuccessful but sources are being explored. A trading company will be needed to avoid compromising CCT's Charitable status.</p> <p>Toilets/Potting Shed A temporary occupation certificate has been issued valid until 1st May. A timer lock is still being explored, and some snagging to be sorted out, notices and a pay point. Waste contracts are ready to go. Cleaning arrangements are still to be finalised. A volunteer rota for daily checks has to be agreed. Community viewing is planned for Fri 4th April. Running costs for 2025-26 have been estimated and successful grant applications should cover costs in year 1.</p> <p>Culbokie Green</p> <ul style="list-style-type: none"> Remedial work around the climbing logs is complete 	<p>Penny/ Alison/ Lesley</p> <p>Richard</p>

	<ul style="list-style-type: none"> • Signs for the pollinator bed have been installed with a QR code to the plant details. • Areas that were infested with gorse are being prepared for reseeded in April • Shelter roof improvement scheduled for 30th March • Easter Egg hunt – Fri 18th April 1200-1400 – weather permitting. • Culbokie Primary School are interested in a Reading Place on the Green as part of their Gold Reading Scheme Award. Meeting planned. <p>Storage A buyer has been found for the Shipping Container.</p>	Penny
Active Travel Project	No further update	
CCCC - update	The monthly rides on 3 rd Sat each month to end at the Market have been well supported. The Summer programme will include a rides every 2 weeks.	
Fundraising	<p>Food and Drink Festival is booked for Sat 6th Sept 2025. 2 marquees have now been purchased with the grant from the Ward Discretionary Fund. A team of volunteers is being recruited. Stallholders are being approached with 20 confirmed so far.</p> <p>2026 Calendar – A simpler approach has been adopted this time. Up to 3 photos person may be submitted and 13 will be selected for the calendar.</p>	
Sharing Shed	<p>Although the Sharing Shed is going well, there have been a few minor 'vandalism' issues recently. These are being addressed. Donations continue to be steady and varied.</p> <p>300+ Facebook members.</p>	Marilyn
Culbokie Community Market	The March market was very busy both for stallholders and the café. A few new stallholders attended although a few more food stalls would be beneficial. After 11 years, the Chocolate Place is reducing the commitments and March was their last market in Culbokie. Debbie and Andrew were thanked for their support, particularly during Covid and given a card, letter and small gift.	
Woods Group	No further update.	
History Group	A selection of drone images of the Green is now available. The Group has had initial discussions with the Dingwall Museum who are planning a Roadshow to exhibit artifacts relevant to Culbokie. The presentation will have had a chance to be viewed on Sat 22 nd March at Findon Hall as part of the Village Hall week event.	
Village Clean and Tidy	All aspects are being maintained by volunteers.	

Finance/ Admin	<p>Finance report - Jillian reported that the current bank balances at 28/02/25 are: £28,909.18 in the CCT current account £193,259.02 in the deposit account.</p> <p>Building costs and grant payments are almost complete and a clearer picture of uncommitted funds will be available at the end of March.</p> <p>Agreed expenditure – The Board agreed to pay £16 for a ‘funders’ sign for the Toilet and Potting Shed building, and to pay THC £81 for the provision of standard waste bins.</p> <p>Unauthorised expenditure – None</p> <p>Admin: AGM – Mon 24th Feb 7pm The AGM went well with 20 members present and 8 proxy voters. There was some positive feedback from the presentation and a number of questions were answered.</p> <p>Policy – A Reserves Policy – was agreed, and will be finalised with CCT header etc</p> <p>The Risks Register – A register should be drawn up to include the Green and an entry in relation to vandalism.</p>	<p>Marilyn</p> <p>Paul</p>
Communications and Membership	<p>Membership report – There were 3 new full and 1 new associate member this month. Together with other changes, there are 311 full members, 11 junior members of CCT plus 81 associates, and 5 associate organisations.</p> <p>Total membership now 408</p> <p>Friends of CCT – One new Friend</p> <p>Social Media – Penny proposed that the Board consider opening an Instagram account as this platform is more suitable way to reach different and younger audiences. The Board agreed. A volunteer to manage the account will be approached.</p>	<p>Penny</p>
AOCB	None	
Dates of next Meetings	<p>Tues 29 April 2025</p> <p>Tues 3 June</p>	