

# Minute of the Board Meeting of Culbokie Community Trust on

**Tuesday 29<sup>th</sup> April 2025 by teams**

**Present:** Paul Wadge (chair), Penny Edwards, Richard Fyfe, Jillian MacKenzie, Alison Petch, Catherine Cottis, Marilyn Richards

**Apologies:** Mark Douglas

Item	Discussion	Action
Welcome	Catherine Cottis was welcomed as a new CCT Director.	
Minutes of last meetings	18/03/25 Approved as a correct record. Proposed by Penny and seconded by Paul	
Matters Arising not on main agenda	Risk Register – still to be updated  Instagram account has now been set up.	Paul
	<p><b>The Space</b> Working group is pursuing all avenues for funding. Possibility of design amendments to accommodate and anchor tenant. Support from HIE is also being followed up.</p> <p><b>Toilets/Potting Shed</b> Opening date still to be finalised due to a few outstanding snagging items. Cleaner has been found. Payment methods by Paypal/card have been set up, plus a cash box for donations. A sign has been drafted and will be printed asap. Temporary occupation certificate has been extended to 1<sup>st</sup> July. At present the toilets are open for specific events only. Community viewing in April went very well with about 30 visitors, plus 2 councillors, representatives from HIE and FCC. There was good coverage in the RJ, newsletter and social media. The Green Team have moved into the potting shed which provides improved conditions for volunteers and helps the management of equipment etc.</p> <p><b>Culbokie Green</b></p> <ul style="list-style-type: none"> <li>• Summer mowing and maintenance has started.</li> <li>• Reseeding of areas where gorse has been removed is complete.</li> <li>• Work on the Shelter roof has been completed</li> <li>• Some losses of plants in the pollinator bed. Grant applied for.</li> <li>• An application has been submitted to Parks4All for the cost of 3 events over a period of 6 months.</li> </ul>	<p>Penny/ Alison/ Lesley</p> <p>Penny</p>

	<ul style="list-style-type: none"> <li>Easter Egg hunt – Fri 18<sup>th</sup> April 1200-1400 – was a big success. 36 children plus adults attended. £56 was received in donations towards the event.</li> <li>The Beavers will be using the Green for 2 events over the next few weeks.</li> </ul>	
Active Travel Project	No further update	
CCCC - update	Regular rides continue.	
Fundraising	<p><b>Food and Drink Festival</b> is booked for Sat 6<sup>th</sup> Sept 2025. Ark Estates have agreed to sponsor the Festival. Margaret Harkins has agreed to lead on Social media.</p> <p><b>2026 Calendar</b> – BI Photo Competition – photos to be submitted by end June 2025. 13 will be selected for the wall calendar. The next planning meeting will focus on publicity.</p>	
Sharing Shed	<p>There have been no further incidents and summer hours will resume from May to September. Annual spring cleaning/painting will take place in mid-May.</p> <p>330+ Facebook members.</p>	Marilyn
Culbokie Community Market	The April market was not so busy with stallholders, but the café was very busy.	
Woods Group	No further update.	
History Group	<p>A story of the 'Village Centre' from the 1950s has been added.</p> <p>The Open Day in Findon Hall went well, with lots of interest. Dingwall Museum event now postponed until autumn.</p> <p>Photos of the viewing of the Toilets and Potting Shed have been added to the website.</p>	
Village Clean and Tidy	Catherine agreed to act as the Board link for the Dog Poo team. More volunteers for this task are needed. A request will be included in the newsletter.	Catherine
Finance/ Admin	<p><b>Finance report</b> - Jillian reported that the current bank balances at 31/03/25 are: £48,016.83 in the CCT current account £193,407.27 in the deposit account.</p> <p>Grant spends are being finalised. Approx £23,000 is available.</p> <p><b>Agreed expenditure – None</b></p> <p><b>Unauthorised expenditure</b> – The Board approved £150 for the Building Warrant amendment.</p> <p><b>Admin:</b></p> <p><b>Policy</b> – A Reserves Policy – is now in Dropbox and on the CCT website</p>	

	<b>Age Scotland membership</b> – The Board agreed to continue membership if possible	Catherine
Communications and Membership	<b>Membership report</b> – There were no new members this month. There are 311 full members, 11 junior members of CCT plus 81 associates, and 5 associate organisations. Total membership is 408  <b>Friends of CCT</b> – No new Friends	
AOCB	Noticeboard – the possibility of moving the Noticeboard back onto the Green was discussed. Storage for CCT equipment/gazebos etc was discussed.	
Dates of next Meetings	Tues 3 June Tues 8 July	