

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

**Monday 13<sup>th</sup> April 2026**

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

**Apologies:** None

| Item                               | Discussion  | Action |
|------------------------------------|---|--------|
| Minutes of last meetings           | 24/02/26 Approved as a correct record.<br>Proposed by Alison and seconded by Mark   |        |
| Matters Arising not on main agenda | None  |        |
| Glascairn Community Project        | <p><b>Toilets/Potting Shed</b></p> <ul style="list-style-type: none"> <li>• Part of the running costs for 2025-26 has been secured with approx. £2,500 still to be found.</li> <li>• THC Comfort Scheme has been increased to £300/month.</li> <li>• Applications are being made to WDF and Port of Cromarty Firth.</li> <li>• The final payment has been made to Simpson's as all issues have been resolved.</li> </ul> <p><b>The Space</b></p> <ul style="list-style-type: none"> <li>• The RCGF Stage 2 application was successful with £500,000 awarded to wards the building. A solicitor will be appointed to confirm the contract and set up a standard security for the building. 3 bidders will be invited to refresh their tenders.</li> <li>• The Board agreed to an allocation of £30,000 of CCT reserves to the project.</li> <li>• Other applications have been made as required by HIE.</li> <li>• DTAS Strengthening Communities Programme grant application was successful and is conditional on completing the funding package.</li> <li>• Work on the job description and the HR systems needed to employ a Business Development Officer has begun.</li> <li>• The Board agreed to fund a 2-day DTAS course in Facilities Management at a cost of £54.88</li> </ul> <p><b>Car Park</b></p> <ul style="list-style-type: none"> <li>• CiMCT are using the carpark for the School Bus.</li> <li>• Culbokie Inn will direct customers to the car park at busy times to help avoid irresponsible parking in the area near the Inn.</li> </ul> |        |

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|                           | <p><b>Culbokie Green</b></p> <ul style="list-style-type: none"> <li>• The school bug hotel is complete. CCT attended a CPS presentation about their work on pollinators for their John Muir award.</li> <li>• Sowing wildflowers has been completed Some plants are being split and more added in the pollinator bed.</li> <li>• A small bed is being planted up at the entrance to the car park</li> <li>• Weeding and mowing is now ongoing</li> </ul> <p><b>Events on the Green</b></p> <ul style="list-style-type: none"> <li>• Games on the Green – will be led by Catherine and Mike. Early August date proposed.</li> <li>• Halloween – Sat 24<sup>th</sup> Oct. Penny will lead.</li> <li>• Christmas – no details yet</li> <li>• Application will be made to Parks4Life to fund around 85% of the costs. Donations will also be requested.</li> </ul> <p><b>Ducting for electric cable</b></p> <p>The Board agreed that the now redundant ducting which was installed before the Glencairn development began and was used to run a cable for the Christmas Tree should be cut off as any lighting etc can now be run from the Shelter or Potting Shed areas.</p> |  |
| Active Travel Project     | Construction continues with completion expected in early May. There is a proposed launch with Culbokie Primary School involvement on 15th May about 2pm. Plans have still to be finalised.  |  |
| CCCC                      | The summer programme is being advertised to encourage new members with posters displayed locally and on social media.   |  |
| Fundraising               | 1st July – proposal for a pub quiz in partnership with Culbokie Inn. Max 60 – teams of 4 - £20 plus a raffle.<br><br>28 <sup>th</sup> August – Meet the author – Shona MacLean – promoting her new book ‘The Cromarty Library Circle’   |  |
| Sharing Shed              | Ward Discretionary Fund grant was successful. A shed for storage has been ordered for delivery in early June. A meeting with all the volunteers was very positive. A rota for receiving deliveries from Fareshare and dealing with excess items will be drawn up once the storage shed is ready.  |  |
| Culbokie Community Market | The March market and café were quite well supported.<br><br>There will be a plant sale in May.  |  |
| History Group             | Following the publication of the story of how Bartholomew maps treated the recording of proposed railways there has been useful feedback including a newspaper article of our Line.   |  |

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|                               | <p>Active Travel<br/>The development of the Active Travel Route is being recorded. Images are divided between <i>north, centre (Tinker's Burn to Shop) and south.</i></p>   |       |
| Village Clean and Tidy        | The P4/5 class at CPS had a stall at the March Community Market. There were well prepared and were well supported by the community. The work on posters and dog poo bag dispensers is ongoing, with a plan to erect posters and dispensers in key locations during the summer term.   |       |
| Finance/ Admin                | <p><b>Finance report</b> - Jillian reported that the current bank balances at 31/03/26 are: £17,246.17 in the CCT current account £214,980.29 in the deposit account.<br/>The final payment for the toilets and potting shed has now been made.</p> <p><b>Agreed expenditure</b> – None</p> <p><b>Unauthorised expenditure</b> – None</p> <p><b>Admin:</b><br/>None</p>   |       |
| Communications and Membership | <p><b>Dropbox and e-mail</b><br/>For security purposes the Board agreed that the passwords for Dropbox and e-mail should be changed.</p> <p><b>Membership report</b> – There were 3 new full members and 1 associate members this month. Together with other changes, there are now 323 full members, 9 junior members of CCT plus 91 associates, and 6 associate organisations.<br/>Total membership is 429</p> <p><b>Friends of CCT</b> – No new Friends.</p> | Penny |
| AOCB                          | None  |       |
| Dates of next Meetings        | <p>Mon 18<sup>th</sup> May<br/>Mon 6<sup>th</sup> July</p>  |       |