



**ANNUAL GENERAL MEETING  
COLLIESTON & SLAINS COMMUNITY TRUST  
31 MARCH 2006  
MINUTES**

Apologies: Elizabeth Hay, Sally Sheehan, Alan White, Shirley Beattie, Sheila Ritchie,  
Lesley Silcock

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Steve Rainey, CASCT Chairman welcomed everyone to the inaugural AGM.

**Presentation of Directors' Report**

Steve Rainey presented the above report. He explained CASCT was a Company Limited by Guarantee, incorporated on 14 February 2005 with Company Number SC279911. It was formed to fulfil the following objectives:-

- To manage the process of building a new Community Centre
- To be the foundation of a sustainable social enterprise that can fund the requirements of constituted organisations within our community
- Keeping the heart in our community

Highlights since incorporation are as follows:-

- Fundraising - approximately £21000 raised
- CASCT Website created
- Public Meeting - 28 October 2005
  - Alternative green field site or existing site
  - Announced handover to new Chairperson
- Architects Brief
- Selection of Local Judges - 6 January 2006
- Energy Information Night - 21 February 2006
- Annual Return submitted to Companies House - 13 March 2006
- Business Plan Workshop - 18 March 2006
- Transfer of Ownership approved - 21 March 2006
- Inaugural Annual General Meeting - 31 March 2006

Future milestones are -

- Confirm charitable status - imminent
- Establish Work Groups
- Finalise and publish Architectural Brief - 14 April 2006
- Write up Business Plan Workshop - 21 April 2006
- Launch Architectural Competition - 15 May 2006
- Reach agreement with Slains Estate on additional land - 30 June 2006
- Publish a Working Business Plan - 30 September 2006
- Build relations with major funders

Steve explained we had come a long way on our journey, but still had a long way to go, however momentum is building. He thanked all his fellow CASCT Committee Members for all their hard work and input.

### **Presentation of Annual Accounts**

Susan Somner, CASCT Treasurer presented the annual accounts for the year beginning 14<sup>th</sup> February 2005 to 28<sup>th</sup> February 2006. Steven J.C Esson, Chartered Accountant, has audited the accounts and his report was distributed to the meeting. The accounts must be lodged with Companies House by 14 December 2006. The accounts were in two parts due to the change of Committee from 4Cs to CASCT as follows -

#### **4Cs**

Opening balance -	<b>£575.08</b>
Balance to CASCT 10 June 2005 -	<b>£6725.92</b>
Account closed	

#### **CASCT**

Opening balance 10 June 2005 -	<b>£6725.92</b>
Closing balance 28 February 2006 -	<b>£19,165.30</b>

The following control mechanisms exist:

- Dual signatories
- All withdrawals over £200 require an additional signature
- No blank cheques signed

The accounts were approved (Andrew Hill proposed, Roger Berl seconded).

Susan highlighted the excellent work the Fundraising Sub-Committee had done and thanked the community on behalf of the Committee for all their various contributions.

Steve Rainey explained that as we had not been trading we did not have to pay corporation tax. He also reported that the architectural competition will cost about £6000 plus expenses and we expect to require about £8000 to run the competition.

## **Memorandum & Articles of Association**

Steve explained that there were some amendments to the above that will be proposed by special resolution next year. These will ensure that the M&A better reflect our main aim of establishing a sustainable social enterprise and will enhance democracy and accountability of the CASCT Committee to its members.

### ***Clause 3 - Memorandum of Association***

The objects of the Company shall be to promote the benefit of the inhabitants of Collieston and its environs without distinction of sex, sexuality, political, religious or other opinions by associating the local statutory authorities, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, or assist in the provision of facilities, in the interests of social welfare for recreation and other leisure-time occupations so that their conditions of life may be improved. In furtherance thereof, but not otherwise, the Company shall seek to establish, maintain and manage a village hall for use by the members of the public.

Propose change to wording that better reflects establishing sustainable social enterprise

Article 5 "... an extraordinary meeting shall be called ... by a majority in number of members having a right to attend and vote, being a majority together holding not less than 95% of the total voting rights at the meeting of all the members. "

Propose changing to 60% of members - the same percentage of members that voted in the public ballot to demolish/rebuild rather than extend/refurbish or do nothing.

Article 26 "The number of Directors shall be not less than 3 (unless otherwise determined by ordinary resolution) and not more than 15."

Propose changing to 2-8

## **Appointment of Directors**

The three current Directors of CASCT stood down but were put forward again for re-election -

- Steve Rainey
- Vicky McNiff
- Shirley Beattie

Two additional nominations for directorship were also received -

- Peter Somner
- Alan White

It was resolved to reappoint the original 3 and appoint 2 new directors as above (proposed by Trish Robinson and seconded by John Robertson).

As no questions on the meeting thus far were forthcoming, Steve Rainey stated the formal business of the AGM was concluded. After a short break for refreshments, the informal part of the AGM resumed with updates on the architectural competition and Business Plan Workshop.

## **Architectural Competition**

Vicky McNiff gave a presentation on this. She explained the key objectives were financial self-sufficiency; multi-functionality and flexibility and environmental sensitivity.

Requirements of the new centre stated in the brief are -

- Communal space for up to 200 people
- Catering kitchen/bar
- Retail/café/gallery
- Self catering accommodation
- Playgroup facility
- Meeting room
- Storage
- Outdoor space

Vicky explained that the brief would go out to ~15 selected architects, from which five will be chosen. The designs for these five will be displayed in the hall in due course. There will be a judging panel comprising Charles Rattray of The Scott Sutherland School of Architecture, RGU (Chairperson), three highly respected architects and 3 local judges representing the community (Jack Page, Niki Tait and Craig Leuchars). The panel will choose the two best designs and there will then be a community ballot to select the winning design.

## **Questions & Answers**

Q. Will local architects get a chance to compete?

A. Steve Rainey explained that anyone could still be considered for inclusion in the list, but that we had taken professional advice and would continue to be guided by our consultant. He also explained that when choosing between the final two designs we would have a very limited opportunity to change the essence of the design.

Q. Will the current building still be in place next spring?

A. Yes

## **Business Plan Workshop**

Steve Rainey gave a presentation on this topic. The aim of the workshop was -

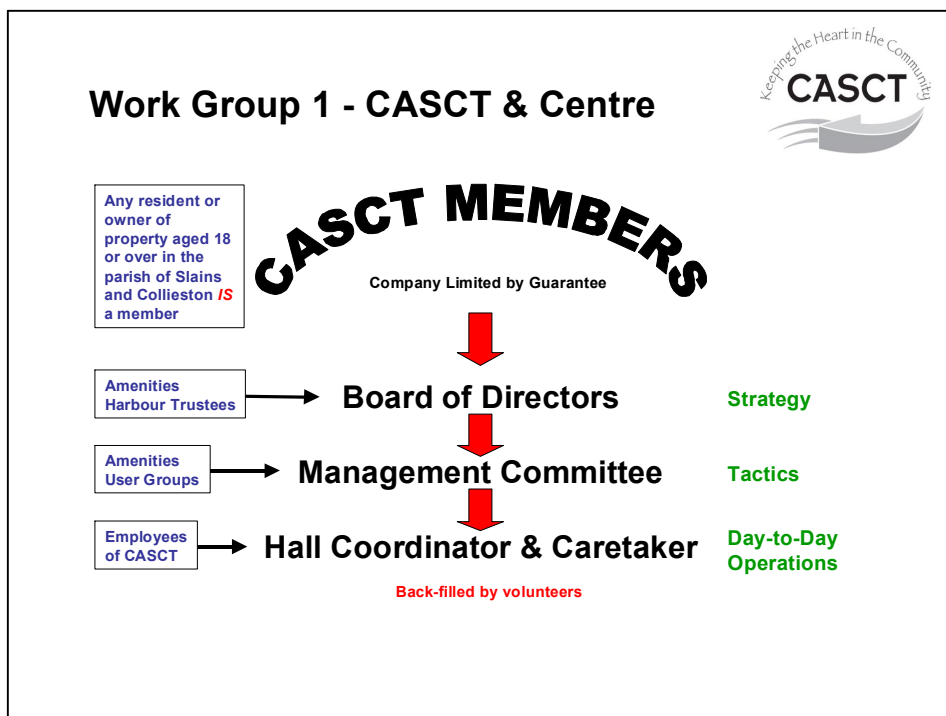
- To challenge the components of CASCT's draft Business Plan
- To enable the preparation of a properly informed, robust business plan that will survive intense professional scrutiny by funders
- To facilitate community buy-in to the plan

The workshop was attended by approximately 40 people from CASCT, Amenities Committee, potential users, local and external advisors and 2 Facilitators/Experts from the University of Strathclyde Conservation & Development in Sparsely Populated Areas (CADISPA). He explained the structure of the workshop was an introduction followed by two sessions each with 4 work groups. In the afternoon there was a feedback and discussion session.

Core income generators were seen to be rented accommodation; meeting room rentals; functions; Gallery; Post Office and Retail outlet. External users were seen to be vital as local community groups will pay significantly discounted rates.

The four workgroups reported back as follows -

### Workgroup 1 - CASCT and Centre



### Workgroup 2 - Power and Energy Generation

It is feasible to design for zero net energy cost (except for cooking gas). The capital costs are low relative to the overall project and Scottish Executive *renewable energy* and other grants may be available.

Ground or air source heat pumps powered by a small wind turbine is the most likely means of meeting heating, hot water and lighting requirements. Need facts and figures to progress.

### Workgroup 3 - Accommodation

**Two 2-bedroom flats** (each sleeping 6)

**Possible users**

- Private Sector (Offshore Europe, holiday lets, functions),
- Local Authority/Voluntary Sector (Day Care, Special Needs groups, Accommodation for Respite, Schools)

Active marketing required to build demand; caretaker essential; local community must take priority over external users.

## **Workgroup 4 - Visitor Experience**

The following were seen as essentials -

Post Office/shop; Gallery; Information Point; Collieston Heritage visual interactive exhibition; Café/Bistro for locals and visitors, but needs management, catering and volunteers; Professional Kitchen that external caterers can use to service various functions.

## **Feedback from CADISPA**

The two experts from CADISPA provided feedback re financial needs, fundraising strategy and internal readiness.

## **Workshop Outcomes**

The following were agreed -

- Core income generators
- Zero energy cost was feasible
- Basic structure of umbrella organisation
- Turnover of approximately £40000 per annum with a surplus of approximately £8000 should be possible, but more work required to confirm this
- The workshop had built enthusiasm, trust and buy-in

## **Questions & Answers**

Q. Who are the CASCT members?

A. Steve Rainey explained that any person who is a resident or property owner in Collieston and Slains Parish and over 18 years of age is automatically a member of CASCT.

Q. Have we got our MPs onboard?

A. We have invited our local councillor to each of our meetings. He put a very strong case before the Aberdeenshire Council Area Committee on transfer of ownership. We will be contacting other officials in the future.

Steve Rainey made an appeal for help on the workgroups and thanked everyone for giving ~~of~~ their time to come along to the inaugural AGM of CASCT.