

**COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF COMMITTEE MEETING
15 March 2010**



Present: Directors: Peter Somner, Vicky McNiff, Mike Earlam.
Committee Members: Trish Robinson, Susan Somner, Fiona Chaplain, John Allan
Observers: Roger Berl,

Apologies: Ian Bell, Elizabeth Hay, Craig Leuchars,

Chair: Peter Somner

1. Discussion & Approval of the Minutes of 15 February 2010

Minutes of 15 February 2010 were proposed by Mike Earlam, seconded by Trish Robinson and approved by the committee.

2. Action Log

	Description	Who	Status	Date Closed
19/10/09	Update the CASCT profile on the CADISPA website 15/03/10 Peter will talk to Alan about getting this done	AWH	Open	
18/01/10	Notification and supporting paperwork requires to be completed for the appointment of Mike Earlam as director and Peter Somner as Chair, Sheila Ritchie to be contacted to make appropriate arrangements.	SRA	Open	Closed 15/03/10
18/01/10	In order to manage the cashflow due to the ward payment schedule we will need to have a suitable facility in place, banks to be approached to establish what is required. Update 15/02/10 The possibility of a Social Investment loan to be examined. 15/03/10 Vicky to pass details to Mike.	PSO	Open	
18/01/10	Posting of the AGM and October minutes of meetings to be posted onto the website Update 15/02/10: The October minutes have been posted on the Web but not the AGM minutes. 15/03/10 November minutes have been posted on the web. Vicky to check on the AGM minutes.	SSO	Open	
18/01/10	A review and update of the website is required so that it reflects the current plans and activities, Craig and Susan volunteered to do this. 15/03/10 Craig to do the review – Susan to do the updating	CLE SSO	Open	
18/01/10	Contact Aberdeenshire Council for the transfer of ownership of the hall and also ask for clarification of the council tax position for the new facility.	PSO	Open	
15/02/10	Contact Forvie Nature Reserve to enquire into the possibility of the village using the Stevenson Centre as a meeting place whilst the new hall is being built and the old hall being converted into a respite facility. 15/05/10 Peter to contact Elizabeth about this enquiry.	EHA	Open	
15/02/10	A summary of the next Rivie Review to be prepared. Peter has written this. He will contact Jack.	AWH	Open	

15/03/10	Vicky to get a receipt for Allathan Associates and claim half back from Rural Priorities	VMC		
15/03/10	Mike to prepare an application for funds from the Robertson Trust	MEA		
15/03/10	Peter to liaise with Andrew Cooper to ensure that there is no conflict of interest with other village projects when applying for funding from sources other than the lottery.	PSO		

3. Treasurer's Report

Balance at 15 March 2010 £3035.84

4. Work Group Reports

4.1 Architectural Work Group

No report

4.2 Business Plan Work Group

Business plan workgroup update

Pete Somner reported as follows with regards to the activities of the business Plan Workgroup:

1. Big Lottery – a detailed telephone interview was undertaken with our grant officer and the following is a summary of the areas discussed and queried and have been subsequently answered:

Cautionary note is that they are over subscribed for the funds that are available and therefore it is very competitive. Reading into this we will be assessed on 'bang for buck', in other words how many people will benefit from the funding.

- a. A history of the project was requested and given, my feeling, was just to get the flavour of it and it was obvious from the questions raised that the application had been looked into in detail.
- b. Key focus of the discussion was on the needs and how they had been researched.
- c. With regards to respite care did we have anything more concrete and I said no at this stage as nothing was there for user and partners to see, she agreed it was a bit of chicken and egg question.
- d. Outcomes were noted to be very good and were not discussed
- e. Queried the timing of the transfer of the building into our ownership and I said it was a line in the sand which was as late as possible in order to keep the liability away from the Trust, but that bringing it into our ownership earlier was not a problem
- f. The number of direct beneficiaries was discussed in detail and for example people getting respite care were not seen as a direct beneficiary, I struggled with this and hopefully will get a better explanation on this front in her e-mail? This is an area that we need to revisit as the 500 people in the community could be direct beneficiaries and some of the external persons; we need the direct beneficiaries to be people who have a change to their lives such as learning, skills etc.
- g. More information on the how the lets information has been built up
- h. Monitoring of the facility will continue for 80 years and during the duration of the project is when we will get the detailed follow up on delivering our outcomes. The later years will be more a confirmation that the facility is still going.
- i. An up to date list of directors and committee members was requested
- j. We need to provide an update on the SRDP funding
- k. The professional fees being at 18% was queried as they normally expect to see between 13% to 15% fees, is there a good reason for this. I explained that they were in line with RIAS guidelines. We have been asked to challenge them and provide an explanation
- l. We are requested to provide a year on year summary of income and expenditure on each stream of business i.e. Lets, café, exhibitions, etc.
- m. I had requested some idea of what 'lead in funding' they could provide and typically they will release 5% of the capital cost up front to assist with the cash flow. Gillian also thought (to be confirmed) that they will pay against progress certificates thus allowing us to get the money from them to pay the bill (the BL portion anyway) on a monthly or quarterly basis

We should here sometime in April with regards to the Big Lottery application.

2. SRDP

This has been challenged in the area of us being in affect a business and this may well be at odds with other business that is the in the area or may well be established in the area in the future. The downside of this challenge is that we could be held to a maximum grant of 500,000 Euros, we are challenging this and we are in discussion with numerous bodies on this matter:-

- Alex Salmond
- Scottish parliament
- CADISPA
- Cllr Merson

The other downside is that we will have to resubmit based on this restricted funding basis.

The payment terms that SRDP have as well is a challenge as we have to make the payment first and then claim the money from them which can take up to 4 months, so we have had to build charges into our plan of approx. £30,000 to cover this.

3. Other Grants

In order to be prepared for the restricted funding and also the difficulty that SRDP would present to us we need to pursue alternate funding from other bodies. In support of this Mike Earlam had been in touch with the Robertson Trust in order to get a view on what they may fund. Pete to issue to all committee members a list of funders to approach in order to start the process of seeding the other funders in the short term.

Vicky reported on a meeting which she had had with the playgroup mothers where they exchanged views on how the group would continue in the new hall. Vicky also explained why there would be a need for the group to find alternative accommodation for a period during the construction of the new hall.

4.3 Communications Distribution Group

Preparation and distribution of a new Rivie Review to go ahead.

5. AOB

Mike reported on research he had done on the possibility of the Robertson Trust providing some of the balance of funds needed in addition to any lottery grant. Following a discussion on the possibility of obtaining funding from this source Mike was asked to prepare an application document for this fund.

Peter proposed that a contingency list be prepared of all known organisations that might be a source of additional funds and the names on the list shared amongst committee members who would be responsible for researching the conditions under which these organisations made grants to groups such as CASCT. Peter said that he would contact Andrew Cooper to ensure that other Collieston and Slains projects were not chasing the same sources for funding.

The committee is still awaiting details of the engineers report regarding the work that needs to be done at the rear of Mrs Dewar's house.

6. Date of Next Meeting

19:30 on Monday 19th April in the Hall.

Minutes compiled by: John Allan