

**COLLIESTON & SLAINS COMMUNITY TRUST**  
**MINUTES OF COMMITTEE and DIRECTORS MEETING**  
**15<sup>th</sup> June 2009**



Present: Directors: Steve Rainey, Peter Somner, Vicky McNiff, Alan White  
 Committee Members: Fiona Chaplain, Susan Somner, Elizabeth Hay

Apologies: Craig Leuchars, John Allan, Trish Robinson

Chair: Steve Rainey

**1. Discussion & Approval of the minutes of 18<sup>th</sup> May 2009**

Minutes for this meeting had not yet been distributed to the committee so approval will be done by email.

**2. Action Log**

<b>Date Raised</b>	<b>Description</b>	<b>Who</b>	<b>Status</b>	<b>Date Closed</b>
17/11/08	Forward contact details on an arts contact. Update 17/11/08: NT contacted David Atherton – he is happy to meet with us. Also, provided contact re touring performing arts. Update 19-1-09: AW will follow up with D Atherton in due course. Update 16/02/09: Alan White has met with David Atherton and had encouraging feedback, a letter of support will be forthcoming which will help to strengthen our proposal. Update 16/03/09: Letter of support requested again but not yet received Update 20/04/09: Alan will chase up David Atherton. Update 18/5/09: Alan has sent another email (14/05/09) chasing DA for letter, and is still waiting for a reply. Update 15/06/09: SR emailed and called DA again, and an excellent letter of support dated 01/06/09 was received.	NT/       AW	Closed	01/06/09
16/1/09	PS is to prepare a cash flow forecast. Update 20/4/09: a spreadsheet model has been built but not yet populated; work continues. Update 18/05/09: work continues on this. Update 15/06/09: financial spreadsheet model was completed and uploaded to the website, along with the Business Plan, Options Appraisal and Check List 3 material on 14/06/09.	PS	Closed	14/06/09
16/03/09	Contact Boyd Henderson, Community Energy Scotland re CASCT preference to install oil-fired boiler as main energy source. Update 18/05/09: SR talked to BH 01/05/09 and was referred to Alan Beedie of Energy Saving Scotland. Talked to AB on 15/05/09. Whilst he understands our view, AB is disappointed about the level of renewables being fitted. Will support grants for solar when the time is right.	SR	Closed	15/05/09
18/05/09	Need to get a business reference number for SRDP Update 15/06/09: Peter is chasing SRDP.	BP members	Open	
18/05/09	Get letter of support from Care Managers in Aberdeenshire and Aberdeen City Councils Update 15/06/09: SR met with Care Managers in Ellon again on 29/05/09. Their considered advice is for CASCT to provide respite accommodation AND care. They are not able to provide letters of support, referring us on to those that might have authority to do so. SR has subsequently obtained letters of support for the project from	SR	Closed	09/06/09

	Aberdeenshire Council's Strategic Development Manager Community Care, Housing and Social Work (26/05/09) and Aberdeen City Council's Head of Service, Commissioning Health and Social Wellbeing (9/06/09)			
18/05/09	The owner /occupier list needs to be updated for Slains	JA, EH	Open	
18/05/09	The Rivie needs to be treated for ragwort. SR had taken advice from AH and SNH. Committee agreed that we couldn't afford to pay for someone to do this, so we will order Barrier H from the internet (~£40 +P&P) and spray ourselves. AH will stake some plants and EH will accompany sprayers to help with identification. Update 15/06/09: Barrier H has been purchased. JA and Patrick Rainey will treat the ragwort in the next few days.	SS, JA, EH	Closed	15/06/09
18/05/09	Draft letter to resign from DTAS	SR	Open	
15/06/09	Contact John Laing at Ritson Smith to discuss queries about our Accounts for the year ending 28 February 2009.	PS	Closed	25/06/09
15/06/09	Draft a document to outline the process to be used at the CASCT Ballot Count on Thursday 25 June	VMcN	Closed	25/06/09
15/06/09	Approach selected individuals to ask if they would be interested in becoming CASCT Directors.	SR	Open	
15/06/09	Revise the text in the Achievements and Performance section of the Accounts	AW	Closed	22/06/09
15/06/09	Develop draft AGM slide pack based on last year's (3 <sup>rd</sup> AGM) pack	PS/SR	Closed	26/06/09
15/06/09	Secure Rachel Hitchcock's agreement to act as a CC counter at the CASCT Ballot Count.	SR	Closed	23/06/09
15/06/09	Contact Keith Newton in Aberdeenshire Council to seek independent advice about the actions of the Community Council.	SR	Closed	18/06/09
15/06/09	Contact Nicola Twine to determine whether she wishes to renew her participation on the committee as our link with Aberdeenshire Council.	SR	Open	

### 3. Treasurer's Report

Susan Somner presented the following report. The balance in the account as of 4 June (last bank statement) was -£8696.61 (Overdrawn). The corresponding bank statement was inspected by members of the committee. The current balance in the account as of 13 June is -£9177.61 (Overdrawn) leaving funds available before exceeding the overdraft limit of £10,000 of just £822.39. All outstanding Reich and Hall invoices amounting to £18,932.84 have been paid. The final LEADER claim of £10,104.88 is to be submitted just as soon as we have all of the receipted invoices back from Reich and Hall. This will repay our overdraft and leave our account in credit. The insurance premium for the Rivie of £367.50 has been paid; we succeeded in negotiating the same rate as last year.

BP has declined to be a corporate sponsor of the 2010 Calendar, but have agreed to make a small donation of £300 to the project.

Peter presented a Cash Flow Overview for the remainder of 2009, which will be useful for budgeting.

The CASCT accounts for the year ending 28 February 2009 have been prepared by Ritson Smith and were available for review by the committee. PS will discuss a number of queries with John Laing at Ritson Smith before the AGM. AW will revise the text of the Achievements and Performance section of the Accounts to better reflect our activities during the financial year.

## **4. Work Group Reports**

### **4.1 Architectural Work Group**

Check List 3 material has been loaded to the website under the tag "CASCT Centre Designs". It was noted that the Cash Flow Forecast needed to be updated to reflect the actual timing when funding was expected to be in place and to align with the phasing used in the financial model in the Business Plan.

### **4.2 Business Plan Work Group**

A completed draft of the Business Plan was uploaded to the website on 14/06/09, along with a document explaining the assumptions underlying the minimum or worst case scenario in the Business Plan and another document providing some context about our project and Big Lottery funding.

### **4.3 Communications Distribution Group**

Only a handful of people took the opportunity to attend the "Cuppa with CASCT" on Saturday morning (13/06/09).

## **5. Fundraising**

- It was agreed that the Race Night should be postponed as it was felt that its timing may not be appropriate as it would mean CASCT events on 3 consecutive nights.
- Strawberry Teas were confirmed as the next CASCT fundraiser on Sunday 12 July, 2-4.30 pm.
- A Pampered Chef event is planned for 4 September.
- Sue is completing market research on which 20 cards to select for printing. The cards are expected to be available for sale before Gala Day. EH will run a stall on Gala Day itself.
- Ceilidh featuring Danse Macabre has already been booked in the Victoria Hall in Ellon for 20 November.

## **6. Director Resignation**

The Chair read out a letter of resignation from Shirley Beattie to the committee. The Directors agreed to accept Shirley's resignation with regret. The committee discussed potential candidates to replace Shirley. It was agreed that if CASCT won the ballot, then the Chair would approach the candidates to ask whether they would be interested in becoming directors.

## **7. Ballot Count Process**

The committee discussed in detail the process to be used on the night of the count. It was agreed that this should be documented and available for people to read at the CASCT Ballot Count. Also the Committee agreed that it would be important to have the chair of the Community Council act as one of the counters.

## **8. Community Council**

Several issues were discussed concerning communication with the Community Council and the community during the Ballot Process.

- A community councillor had sent an email to the Independent Returning Officer complaining about the ballot process. The email implied that it was endorsed by the Community Council, when in fact, it was not.
- The Community Council did not accept an invitation to meet CASCT to discuss the content of the CC's flyer about the CASCT project before distributing it to the whole community.
- This was unfortunate because the CASCT committee felt that the information in the CC flyer was potentially misleading and may therefore compromise the ballot result.
- The committee agreed to do nothing publicly and to abide by the result of the ballot, whatever the outcome.

- The committee also supported documenting our concerns in a letter to the Formartine Area Manager, Aberdeenshire Council.
- The committee believes that better communication on both sides is essential to avoid such issues in the future.

## **9. AGM**

The committee discussed the agenda for the upcoming AGM on 26 June. Ideas for the content of the Director's Report were captured.

## **10. AOB**

It was noted that Nicola Twine had not attended any meetings this year, probably because of maternity leave. It was agreed that the Chair would call Nicola to determine whether she wished to renew her participation or whether she would be happy for us to contact Aberdeenshire Council to request an alternative liaison person.

### **Date of Next Meeting**

19:30 on Monday 13th July 2009 in the Hall.

Minutes compiled by: Steve Rainey