

**COLLIESTON & SLAINS COMMUNITY TRUST**  
**MINUTES OF MEETING**  
**16 February 2009**



Present: John Allan, Fiona Chaplain, Craig Leuchars, Trish Robinson, Susan Somner, Peter Somner.  
 Community Council Observers: Roger Berl, George Jamieson.

Apologies: Steve Rainey, Vicky McNiff, Alan White, Elizabeth Hay, Debra Storr,

Chair: Peter Somner

**1. Discussion / Approval of the minutes of 19 January 2009.**

No amendments to be made.

Proposed by: Fiona Chaplain  
 Seconded by: John Allan

Approved by the Committee.

**2. Action Log**

<b>Date Raised</b>	<b>Description</b>	<b>Who</b>	<b>Status</b>	<b>Date Closed</b>
17/11/08	Feed the proposed fee breakdown to Vicky Thompson at LEADER including the actual planning application fee which can be included as matched funding. VM to ask if LEADER would match the 50% discount / gift in kind from Aberdeenshire Council. Update 17/11/08: Vicky Thompson may require us to give her some evidence before releasing matched funding. We have invoices for £22000 so we do need this money released from our funders. Update 16/02/09: first invoice submitted and payment due in next few weeks	VM	Open	
17/11/08	Investigate respite care demand. Update 17/11/08: NT has put some feelers out Update 16/02/09: Pete Somner to make contact with Sally again with regards to care in the community	PS	Open	
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 a very encouraging feedback, letters of support will be forthcoming and also the feedback will help to strength our proposal.	NT/AW	Open	
17/11/08	Lead further development of the drafted outcomes document. Update 17/11/08: SR reported some progress made but still a long way to go. Update 19-1-09: Some progress made, especially following meeting with HIE Project Officer, Andrew Bauer, but more to do to finalise outcomes and	SR	Open	

	evidence of need. Update 16/02/09: Further work has been undertaken on the Outcomes and further evidence gathering is required in order to quantify the numbers affected.			
19/01/09	Ask R&H to split 2 <sup>nd</sup> and 3rd invoices	CL	Closed	
19/01/09	Directors to pursue loan facility with the bank. 16/02/09: This has been done and Peter Somner has opted to be a guarantor and SR/AW/VM have also indicated their support for this approach. Application is being made.	PS/AW/SR	Open	
19/01/09	Draft an information note to support a request to the community council for a loan. Formal written request and supporting information provided to CC in time for meeting on 11/2/09. The CC decided not to support our request due to other commitments.	PS/VMcN	Closed	16/2/09
19/01/09	Request Harbour Trustees account details from Cllr. Davidson and send cheque returning funds held for pier. Update 16/2/09: Email sent to Cllr. Davidson on 31/1/09; still waiting for a response	SR/SS	Open	
16/1/09	Communication from Cllr Debra Storr suggesting that CASCT might be able to apply to the Area Top Up Budget for a loan. This would need to be done very quickly. Keith Newton to be contacted as well as the other councillors. Update 16/02/09: When contacted by AC, KN confirmed that no funds were available.	PS	Closed	13/02/09
16/1/09	PS is to prepare a cash flow forecast.	PS	Open	
16/1/09	Blether due out next week. CASCT update to be sent to Rachel Hitchcock.	AW	Open	

### 3. Treasurer's Report

As of 29/01/09 we have £10,388.16 in the account, of which £4,113.75 is being held for the pier. The balance on the bank statement was verified by the Committee.

<b>CASCT financial summary as at 16 February 2009</b>				
<b>Commitments</b>				
Funds held for pier		4113.75	Balance in bank 29/01/2009	10388.16
Outstanding cheques				
	217 McLeman QS Network	460.00	less commitments	9161.60
	218 McLeman QS Network	2959.35		
	219 RSK Group (Bat survey)	678.50		
	Ritson Smith (estimate)	950.00		
<b>Total</b>		<b>9161.60</b>	<b>Unrestricted funds 16 Feb 2009</b>	<b>1226.56</b>

As the Community Council are unable to assist us by giving us a short term loan, then some of the directors are prepared to guarantee an overdraft with the bank. When the bank receive these details, the facility will be put in place.

SS reported that she is still pursuing the bank to set up internet banking which would make keeping track of the account easier.

In order not to hold up any claims to Leader, it was agreed to request weekly bank statements meantime.  
**Action:** SS to organise.

Information has been received from HMRC regarding Gift Aid. This will enable us to make best use of any donations that we might receive by claiming back any tax.

The money for the Pier will be transferred to the Harbour Trustees as soon as they advise where and to whom the cheque should be made payable.

The first application to Leader has been submitted for £18,000.00.

## **Work Group Reports**

### **4.1 Architectural Work Group**

Continued support is being provided from R&H.

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

The Business plan workgroup has continued to meet on a regular basis in preparing the various elements of the plan and the BIG Lottery application. There is going to be a certain amount of evidence gathering required and to this end one of the meetings focused on this and structured approach to all the needs and outcomes has been developed and issued to Steve Rainey and Andrew Couper for comment.

A large effort is going to be required through the next 6 weeks in order to get the application in on time.

### **4.3 Communications Distribution Group**

Nothing to report.

## **4. Fundraising**

Still need to do fundraising. Two approaches made by SR to lead fundraising group had not been positive, though many people have indicated that they would be prepared to assist.

A few ideas were suggested – 100 club, Casino Night. We still need a sub committee to take this forward.

## **5. Any Other Business**

- It was acknowledged that CASCT needs to be represented regularly at Community Council meetings. However, if the CC have specific questions, the agenda should reflect this and a CASCT representative requested to speak/answer questions on a pre-advised topic. If members of CASCT attend as observers, they should not be drawn into discussion.
- GJ asked if the 'Respite' element in the project had been dropped. CL informed that on advice from one of our councillors, CASCT had dropped the term from the planning application because then it might restrict the use to which we could put the accommodation. It is however, still part of the business plan and very much part of the project.

- GJ asked if the type of heating had been decided on. CL advised that no decisions had yet been made and that all heating systems were still under consideration.
- Thanks were given to Craig for his excellent effort in securing Planning Permission for the project.

**Date of Next Meeting**

19:30 on Monday 16 March 2009 in the Hall.

Minutes compiled by: Susan Somner

Minutes approved at next meeting:

Date: 16 February 2009

Proposed:

Signature: .....

Seconded:

Signature: .....