

COLLIESTON & SLAINS COMMUNITY TRUST

MINUTES MEETING 16 July 2007



Present: Fiona Chaplain, Alan White, Steve Rainey, Elizabeth Hay, John Allan.

Apologies: Trish Robinson, Craig Leuchars, Vicky McNiff, Susan Somner, Peter Somner, Roddy Junor

Chair: Steve Rainey

Minutes of 11 June 2007 were reviewed by the Committee and accepted as an accurate record of the meeting; minutes proposed by Alan White, and seconded by Fiona Chaplain.

Action Log:

- Displaying CASCT Minutes – Fiona Chaplain had checked website and added any missing minutes (Nov 2006, April and May 2007). Action closed. Vicky McNiff to post future minutes in hall; Susan Somner to post on village notice boards.
- Notice Board for Hall – Steve Rainey had sent Neil Ironside an email, enquiring if it would be possible for the Council to erect an external notice board for use by CASCT. Verbal feedback received that he was looking into this. Action open.
- User Group Minutes – still awaiting receipt of notes from Mairi-Anne MacDonald; Steve Rainey to pursue again. Action open.
- AGM Minutes – minutes being prepared by Fiona Chaplain. Action open.
- Volunteer Time Tracking – Fiona Chaplain had circulated document for use by Committee and Work Group members. Action closed.
- Funding Applications – agreed that Steve Rainey, Alan White and Pete Somner to finalise Big Lottery Outline Application and work up Investing in Ideas; Craig Leuchars and Nic Abbott to proof read. Action open.
- Joint Meeting with Amenities – Vicky McNiff to work with Niki Tait to agree date for next meeting sometime after Gala. Action open.
- CADISPA (Conservation and Development in Sparsely Populated Areas) / Development Trusts Association Scotland) websites – Alan White to update CASCT summaries on these websites. Action open.
- Fiona Chaplain to attend Pier Meeting on 18 July 2007

Rivie Update

Steve Rainey had sent an email to Sheila Ritchie on 17 June giving formal instructions from CASCT to conclude the purchase of the Rivie as soon as practicable. He received a reply dated 18 June, confirming that she was already in action. No further update as yet.

Elizabeth mentioned talking with the factor about the lack of detail on the lawyer's plan showing an outline of what the Rivie entailed, especially with respect to boundaries. It was emphasised that we had already agreed to accept advice from Sheila, that we would accept the plan and proceed with the conveyance without warrandice. CASCT has no intention of disputing boundaries with members of the community. This approach would also help to minimise lawyers' fees.

It was noted that Reiach and Hall had been awarded the contract to design a new Sports facility for Aberdeen University and Aberdeen Council.

Action: Steve will continue to liaise with Sheila on progress.

Updates from Work Groups

Architectural Work Group

It was noted that there was a potential clash with our hall booking for the Architectural Workshop on 11 August with CAT's (Collieston Action for Teens') Coastal Café.

The Committee reviewed the Aims of the work group. It was suggested that another aim be added that the work group will act as the single point of contact with the architect for taking decisions on behalf of the community during the design and construction phases of the project. If appropriate, decisions would be elevated to the full CASCT Committee, or to the community.

Actions:

- It was agreed that Steve Rainey would work with Niki Tait, Sally Sheehan and Neil Ironside to work out a compromise.
- Craig Leuchars to work with Reiach and Hall to establish progress and work out an agenda for the workshop.
- Craig Leuchars to organise a meeting of the work group to review, prior to a full CASCT Committee meeting on 6 August.
- Communication Group to prepare and distribute a Communication Update.

Business Work Group

Some work had been done to finalise the Big Lottery Outline Application, however, there were still two areas of concern:

- Cost estimates need to be adjusted to take account of the fact that the Lottery only awarded 50% of capital and 75% of operating costs.
- In the text and figures, the idea of establishing a sustainable social enterprise needed more prominence in relation to building a new Community Centre – this would better reflect the advice received from Laura Smith at the Lottery during our visit in January.

Alan White reported good news following discussions with Chris and Heather Steadames. It seems that Aberdeen Council would be willing to block book 12 weeks accommodation for each unit and provide introductions to other councils between the Tay and Moray Firths. Also, there is demand for day care facilities for respite, which would help with rental of our meeting room. All in all, provides very positive indications for our business plan.

Elizabeth reported that she had met Bruce Robertson, Director of Education in Aberdeenshire Council, who had intimated that he was concerned about the sustainability of the project. At the right time, we will need to brief him properly that our business plan is robust.

The committee reviewed the aims of the workgroup and the minutes of the 1st meeting. It was agreed that aims and actions associated with running a Post Office, retail outlet or Café were not priorities at this time. These do not form a significant part of the business plan nor contribute to sustainability in the short term, and are likely to be distractions at this stage. In time, of course, it is desirable to provide these facilities, and we should ensure that the new building can accommodate them. Also, it was noted that only 2 accommodation units will be provided; any more would be in direct conflict with agreements in place with the community.

Action: Steve Rainey, Peter Somner and Alan White to rework the Big Lottery Outline Application ASAP.

Communications Work Group

Alan White provided an update about the first meeting of the workgroup. Having reviewed the concept of CASCT surgeries, the members felt that if the interface between CASCT and the User Groups worked well, then surgeries would not be needed. Alan showed a list of people who had volunteered to represent CASCT within the User Groups. It was agreed that one exception to this might be to try holding a CASCT surgery at the Coastal Café.

The group was making progress on meeting with councillors; several meetings were planned for August to brief them about the project. A similar process would be initiated for our MP, MSP and MEP. Also, the group was compiling a list of potential champions and was in the process of generating a 'briefing pack' for champions and funders. The committee reviewed the material currently in the pack.

Action: Alan to finalise briefing pack for final review by full Committee.

Treasurer's Report

The report was submitted in writing along with the bank statement, which was verified by the committee. The balance of account at 29 June 2007 is £17,276.37.

We received the backdated credit interest accrued since having charitable status. This amounted to £806.79 and was credited to the account on 4 June 2007.

We have received an invoice from Nevisprint of £2615.84 for printing the 2008 calendars, although this has not yet been processed through the account. Sponsorship monies are being received.

An invoice for £1000 has been forwarded to Keith Newton, Formartine Area Manager, to allow payment of the £1000 grant that the council awarded to CASCT.

The accounts are now transferred into the new software, and have been reconciled in this.

Any Other Business

- DTAS Membership Survey – Alan White to submit.
- New Start Magazine – agreed not to subscribe after trial period lapses.
- We have received notification from the Charities Aid Foundation that CASCT has been registered for Give As You Earn.
- Steve had been interviewed by Maureen Mallon of HMIE (Her Majesty's Inspectorate of Education) about the CASCT project.

Date of Next Meeting - Monday 6 August 2007 at the hall.

Minutes by: Steve Rainey