

**COLLIESTON & SLAINS COMMUNITY TRUST**  
**MINUTES OF MEETING**  
**17th December 2007**



Present: Fiona Chaplain, Susan Somner, Vicky McNiff, Steve Rainey, Craig Leuchars, Peter Somner, Trish Robinson, John Allan, Alan White.

Apologies: Elizabeth Hay, Roddy Junor.

Chair: Steve Rainey

*proposed: V. McNiff*

*seconded Trish Robinson*

## 1. Minutes of the last meeting

Minutes of 19<sup>th</sup> November 2007 meeting proposed by Fiona Chaplain, seconded by Steve Rainey and approved by the Committee.

CADISPA "Clustering Event" originally scheduled to be held on 23 & 24<sup>th</sup> November 2007 was cancelled.

## 2. Outstanding actions

**Action 2.1:** CASCT notice board for outside existing community centre – **Open**. Preference for wall mounted notice board as opposed to free standing. Neil to obtain costs, however, unlikely that Aberdeenshire Council will be able to fund provision of this.

**Action 2.2:** Minutes from User Group Forum meeting (held 26 March 2007) – **Open**. Steve has chased up Ann-Marie (Forum Facilitator), however, will do so again.

**Action 2.3:** Big Lottery Pre-qualification funding application – **Open**. Submission is pending confirmation of Rivie purchase. Application form completed along with supporting documentation.

**Action 2.3.1:** Big Lottery Pre-qualification funding application – **Open**. Steve & Fiona to include letters of support and letter received from Aberdeenshire Council Formartine Area Committee gifting existing buildings to CASCT, within appendices of application.

**Action 2.4:** Heritage items for inclusion within the new community centre. A list of items (and space requirements) that could be included should be compiled – **Open**. Elizabeth is to compile a list of the potential heritage items.

**Action 2.5:** Latest design concept user group feedback forms – **Open**. Communications Work Group to summarise feedback forms received from user groups and distribute findings to Business Plan Work Group and Architectural Work Group prior to next public architectural workshop. Alan has chased user group representatives and is certain that they've completed the forms, however, has yet to receive any back.

**Action 2.6:** CASCT Logo & Stationary – **Open**. Alan has amended banner from "Keeping the Heart in the Community" to "Growing the Heart in the Community" to reflect the desire of CASCT in delivering a sustainable project, however, Susan has to send new logo to Fiona who will

investigate creation of a fixed electronic template for use as opposed to having new headed paper printed.

**Action 2.7:** Project funding – **Open** – Reiach & Hall had previously advised they have a contact in Edinburgh who is involved in Heritage Lottery Fund procedures (both in making and assessing applications). This contact is also extremely knowledgeable on other sources of funding available to community projects such as ours. Accordingly Steve made contact with Paul Jardine from Jura Consultants ([www.jura-consultants.co.uk](http://www.jura-consultants.co.uk)). They provide management consultancy services working with national, regional and local organisations in the public, private and voluntary sector. Their particular expertise is in preparing option appraisals, feasibility studies, business plans and external funding applications for capital development projects.

Steve will ask that they review our Big Lottery Pre-qualification funding application prior to submission.

**Action 2.8:** CASCT Directors meeting on 29<sup>th</sup> November 2007 with Councillor Debra Storr – Refer to AOB for further information.

### 3. Actions from the last meeting

**Action 3.1:** ACVO (Aberdeen Council of Voluntary Organisations) Fundraising Seminar 25<sup>th</sup> October 2007 – Closed – Vicky produced a funding guide following this seminar which she has now distributed to Alan and the Business Plan Work Group.

**Action 3.2:** Rivie Purchase – **Open** – Despite assurances to complete by 26<sup>th</sup> October 2007, this has yet to be achieved albeit not for the want of trying. Steve and Sheila Richie (CASCT's lawyer) to continue pursuing Burnett & Reid (Solicitors for Slains Estate) and Michael Milligan (Factor for Slains Estate) to conclude Rivie purchase. Burnett & Reid advised they had now assigned someone internally to progress the matter.

**Action 3.3:** Dolphin Gallery Expenses – **Open** – Susan to ask Paul Ritchie if he is now in a position to submit his expense claim.

**Action 3.4:** CASCT Annual Return – **Open** – Susan to check with Ritson Smith Chartered Accountants to see if they have submitted Annual Return to Companies House and whether they receive copies of official documents, so that we know not to have to check with them.

**Action 3.5:** AGM minutes – **Open** - Specific wording received from Sheila Richie relating to change of memorandum & articles needs to be incorporated. Fiona to update minutes accordingly.

### 4. Work Group Reports

#### 4.1 Architectural Work Group

Aberdeenshire Council Planning Department have unfortunately not yet had an opportunity for a planning officer to conduct a site visit despite indicating their intention to do so week commencing 29<sup>th</sup> October 2007. This is most likely due to workload, staffing (shortages & sickness) and the inclement weather. It is anticipated that this will now take place week commencing 17<sup>th</sup> December 2007.

Next steps are to:

1. Await a response from Aberdeenshire Planning Department to see if the concept is acceptable in principle – Site visit scheduled week commencing 17<sup>th</sup> December 2007.
2. Conclude the purchase of the Rivie – Steve & Sheila will continue pursuing Burnett & Reid to conclude Rivie purchase. 3<sup>rd</sup> party liability insurance has been arranged to commence from date of purchase conclusion.
3. Receive a positive response from Big Lottery pre-qualification application – draft application completed and awaiting submission upon conclusion of Rivie purchase.
4. Perform a dimensional survey of the existing community hall and former schoolhouse and relate these to the topographical survey already carried out on the Rivie – Quotations for these works have been received.

## 4.2 Business Plan Work Group

Business Plan Work Group continue to progress items discussed at previous meeting.

The proposed Business Plan Work Group meeting for December did not take place due to work commitments, however the intention is to convene a meeting of the group in January 2008. Exact date to be confirmed.

## 4.3 Communications Work Group

People have been reminded and encouraged to use online shopping to raise funds for CASCT. Susan has prepared a footer to be used in conjunction with email auto signatures. Our web shop can be found at [www.buy.at/ColliestonOnline](http://www.buy.at/ColliestonOnline)

Following on from Alan & Steve's meeting with the Rt. Hon Alex Salmond (MP, MSP & First Minister), CASCT have received a letter from Communities Scotland ([www.communitiesscotland.gov.uk](http://www.communitiesscotland.gov.uk)), the Scottish Government's housing and regeneration agency, regarding potential funding streams.

**Action 4.3.1:** Alan to request a meeting between Communities Scotland and two CASCT directors.

Alan advised that he is increasingly likely to be spending more time working overseas on business and may therefore have to consider his position as Communications Work Group team leader. He can however still make a valuable contribution to the team via email and wishes to continue responsibility for issuance of press releases.

## 5. Treasurer's Report

The balance of account is £21,247.70 as at 30th November 2007.

Of this, £3,531.79 is allocated and secured for the Pier Fund, however, Treasurer is still awaiting claim of approximately £400 from Paul Ritchie for Dolphin Gallery expenses this summer.

Online shopping up and running on community web site. Awaiting statement regarding monies raised from commission on sales.

Calendar sales are ongoing. All outstanding calendar sponsorship monies now received.

**Action 5.1:** Susan to establish if Ritson Smith Chartered Accountants have a contact within their Ellon office and request a quotation for the provision of accountancy services to CASCT in 2008 similar to those provided in 2007.

## **6. Any Other Business**

Further discussion held regarding progress of Rivie purchase with desire to complete purchase ASAP.

CASCT Directors met with local Councillor (and Collieston Harbour Trustee) Debra Storr on 29<sup>th</sup> November 2007. The purpose of this meeting was to brief the councillor upon activities and progress of CASCT to date and seek guidance as to how CASCT and Collieston Amenities Committee could work more closely together in a complimentary role to the benefit of the community.

**Action 6.1:** Steve to write to Debra Storr advising that CASCT wish to co-opt her onto CASCT Committee.

## **7. Date of Next Meeting**

19:30 on Monday 21<sup>st</sup> January 2008 at The Glebe.

It was agreed that all subsequent meetings would take place at 19:30 on the 3<sup>rd</sup> Monday of each month.

Minutes compiled by: Craig Leuchars