

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF MEETING
18th May 2009



Present: Steve Rainey, John Allan, Fiona Chaplain, Craig Leuchars, Susan Somner, Peter Somner, Alan White, Elizabeth Hay, Trish Robinson,
 Community Council Observers: Roger Berl

Apologies: Vicky McNiff

Chair: Steve Rainey

1. Discussion & Approval of the minutes of 20th April 2009.

Proposed: Elizabeth Hay
 Seconded: Vicky McNiff
 and accepted by Committee

2. Action Log

Date Raised	Description	Who	Status	Date Closed
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.	NT/ AW	Open	
19/01/09	Directors to pursue overdraft 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. An application is being made. Update 16/03/09: Application has been submitted, awaiting response from bank Update 20/4/09: Clydesdale have confirmed that all documentation is in place but is still being reviewed by its management. Update 18/05/09: As of 06/05/09, overdraft facility is in place. As CASCT is a company, we had to pay both an arrangement fee of £150 and a security fee of £150. The facility will be reviewed in September, and if continued, further fees will be payable.	PS/AW/S R	Closed	
19/01/09	Request Harbour Trustees account details from Cllr. Davidson and send cheque returning funds held for pier. Update 16/2/09: still waiting for account details from Cllr Davidson. Update 16/03/09: Steve has sent 3 emails and now followed up with a telephone call. Cllr Davidson has yet to decide the account into which the money is to be paid. She will revert in due course. The money continues to be ring fenced within our operating budget to ensure transparency on the amount and its application. Update 20/4/09: In the absence of any instructions from Cllr.	SR/SS/ FC	Closed	

	Davidson, the Committee decided to arrange transfer of funds to the existing Harbour Trustees account. Update 18/5/09: £4113.75 was transferred to the Harbour Trustees account on 03/03/09 and SR sent an email of same date to Cllr. Davidson confirming the transfer, which has been acknowledged.			
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.	PS	Open	
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	Open	
20/04/09	Following yet another generous donation of £800, Steve to once again to write a letter of thanks to MSV Seawell and Canyon Offshore Ltd.	SR	Closed	20/04/09
20/04/09	Chase R&H in respect of them providing info to enable the Planners to grant Planning Consent Update 18/05/09: following meeting on 17/05/09, R&H will supply everything needed to gain planning consent by 22/05/09 (slope stability risk assessment; surface runoff procedures, revised car parking scheme for 33 spaces)	CL	Closed	
20/04/09	Ask R&H to quantify the differential between their costs per sqm and those in the national guidelines. Also Close out Check List 3 Update 18/05/09: Expect to have this by 22/05/09	SR	Closed	
20/04/09	Ask R&H for a project cashflow Update 18/05/09: Expect to have this by 22/05/09	SR/CL	Closed	
20/04/09	Chase Gail Rogerson for feedback on Needs, Outcomes and Milestones, and Options Appraisal and circulate to committee when received. Update 18/05/09: pertinent feedback received from GR and CMcB (R&H). This was being circulated to certain members of committee and is being incorporated into latest versions of OA and NOMs.	SR	Closed	
20/04/09	Obtain quotes for valuation of existing buildings Update 18/05/09: SR obtained quotes from DM Hall and Shepherds; prices range from £250-350 depending on valuation.	SR	Closed	
20/04/09	Write copy for Rivie Review, circulate for comment from Directors and pass to Jack Page for publication, ideally for distribution wc 4 th May. Update 18/05/09: Rivie Review written by AW, published by JP, printed at BP and distributed by JA and communications group 15-18 May.	AW	Closed	
20/04/09	Prepare Ballot Info Pack and circulate to committee for comment Update 18/05/09: Draft info pack prepared by VMcN, edited by AW/SR and circulated as pre-read. Comments will be incorporated, figures updated and once final version approved by committee, it will be sent to Rachel and CC for information, as a courtesy.	VMcN	Closed	
20/04/09	Ask Rev Steve Emery if he would be prepared to act as Returning Officer; needs to be done asap so as to be included in Rivie Review. Update 18/05/09: SR contacted SE and he is pleased to be	SR	Closed	

	able to act as an independent returning officer.			
20/04/09	Fundraisers to advise dates of events to AW or JP; needs to be done asap so as to be included in Rivie Review.	FC	Closed	
18/05/09	Need to get a business reference number for SRDP	BP members	Open	
18/05/09	Get letter of intent from Care Managers	SR	Open	
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.	SS, JA, EH	Open	

3. Treasurer's Report

Susan Somner presented the following report. The balance in the account as of 29 April (last bank statement) was £7434.33. The online bank statement of this date was inspected by members of the committee. The balance in the account as of 17/05/09 is £900.17. Recent outgoings include: £4113.75, which was paid to the Harbour Trustees via electronic transfer on 5 May 2009; £1150.41 to pay a Horner & MacLennan invoice; £920 to pay the Ritson Smith invoice for preparing the accounts for year ending 29 February 2008.

The overdraft facility is now in place and the charges of £300 have been debited - £150 arrangement fee and £150 security fee. The facility is due to be reviewed by the bank in September. An accrual of £950 for Ritson Smith for the accounts to year ending 28 February 2009 is shown in the financial summary. In addition, the premium for insurance for the Rivie is due in the next few weeks too – an accrual for the same figure as last year (£367.50) has been made. We have paid Andy Harper for the work he did on the Rivie - £126.50 but our cheque has not yet been presented.

CASCT financial summary as at 17 May 2009			
Commitments			
		Balance in bank 17/05/2009	900.17
<i>Outstanding</i>			
no 243 Andy Harper	126.50	less commitments	20376.84
Ritson Smith (08/09)	950.00		
Rivie insurance	367.50		-19476.67
Reiach & Hall inv no 7940/3698/02B	4733.21		
Reiach & Hall inv no 7940/3698/02A	4733.21		
Reiach & Hall inv no 7940/3698/03A	4733.21		
Reiach & Hall inv no 7940/3698/03B	4733.21		
		Overdraft facility	10000.00
Total	20376.84		

4. Work Group Reports

4.1 Architectural Work Group

- Revised figures for the new buildings will be provided by Reiach & Hall in time for the Ballot Info Pack.
- R&H have been asked for the expected phasing of the capital spend
- Planning - The three points required by Aberdeenshire planning have been cleared:

- 1 Surface Run-off - engineers report has been completed.
 - 2 Parking - CASCT has agreed to 33 spaces being provided.
 - 3 Slope Stability - a stability risk assessment has been done.
- There should be no obstacles now to gaining full planning consent.
- The internal layout for the second accommodation unit will be reversed to have the lounge overlooking the garden and the bedroom overlooking the car park as suggested by a CC observer.

4.2 Business Plan Work Group

- The plan is taking shape and needs pulling together. A financial modeling spreadsheet has been prepared. Other funders will need to be pursued.
- Meetings with Aberdeenshire Care Managers have indicated that we should consider providing care and not just disabled access accommodation. There is a great demand for this.

4.3 Communications Distribution Group

- The RR3 has been distributed.
- 13 June – another Cuppa with CASCT session will be held in the Hall to answer any questions people might have about the project.

5. Fundraising

- Greetings cards - 20 very attractive photos, taken by local photographers, were on display which the Ctte. voted on.
- Race Night 27 June - it was noted this was the day after the AGM.
- Strawberry Teas 12 July.
- Ceilidh featuring Danse Macabre has already been booked in the Victoria Hall in Ellon for 20 November.

6. AOB

- Andy Harper was concerned about the Ragwort growing on the Rivie.

Date of Next Meeting

19:30 on Monday 15th June 2009 in the Hall.

Minutes compiled by: Elizabeth Hay