

**COLLIESTON & SLAINS COMMUNITY TRUST**  
**MINUTES OF MEETING**  
**21 April 2008**



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

Apologies: None

Chair: Steve Rainey

### 1. Minutes of the last meeting

Minutes of 17 March 2008 meeting:

Proposed by: Alan White

Seconded by: Peter Somner

Approved by the Committee

### 2. Outstanding Actions

**Action 2.1:** Minutes of User Group Forum Meeting (held March 2007) – **Closed** - Steve completed a draft of the Minutes, and requested feedback from John Hitchcock and Mairianne. As no comments for any changes were forthcoming, the Minutes will be uploaded to the website as they stand. Fiona and Vicky are to look for/supply list of attendees.

**Action 2.2:** 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. 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. Accordingly Steve made contact with Paul Jardine from Jura Consultants ([www.jura-consultants.co.uk](http://www.jura-consultants.co.uk)). He confirmed that he would be happy to review our Big Lottery Pre-qualification funding application prior to submission. Jura Consultants also indicated that we should definitely resolve any outstanding issues, such as purchase of land, prior to any submission. Steve will continue to try and make contact with Paul Jardine.

### 3. Actions from the last meeting

**Action 3.1:** Letter of thanks – **Closed** – Steve read a draft of a letter to Councillor Rob Merson thanking him for the suggestion to approach Communities Scotland for funding. Letter approved by committee. Post meeting update – in response to our letter, CASCT received a letter of thanks and offer of further support from the Councillor.

**Action 3.2:** Tax Return – **Open** – Ritson-Smith were requested to complete preparation of the 2008 Accounts and Tax Return by end April. If she has not heard anything by then, Susan will chase up Ritson-Smith in early May.

**Action 3.3:** - SEEDS Questionnaire – **Closed** – Steve has completed and returned the Social Economy & Enterprise Database Scotland Questionnaire and has received an acknowledgement from SCVO.

**Action 3.4:** - Gordon Rural Action Database – **Open** – Steve is meeting with Wendy Smith of Gordon Rural Action tomorrow (22 April) to complete its questionnaire.

## 4. Work Group Reports

### 4.1 Architectural Work Group

On Tuesday 15<sup>th</sup> & Wednesday 16<sup>th</sup> April, NB Surveys Ltd performed a measured building survey of both the existing hall and former schoolhouse in order to provide floor plans, elevations, sections & levels and relate these to the topographical survey previously carried out on the Rivie by the same company. The resulting information once collated will be supplied to Reiach & Hall, electronically in AutoCAD, and then used by R&H to develop a concept for conversion of these buildings into accommodation units.

Whilst conducting this survey it was noted there was damage to the glass in the front entrance door to the hall, and apparent vandalism to the door at the rear of the schoolhouse. There were also slates missing from the roof at the rear of schoolhouse which in one area was allowing rain water to enter the building into what would have been a larder cupboard in the former rear kitchen extension. This was reported to Neil Ironside for on pass to the appropriate council department. It was suggested that the rear door to the schoolhouse be securely boarded up and that this was Aberdeenshire Council's responsibility to do this.

**Action 4.1.1:** Damage / Vandalism to Hall & Schoolhouse – **Open** – Neil to inform Clerk of Works within Aberdeenshire Council

### 4.2 Business Plan Work Group

A draft "Funders Information" document has been prepared and Alan has agreed to review this along with the design of any "packaging" around it.

**Action 4.2.1:** Funders Information pack – **Open** - Alan to review

It was agreed that we should hold a public Business Plan Workshop once we had concluded the purchase of the Rivie, had positive feedback from the Big Lottery Outline Application and held a third public Architectural Workshop-

The Work Group recommends that we consider investing in a renewables project in order to create an additional and sustainable income stream. This was approved by the committee.

**Action 4.2.2:** Renewable Energy – **Open** - Peter to ask John Hitchcock if he would be prepared to take exploring this on board.

### 4.3 Communications Work Group

It was suggested that we include CASCT information in the Blether as our main paper-based communication vehicle and that we should agree this with the Amenities Committee.

It was agreed that our next update should immediately follow on from concluding the purchase of the Rivie.

**Action 4.3.1:** Blether Update – **Open** – Alan to prepare a draft update assuming conclusion of Rivie purchase and positive feedback on the Big Lottery Outline Application.

## 5. Rivie Purchase

Steve advised that, following recent communications between lawyers, he believes that we are now very close to concluding the purchase of the Rivie.

## 6. Treasurer's Report

Susan reported that the current balance of the account is £23,518.78 as at 29<sup>th</sup> March 2008 (this includes ~£3000 for the Pier). Alan and Steve examined the current statement to verify this figure. Susan confirmed that Ritson-Smith were preparing a statement of account ready to be presented at our AGM

## 7. Any Other Business

Steve also advised that there was an opportunity to have an article written about us for the (SCVO) Rural Gateway magazine/website. It was agreed that we should decline this opportunity until after the purchase of the Rivie had been concluded.

**Action 7.1:** Steve to notify Grant Smith Law Practice that we would like Sheila Ritchie to remain as our Company Secretary.

**Action 7.2:** Steve to email all members of the Amenities Committee offering the help of CASCT committee members in running the skittles during Gala Week, both on Skittles Night and on Gala Day.

**Action 7.3:** The committee approved renewal of our subscription to Development Trusts Association of Scotland. Susan to renew our membership of DTAS.

## 8. Date of Next Meeting

19:30 on Monday 19th May 2008 in the Hall. Minutes to be taken and written up by John Allan  
Alan & Steve offered their apologies in advance in respect of not being able to attend

Minutes compiled by: Alan White

Minutes approved at next meeting:

Date: 21 April 2008

Proposed: VICKY McNIFF

Seconded: FIONA CHAPLAIN