

COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES OF COMMITTEE MEETING
21 September 2009



Present: Directors: Steve Rainey, Vicky McNiff, Alan White
 Committee Members: Fiona Chaplain, Trish Robinson,
 Craig Leuchars, John Allan, Peter Somner, Susan Somner
 Observers: Roger Berl

Apologies: Ian Bell, Elizabeth Hay

Chair: Steve Rainey

1. Discussion & Approval of the Minutes of 17 August 2009

Minutes of 17 August were proposed by Vicky McNiff, seconded by Peter Somner and approved by the committee.

2. Action Log

Date Raised	Description	Who	Status	Date Closed
18/05/09	Need to get a business reference number for SRDP Update 15/06/09: Peter is chasing SRDP. Update 17/08/09: Still no response from SRDP despite further prompting. Update 21/09/09: We have received information from LEADER confirming that we have been given a BRN from SRDP.	BP members	Open	
18/05/09	The owner /occupier list needs to be updated for Slains Update 17/08/09: FC will work with JA and EH to update the distribution list following information received during the ballot process.	JA, EH, FC	Open	
18/05/09	Draft letter to resign from DTAS Update 17/08/09: Committee agreed to pay subscription provided that we could then access free VAT advice. Update 21/09/09: Membership Certificate received	SR	Closed	
15/06/09	Contact Nicola Twine to determine whether she wishes to renew her participation on the committee as our link with Aberdeenshire Council.	SR	Open	
17/08/09	Update Check List 3 based on HIE feedback Update 21/09/09: Steve is working with Carol McBain to update all relevant section of CL3.	SR/CL	Open	
17/08/09	CL to ask Reiach and Hall for the Buro-Happold report on the preferred heating option for the new building Update 21/09/09: R&H/BH have provided information and this has been incorporated into a Renewables section of 'Options Appraisal – Capital' document.	CL	Closed	
17/08/09	Complete the funding report for the Big Lottery Investing in Ideas by end September Update 21/09/09: Vicky is working on a draft of this.	VMcN	Open	
17/08/09	Some ragwort has escaped being sprayed and needs to be pulled. Update 21/09/09: Vicky, Trish and Craig have removed 2 estate car loads of plants from the site.	VMcN/TR	Closed	
17/08/09	Obtain samples of proposed building materials and display on the Rivie Update 21/09/09: Carol McBain will deal with this once CL3 is complete.	CL	Open	

21/09/09	Set up a close out meeting with ACAF to explain how we have used its grant of £10,000.	VMcN	Open	
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3. Treasurer's Report

The balance in the account at 28 August 2009 is £5174.04 and at 16 September is £2015.47. An amount of £1719.57 has been transferred to the Harbour Trustees account, representing the profit from the Dolphin Gallery. The final amount raised by the Picture Raffle for CASCT funds came to £508. Fundraising events so far this year have raised a total of £1411.13, including the latest Pampered Chef event, which netted a profit of £190. The greetings cards have so far contributed £248 (sales of £936 and printing costs of £688).

4. Work Group Reports

4.1 Architectural Work Group

We are working with Reiach and Hall to update all the relevant sections of Check List 3 taking account of the feedback from the HIE QS.

4.2 Business Plan Work Group

PS / SR reported that the Business Plan has been redrafted and slimmed down. Sections 4.7 and 4.8 on the Needs of the project have been removed, and have been redrafted into a separate Options Appraisal – Needs document. All appendices with the exception of the Financial Model spreadsheet have been transferred to a separate Supporting Documents folder. There is only 1 outstanding letter of support. The Options Appraisal – Capital document has been updated to include a section on renewables to explain our choice of combination of building heating system and renewable technologies. Once the Business Plan, Check List 3 and Options Appraisals (Needs, Capital and Opex) are complete, then we will tackle the Big Lottery GCA Application. All diagrams, tables, numbers, timings need to be consistent throughout all documents.

4.3 Communications Distribution Group

Nothing to report.

5. Fundraising

- The "Pampered Chef" event was held on 4 September. It was enjoyed by all participants and raised a total of £190 for CASCT funds. Thanks to those who organised it.

6. AOB

- AW to update the CASCT profile on the CADISPA website
- VMcN reported that Reid Hutchison of Aberdeenshire Community Asset Fund would like to hold a close-out meeting to discuss how CASCT have used its grant of £10,000. **Action:** VMcN to set up a meeting.
- We discussed the need to have a joint meeting with the Community Council and agreed to leave this until the CC had held its first meeting after its AGM.

Date of Next Meeting

19:30 on Monday 19 October 2009 in the Hall.

Minutes compiled by: Steve Rainey