



COLLIESTON & SLAINS COMMUNITY TRUST

MINUTES MEETING 9 JANUARY 2006

Present: Steve Rainey, Sally Sheehan, Fiona Chaplain, Sue Somner, Jack Page, Elizabeth Hay, Vicky McNiff, Alan White, Neil Ironside

Apologies: Roddy Junor, John Hitchcock, Julie Swan, Ian Bell, Andrew Hill

Note: Andrew Hill has joined the Committee

Minutes of the 5 December 2005 meeting proposed by Vicky, seconded by Elizabeth and approved by the Committee.

December 5 Action List Update

- Steve to contact Sheila Ritchie re –
 - What she knows about CICS (Community Investment Company)
This will come into existence following changes in the law in April 2006. This may mean it will not be necessary for us to form a non charitable subsidiary company.
 - Getting quote for fair market valuation of current site – see later item
 - To give her amendments to business plan which were agreed by the Committee and get her to proceed with obtaining charitable status.
Application has been submitted and she hopes to hear from the Inland Revenue before the end of the month.
- Steve to ask Bibi to approach TST in Ellon re interest in catering outlet
TST are interested but not prepared to make any commitment - keep in contact with them.
- Steve to send out letter to Robin Maitland, Strutt & Parker
Done, see later item
- Steve to amend letter to Keith Newton and follow it up with a phone call
Done, see later item

- Sally to approach Aberdeenshire Social Work re interest in catering outlet
Reported she had emailed Lloyd Watt, Social Work Manager for learning disabilities to set up a meeting. Manager of Ellon Resource Centre is interested in meeting to see if possibility of working together. Sally passed round a newsletter with an article about *The Fly Cup* in Inverurie and this is another possible avenue of investigation.
We have now identified four potential resources of catering facilities three of who are groups involved with disabilities and we must make sure the community are informed of this.
- Sally to also ask Neil Ironside about getting a quote for fair market valuation of current site – see later item
- Sally to circulate details of Calor Gas Scottish Community of the year Award
Sally will email url to Committee. Applications do not come out until April and come via the Amenities Committee. Sally to keep us informed.
- Sally to follow up on membership to Lankelly Foundation
Sally to pull information together and we will discuss further at the next meeting.
- Sally/Vicky to find out about local authority grant for playgroup
Money available through two different sources, neither of which can give definite figures. They have probably got a good chance of getting some money, but it will not be guaranteed annually.
- Vicky to email web link re Data Protection Act - done
- Alan/Ian to check out the playgroup rent in the business plan
Ian's figures were calculated on the basis of £90 per week and the business plan reflects this, but if they get a grant our profits would go up.
- Elizabeth to try and get details of contact re energy conservation - ongoing
- John to email presentations and circulate his notes on the CADISPA meeting
Not done. Steve to contact John and ask when he will do this.
- John to try and get Kevin Christie from SCARF to come and talk to us re energy efficiency
Ongoing, Steve to contact John and tell him this will be open to the community and we will organise this round any day suitable to Kevin Christie.
- Fiona to try and find date of meeting that Alan and Ian had with Strutt & Parker
Done
- Architectural sub-committee to contact Charles re finalising further details eg judges, draft letter, costs etc. – see later item
- Sally/Alan to investigate Scottish Arts Council grant for architecture competition
Sally has contacted someone and is awaiting further information.
- Webmasters to meet re amendments to site .
They have met and done extensive work to the web site. Committee thought it was looking very good. Jack to QC website. Fiona to leave names in Minutes.

Aberdeenshire Council Update

Steve sent letter to Keith Newton, Area Manager and followed it up with a phone call to discuss the formal transfer of the current site and building and how we get a market valuation. Keith Newton has asked Gordon Daniels to compile a report for the Area Committee with a recommendation to approve the transfer. Gordon Daniels to contact the District Valuer to obtain a valuation. Unsure if this will require payment. We could possibly apply for a Scottish Land Fund grant to cover valuation costs and legal expenses - we need to get an application in.

Keith Newton and Jane White, Planning Department to be forwarded a copy of the draft architectural brief and Steve will draft a covering letter.

Neil advised that we speak to the Area Committee ourselves and Steve will add this to his letter to Keith Newton.

Sally reported she had been in contact with the Formartine Partnership Development Officer who asked if we had done "planning for real" as they could possibly help to fund this. The architectural competition might also be eligible. We need to send a letter as they meet next week. Alan will do this.

Business Plan

Alan reported that Ian wants to remain involved but is unable to devote enough time. Alan proposed we make the business plan and strategic funding one sub-committee. Vicky asked to see the business plan as a whole entity, but Alan reported it was not in a suitable form to do this. Bulk of the figures have still to be substantiated. We need to know if estimates in the business plan have any backup and if not then note that or otherwise put in proof.

Vicky to join Alan and Ian to pull together the business plan.

Chris and Heather Steadams are involved in Care Commission/social work and are keen to be involved with respite care issues. Alan and Sally to follow this up and arrange formal discussions with them and other organisations in Aberdeen and Aberdeenshire.

Sally reported Grampian Autistic Society still keen to come and talk to us.

We need to consider publicising and explaining respite care at the AGM in March.

Architectural Report

Met with Charles Rattray and following issues need clarified -

- Sally to find out legal requirements for selling alcohol and notify Vicky
- Charles re-evaluating space guidance
- Send copy of brief to planners and get feedback from them
- Construction costs
- Vicky to total up expenses for competition

Timescales depends on whether we wait for grants or we use our funds and ask the Amenities Committee for a contribution.

Judges:

Charles Rattray (chairman)

Nicky Tait, Craig Leuchars and Jack Page will be the village judges

(Andrew Hill will be reserve judge)

Charles still to confirm names of other judges

- Vicky to contact Nicky and Craig and obtain a brief biography.
- Charles needs to confirm names of technical advisers.
- Fiona asked for information on her role as competition secretary.
- Site survey - Alan in contact with NB Surveys and awaiting costs.
- Vicky distributed samples of cd presentation and asked for feedback on this.
- Jack to contact Charles re above issues.

Slains Estate

Steve reported letter sent to Robin Matiland, Strutt & Parker and followed up by a phone call. He received an interesting and positive response. Apparently the London Directors were concerned about bad press, with the Estate not being supportive of the new community centre. Steve informed him he would discuss this with the Committee and provide him with some feedback. Mr Maitland informed Steve that Tom Stewart would contact him re further discussions, which he duly did. As a result of that discussion Steve agreed to supply him with a copy of the architectural brief. The Estate will consider a request from CASCT for additional land round the current site. We will need to investigate public liability at that time.

Fund Raising

Sue reported Sub-Committee have now retired. Final sum raised £21576.17.

Current balance in bank as of meeting date £19474.65. Books need audited for the AGM and Jack/Sue to contact accountant.

Sally has photocopies of press cuttings to give to Elizabeth.

Funding Strategy

Sub-Committee formed comprising Alan, Sally, Vicky, Andrew and Steve when appropriate. The full Committee will require a regular report. Sally will email *Funding Guide* spreadsheet to the Committee.

We should be eligible for landfill grant if any money available.

Committee will need to prioritise grant applications.

Legal Issues

Company House have notified us that 28 February 2006 is the end of our accounting year and we have until 14 December 2006 to submit the accounts.

Steve to contact Sheila re her expenses

Website

All webmasters have now received the software. They need to meet to amend the site. Agreed to add this to the agenda as a regular item.

AOB

Steve proposed that he contact Nicky Tait, Amenities Committee chairman with a view to arranging a joint meeting of the two Committees. Committee agreed to this. Report back at next meeting.

Dates of Next Meetings - **Monday 6 February 2006** at Sue Somner's
Monday 6 March 2006
AGM Friday 31 March 2006