



COLLIESTON & SLAINS COMMUNITY TRUST MINUTES MEETING 16th April 2007

Present: Fiona Chaplain, Susan Somner, Vicky McNiff, Alan White, Peter Somner, Craig Leuchars, Elizabeth Hay, Steve Rainey.

Apologies: John Hitchcock, Shirley Beattie, Roddy Junor, Neil Ironside

1. Minutes of previous meeting

Minutes of 19th March 2007 meeting were discussed and several amendments were proposed, which the chair noted. Based on these amendments the Minutes were proposed by Elizabeth Hay, seconded by Craig Leuchars and approved by the Committee.

2. User Group meeting

John Hitchcock has been in touch with Marie-Anne MacDonald with regards to facilitating the meeting and CASCT needs to propose some dates:

- Pre meeting - Monday 23rd April at 7:30pm in the Hall
- User Group meeting - Thursday 26th April at 7:30pm in the Hall
- Architectural meeting - Saturday 12th May – times to be set, hall to be booked for all day

Action: Fiona Chaplain to confirm the Hall bookings for the proposed dates

Action: Susan Somner to post notices on the web and village notice boards on confirmation from the Chairman and John Hitchcock

Elizabeth Hay suggested that we should reiterate the importance of CASCT being a legal company and recognised charity. For instance, as a legal entity we can apply for major funding. She noted that other villages (Tullynessle, Nethy Bridge etc), were now having to form companies. She asked all Committee members to think about other benefits of CASCT.

Action: All committee members to pass benefits of CASCT as an entity to the Chair

Also concern was raised with regards to the Harbour Trustees and the monies held for them by CASCT. It was agreed that we should continue to hold these monies at least until the council's replacement representative is elected.

Proposed content for the meeting was discussed and it was felt that several 'what if' scenarios should be fully explained. Vicky McNiff supported this approach and thought the path maintenance should be added to the Rivie slide on Risks and Mitigations.

Question raised from the floor about what happens if the project fails and becomes bankrupt. It was noted that under the terms of sale of the Rivie, Slains Estate and not CASCT would benefit from any future development on it. However, depending on the terms agreed with the Council for transfer of ownership of the existing buildings and site, it might be possible to sell part or all of them at some point in the future, with the proceeds going to settle any debts or to keep the project running.

What would happen if the community did not purchase the Rivie? Steve Rainey said that in his latest discussion, the Factor indicated that the Estate would want to sell to a 3rd party, presumably for development. The factor also stated that CASCT must enter into the sale agreement in good faith i.e. believing that there was a viable project to take forward. The challenge for CASCT is to demonstrate that good faith.

Elizabeth Hay suggested that the additional 5 places for the User Group meeting should be booked with John Hitchcock.

Action: Susan Somner to ensure this is reflected on the notices

3. Architectural Workshop

12th May has been proposed for the workshop and we await confirmation from Sarah Menzies.

Action: Steve Rainey to ask Reiach and Hall (Neil Gillespie) if they had any suggestions for running the workshop based on their previous experience of working with communities.

The following points were also raised for consideration for including on the agenda for the day:

- Discuss the role of the Architect throughout the whole project and also any tasks that they may delegate, due to them being remote from the area.
- Establish an agenda for the day that reflects the output from the User Group meeting
- How do we tie what the Architect is doing into the business plan and do we need to?
- Raise the point that the Architectural Competition brief was based on community feedback and a desire to have, say, a hall big enough to play badminton, which also allows 200 persons to be seated
- We have, in effect, stated that the brief will change in accordance with the output of the User Group meeting and Architectural Workshop. It should be noted that we have to have a sustainable plan otherwise it will not be supported by the funders. Requesting funding for sports facilities would be detrimental to our case with the Meadows being so close.

4. Treasurer's Report

As of the 28th March the bank balance for the CASCT account was £18,441.26. Elizabeth Hay sighted the bank statement.

Phone message from the bank confirming that we will continue to pay bank charges but we will earn credit interest on the account going forward.

Action: Susan Somner to follow up with the bank

(post meeting note: the bank will credit us with interest from the time charity status was given and this is worth some £700 for last year to CASCT). Credit interest will now be accrued monthly.

Sarah Hare has confirmed to the treasurer that no VAT should have been charged with her honorarium and expenses.

Credit note is required from Studio KAP to close out the invoice that we currently have issued against CASCT which does include VAT. A signed receipt for the £1500 honorarium has been received.

Action: Susan Somner to pursue Credit Note from KAP.

We still await feedback from the accountants' with regards to the accounts

5. Slains Estate

Steve Rainey had been contacted by Michael Milligan as the Estate is concerned at the lack of progress relating to our purchase of the Rivie. Steve provided some context, reconfirmed our intent to purchase and laid out a potential timetable of events that would lead to concluding a sale. Mr Milligan will call back at the end of April and expects some firm news relating to this matter. He also raised the issue of 'good faith' (covered earlier in the minutes).

Also the action the estate would take if we did not conclude the sale was presented.

It may be that if the feedback from the User Group meeting is positive, we might be able to proceed with the purchase of the Rivie. This should be presented as a potential and desirable outcome of the meeting.

Also a question that was raised at the last AGM – Why all of the Rivie? The estate is not interested in selling part of the Rivie and therefore the only way we can progress is to purchase what the Estate is willing to sell i.e. all of it.

6. Funding Update

Pre-qualification submission review to be undertaken by the workgroup at a date still to be set.

Steve Rainey presented some feedback on Investing in Ideas, which is a separate Big Lottery fund which can provide up to £10,000 to be used to develop our plans and Business Plan. It does not count against other monies we are trying to raise. It is a similar application to the Pre-qualification and a meeting of the Pre-qualification workgroup will be called to take this forward.

Action: Pete Somner to organise review meeting for Pre-qualification and Investing in Ideas.

Still concerns abound with regards to the available funds from the Big Lottery and what we do to assuage them. Certainly, there is no doubt that as time goes by, it is becoming increasingly difficult to raise funds. There is a time pressure to keep the project moving forward apace.

Action: Steve Rainey to call the Big Lottery for update.

Sarah Menzies to be asked to raise the profile of the need for a 'Sustainable Social Enterprise' during the Architectural Workshop session.

7. A.O.B.

The date of the AGM was raised by Susan Somner and it was set for the 1st June 2007.

Action: Steve Rainey to inform Sheila and also discuss the formal process and protocols so that the appropriate notices and recording can be undertaken.

- Nominations for Directors
- Changes to the Constitution from 90% to 60% for an extraordinary AGM
- Proposal – all qualifying persons in the boundary covered by CASCT to be invited to be members of CASCT and register that interest. This has been undertaken in the Nethy Bridge community and it then allows us to ensure all interested parties can be communicated with.

Committee Etiquette was discussed as there was concern at the inappropriate distribution of information prior to confirmation of the issue or action.

Action: All Committee members to take note

Steve Rainey tabled a proposed letter to the Ellon Community Development Group thanking them for the recent donation of £2000, which explains what it has been used for. He will enclose a copy of the village booklet, together with a copy of the invoice for design and production costs. Approved by the Committee.

Action: Susan Somner to send a copy of the required invoice to Steve Rainey for inclusion in the letter.

(Post meeting note – done)

The Committee also approved the preparation of a letter to Jack Page thanking him for his part in CASCT and in particular the Architectural Competition.

Action: Steve Rainey to prepare and send a letter on behalf of the Committee.

Steve Rainey tabled a letter from Andrew Hill formally resigning from the Committee and a letter of thanks was proposed. Approved by the Committee.

Action: Steve Rainey to prepare and send a letter on behalf of the Committee.

DTAS membership is due for renewal at a cost of £60 and it was proposed that it be renewed, this was approved by the Committee.

Accounts – Tax return and OSCR annual return need to be completed and submitted, it was agreed that they should be forwarded to the accountants.

Action: Susan Somner to forward to accountant.

Pre-meetings

Date set for the Pre Architectural Workshop meeting – 7th May 2007

Date set for the Pre AGM meeting – 21st May 2007

Minutes taken by: Peter Somner