

**COLLIESTON & SLAINS COMMUNITY TRUST
MINUTES
MEETING 21st May 2007**



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

Apologies: Neil Ironside

Minutes of 16 April 2007 meeting proposed by Fiona Chaplain, seconded by Elizabeth Hay and approved by the Committee.

The committee approved an informal minute of the Directors' meeting on 2 May 2007.

1. Displaying CASCT Minutes

There was discussion as to how best to publicly display hard copies of the minutes of CASCT committee meetings.

Actions:

1. Susan to pin up minutes in the notice board at the shop and at Forvie Court – the keys are available at the shop
2. Vicky to organise for CASCT space to be available on the internal Hall notice board and for a set to be pinned up there
3. Steve to approach Neil Ironside with a view to locating an external notice board at the Hall

2. Architectural Workshop

There was a unanimous vote of thanks to Vicky and Fiona for pulling together a comprehensive minute of the Architectural Workshop. It was agreed that after some relatively small amendments being made, that it should be posted on the website and copies sent to Reiach & Hall, Sarah Menzies and Charles Rattray.

It was also agreed that once all comments had been incorporated into the summary of the Architects Brief, Vicky would circulate this to the committee before having it posted on the website.

Elizabeth also provided very positive feedback on her subsequent visit to Reiach & Hall's Pier Arts Centre in Stromness and that Neil Firth, the Centre Director, had had no problems working with the firm.

Action:

1. Steve to write, thanking the owners of the Manse for allowing us once again to use it

3. User group meeting

The committee responded positively to a request from Mairi-Anne to provide her with a reference in respect of her capabilities as a facilitator.

Steve informed the committee that he had received John's notes on the User Group meeting and that he was now chasing up Mairi-Anne in respect of her notes.

Actions:

1. Vicky to collate the 2 sets of notes and circulate, taking on board comments from the committee
2. Susan to then post an agreed set of notes on the website

4. Treasurer's Report

The balance of account is £16,375.10 as of the 1 May 2007; the bank statement was viewed by all present.

Susan advised the committee that the Bank were proposing to credit our account with some £700 credit interest.

Actions:

1. Susan to chase Ritson Smith for audited accounts
2. Susan to proceed to prepare her report for the AGM

5. AGM – Directors' Report

Steve is preparing this and it was agreed that it should include:

1. What we've done (in no particular order):
 - Brief resume of the journey so far
 - Grants received
 - The communication material that we've sent out
 - The Architectural Competition
 - Positive comments from external sources – e.g. CADISPA
 - User Group Meeting
 - Architectural Workshop
2. Where we are:
 - The result of the ballot on the purchase of the Rivie
3. Where we are going:
 - The next Architectural Workshop
 - Submission of the Prequal Bid to the Big Lottery
 - Regular User Group Clinics
 - New Work Groups with additional volunteer help
 - New members joining the committee

6. AOB

1. Awards for All
 - Peter to close out this by submitting final report along with Sara Hare's invoice + receipts for all expenses incurred in the running of the Architectural Competition.

2. The "Pier Fund"

Fiona reported that Trish Davidson, Treasurer of the Amenities Committee, had discussed with her a proposal she had submitted to the Amenities Committee re opening a ring-fenced account to provide specifically for the up keep of the pier and with the aim of transferring current and future Pier Fund monies into this account. She proposed that the signatories of the new account would be herself, Amenities Committee Chairman and Fiona. Fiona pointed out that CASCT already held ring-fenced Pier Fund money. Trish suggested that if CASCT wished to operate a Pier Fund account that would be fine, but in her view would, mean CASCT taking on responsibility for ongoing repairs. Fiona informed Trish that she would raise this at the next CASCT meeting. Some discussion ensued around this and it was agreed that whilst CASCT's charitable status could be advantageous in terms of enabling Gift Aid that it was for the time being at least, outwith CASCT's remit. It was further agreed that before transferring funds to an Amenities account or any other account, we need reassurance:

- About the public liability and legal implications of carrying out/financing any ad-hoc volunteer work on the pier
- That the Harbour Trustees approved any new arrangement.

Action:

1. Alan to check with Steve Ritchie what he wants to do with the money that we are holding on behalf of the Dolphin Gallery

3. The Robertson Trust

This is a potential funding body, which is holding a “surgery” in Inverurie on the afternoon of Thursday 31st May. Alan has agreed to attend, providing he is not away and Peter is checking his diary.

4. Volunteers and Accounting for their time

- Vicky to contact and maintain data base of details of our new volunteers
- Fiona & Alan to prepare a template enabling us to properly record the time spent by our volunteers

7. **Date of Next Meeting:** 11 June, 2007

Alan White
24 May 2007