



COLLIESTON & SLAINS COMMUNITY TRUST

MINUTES MEETING 5 DECEMBER 2005

Present: Steve Rainey, Sally Sheehan, Fiona Chaplain, Sue Somner, Jack Page, Shirley Beattie, John Hitchcock, Julie Swan, Elizabeth Hay, Vicky McNiff,

Apologies: Roddy Junor, Alan White, Neil Ironside

Minutes of the 7 November 2005 meeting proposed by Sue, seconded by Sally and approved by the Committee.

November 7 Action List Update

- Sally to circulate letter from Sarah at CADISPA re fund matching - **Sally distributed funders stance on spent money document**
- Sally and Alan to find out responsibilities of Data Protection Act - **Vicky to email web site address where this can be reviewed**
- Sally and Alan to apply for grants for Architectural competition from Formartine Partnership and Scottish Executive - **see update on this in later item**
- John to try and get Kevin Christie from SCARF to come and talk to us re energy efficiency - **John still to arrange this**
- Elizabeth also has contact re energy efficiency - **she is trying to get this information**
- Steve to ask John to attend the CADISPA conference in Nairn on 3rd December - **John attended conference, see later item for report**
- Sally to get back to Steve on whether she can attend conference - **she is unable to attend**
- Steve to send letter to Keith Newton, Area Manager, Aberdeenshire Council - **DONE and reply received and read to the Committee**
- Steve to draft letter to Slains Estate (Robin Maitland) - **DONE and read to Committee**

- The no nonsense guide to government rules and regulations for setting up your business - **email address to be circulated and copy can be ordered free of charge**
- Fiona to email Steve latest copy of the business plan - **DONE**
- Steve to arrange for Sheila Ritchie to make necessary changes to obtain charitable status - **in hand see later item for report**
- Alan/Vicky to chase up Charles Rattray and arrange architectural sub-committee meeting - **see later item for report**
- Someone to contact Sheila Ritchie re Land Fund and obtaining of extra land from Slains Estate (Alan suggested this but I don't know if he is going to follow it up) - **No further information on this, bring up at next meeting**
- Alan to chase up Rod re training for webmasters - **DONE**
- Sally to create spreadsheet of funders and funding cycle - **she has begun to do this**
- Fiona to write Minutes of Public Meeting - **DONE and approved by the Committee**
- Fiona to create Action List - **DONE**

CADISPA Meeting - Nairn 3 December 2005

John reported this was an excellent day with CADISPA doing a good job of facilitating. There were quite a lot of participants, mainly doing hall projects.

Kevin Christie is our local representative for the Scottish Executive on energy renewables.

Major focus was on business plan and top ten funding tips. We need to communicate well with funding officers and talk to them before we make formal applications.

It was apparent that 100% grant support is a thing of the past and we will have to consider how we are going to fund the gap. 10% is the minimum self fund but likely expectation will be to fund more than this.

Made good contacts for renewables and potentially up to 100% funding.

Any business not a charity run through CIC - Community Investment Company. We need to ask Sheila Ritchie what she knows about this. John to forward contact details to Steve.

Calor Gas Scottish Community of the Year Award - good PR, social audit and generally good thing to do. Sally has details which she will circulate. Nominations go out in April/May so plenty of time to prepare for it. Committee in favour of applying.

Presentations will be emailed to John and he will circulate these and his notes.

Aberdeenshire Council Update

Steve read a draft of a letter he proposed we send to Keith Newton, Area Manager. A few changes were proposed and it was agreed he should follow the letter up with a phone call. There was some discussion on obtaining a valuation of the current site. Sally to ask Neil Ironside and Steve to ask Keith Newton how we get a fair market valuation. Steve to let Sheila Ritchie review the letter to Keith Newton before sending it.

Business Plan

Steve sent out latest version of the business plan. He received three comments from Sheila Ritchie -

1. With future change to the law we need to get charitable status as soon as possible.
2. Shop rental not charitable. Can we remove it completely? Answer - no change wording to reflect it will be done via subsidiary company.
3. Expenditure - identifying what is charitable and non charitable in our cash flow.

Sheila to change wording to make it clear that we are using a trading subsidiary. Committee gave approval to Steve to respond to Sheila's comments.

There was some discussion re the playgroup entry in the business plan and it was agreed this needs reviewed and realistic description and figures added - Alan and Ian to make amendments.

Sally reported there are local authority grants available for playgroup but they are minimal. We need to find out what the grant is and put that down as a rent - Sally and Vicky to follow this up.

We also need to review rents for the various user groups.

Professional kitchen facilities could be rented out -

Foyer seasonal use - Steve to follow up

TST Ellon sponsored by the government - Steve to get Bibi to follow this up

Aberdeenshire Social Work outlets for ventures using catering - Sally to follow up

Architectural Report

Charles Rattray helped with the competition brief and gave them a document which they used to model ours on. We went through the brief in some detail with Vicky noting various comments.

Andrew Hill has volunteered to be a judge and to help in any other way he can. We will hold a ballot if necessary to select the judges. One of the judges to be from the architectural sub committee.

They need to get in touch with Charles again to finalise details, judges, draft letter, costs, etc.

Estate

Steve read draft letter to Robin Matiland, Strutt & Parker. Committee agreed he send this letter out.

Fund Raising

Balance in bank as at 30th November £17425.51.

Fund raising going well and the total will be announced at the Xmas raffle, quiz and pub night on 17 December.

Funding Strategy

Sally has created a draft funding spreadsheet.

Sally reported the Scottish Arts Council might be a potential funder - including money for the architectural competition - Sally and Alan to follow this up.

Sally reported we should think about becoming a member of the Lankelly Foundation - she is to follow this up.

Sally reported that we were not eligible for the grant from the rural development fund and we were too late applying for the Tesco Charitable Trust Award for the funding for the architectural competition.

Website

All webmasters have now received the software. They need to meet to amend the site.

Date of Next Meeting - Monday 9th January 2006