

# **Culbokie Community Trust Limited**

## **Minutes of the Annual General Meeting held in Findon Hall, Culbokie at 7pm on Monday 26<sup>th</sup> November, 2018.**

**Welcome:** Richard Fyfe, CCT Chairperson, welcomed all the attendees to the meeting, both members and other interested personnel.

**Attendance, proxies and apologies:** The following members and associate members were present: Pam Draper, Mark Douglas, Penny Edwards, Carol Elliot, Caroline Fyfe, Richard Fyfe, Gill Garland, Mark Garland, Niall MacDonald, Gordon MacKenzie, Jillian MacKenzie, Angela Morris, Bruce Morrison, Gordon Morrison, Lesley Murray, Bob Neish, Alison Petch, Carol Roff, Martin Roff, Marilyn Richards, Tom Richards, Martin Sherring and Su Wompra.

There were no **proxies**.

**Apologies** were received from Carolyn Morrison, Norma Grant, and Annabel Mowat

**Adoption of Minute of second Annual General Meeting of 6<sup>th</sup> November 2017:** This was proposed by Mark Douglas and seconded by Su Wompra. There were no amendments and the motion was carried.

### **Annual Report on Activities: A full director's report is included in the Extract of Accounts**

Richard Fyfe updated the meeting on the work of the Trust.

In particular:

Membership: There are now 177 full members, 13 juniors and 50 associates. Growth in membership has been more modest this year and the Board has explored new initiatives to increase the membership and this has started to bear fruit with a number of new members recently added.

GDPR: The Board has spent a significant amount of time ensuring that we are compliant with GDPR. The Board is satisfied that the revised policies and procedures ensure that members' data is protected.

CCT continued its membership of Development Trust Association Scotland (DTAS), Ross-shire Voluntary Action (RVA), Highland Small Communities Housing Trust (HSCHT), and Community Land Scotland (CLS). These memberships provide CCT with access to information, training and advice to support its core objectives.

Glascairn Community Project: CCT has continued to work with Tulloch Homes to secure the best possible deal for the community in relation to the development of the Glascairn site. The agreement to exchange land at the site was concluded and will see the community gain 0.57 acres of land with the formation of the SUDs basin being provided by Tullochs.

In addition, there is a proposal from Tullochs to 'buy back' 0.9 acres to allow them to develop the housing in this area instead of CCT. This has prompted further discussions with Cairn Housing in relation to the affordable housing element. CCT will now work with Tullochs and Cairn to seek the best outcome for the local community in relation to housing on this site.

CCT has worked with the Big Lottery on a funding application but at the end of May CCT was informed that the application would not be recommended for approval as the area is not

sufficiently disadvantaged. CCT will now be focusing on the phasing of the project in the coming year.

The erection of a noticeboard on the site provides a source of information for CCT activities, and picnic table provides a welcome seat for anyone looking for a space for a picnic lunch or snack.

A fundraising subgroup organised several events during the year: an evening with Ian Rankin raising £1,720; a quiz, raising just over £1,000; Culbokie Challenge, raising £1097. These and other smaller events raised a total of £4,329 during the year.

#### Working groups:

The work of the History Group, the responsibility for the running of the Culbokie Community market, the work of the Woods Group and the village Clean and Tidy group continue to represent broader facets of other initiatives under the umbrella of the Trust. All these groups have made significant contributions to the community over the last year, in particular: the work of the Woods Group in developing orienteering courses in the woods, the History group for their visits and talks and the development of the website on aspects of local History, and the Community Market's highlight of the year was the 10<sup>th</sup> anniversary celebrations in May.

The Chairperson thanked Board members for all their efforts over the past year; the working members of history, woods and market supervision groups; and Ferintosh Community Council, the Highland Council, and others for their support.

In looking forward to 2019 the Chairperson reinforced the Trust's intention to continue to work with Tulloch Homes to develop plans for the Glascairn site. The Trust also plans to continue to develop the range of activities it provides within the community and to encourage more volunteers to broaden the range of skills available to the Board.

The Chairperson then thanked all for their attendance and support throughout the year.

**Financial Report including preliminary approval of Accounts:** Jillian MacKenzie, CCT Treasurer, presented the Financial Report for the year ended 30 June 2018 for the Company registered as Culbokie Community Trust Limited (reg. no. 481094 and Charity No. SC045867). Copies of the Accounts had been circulated well in advance of the AGM, and further copies were made available at the meeting itself.

There had been no major expenses during the year and the net income of £6,578 as of 30 June 2018 had come mainly from donations and fund raising events.

Details on income and expenditure areas on page 9 were drawn to members' attention. At the end of June finances showed a slight depreciation of the assets, a healthier bank balance and an increase in the Total Charity Funds of £112,290 as opposed to £105,712 last year.

Finally, in the financial year to 30 June 2018 CCT spent £1,110 more on projects than was raised in grants/fundraising specifically for that purpose. The treasurer proposed that £1,110 be transferred from the General Fund to the Restricted Fund which is mainly the Glascairn Project, therefore maintaining the asset value of the land. There were no objections and the motion was carried.

It was made clear that, in order to enable questions to arise at the meeting or subsequently, the Accounts would be kept open for scrutiny for a calendar week beyond the AGM date.

Thereafter, all being satisfactory, the Trustees would sign and the Accounts would be lodged with Companies House and with the Charity Regulator. Subject to that proviso the Accounts were cleared for signing and for dispatch to the appropriate authorities.

The Treasurer Jillian MacKenzie was warmly thanked for her work.

**Appointment of External Examiners:** The Board again expressed satisfaction with the work of Frame Kennedy, External Examiners and it was agreed by the meeting to continue to use them in 2018.

**Directors' retirements, resignations and elections:** The list of currently elected Directors was declared as follows -- Mark Douglas, Penny Edwards, Richard Fyfe, Jillian MacKenzie, Audrey McCulloch (resigned), Alison Petch, Marilyn Richards and Sarah Southcott (resigned). Jillian MacKenzie and Richard Fyfe had indicated that they would be retiring at this AGM as it is the end of their first term of 4 years in office and also according to Article 33.2 of the Articles of Association which states "that one third of elected Directors shall stand down at each second and subsequent AGM". Both Jillian MacKenzie and Richard Fyfe are standing for re-election.

Two additional members were proposed and seconded for election as new Directors of the Trust – **Niall MacDonald and Angela Morris**. Both have been attending Board meetings and assisting with the work of the Trust over the last few months, and were unanimously elected to the Board. Jillian MacKenzie and Richard Fyfe were similarly re-elected, bringing the Board to 8 Directors. There is still a vacancy for one Director.

**Sarah Southcott** was warmly thanked for her contributions to the Board and particularly for her work in fundraising for CCT.

**Ferintosh Community Council's Appointment to the Board:** The Constitution awards a Directorship position to an appointee from the Community Council. The CCT Company Secretary wrote to the FCC in August requesting a nomination. The Council met, approved and minuted that Bruce Morrison be re-appointed to the Director position from FCC for 2018-19.

**Any other competent business:** None

**Close:** This being all the business the meeting closed with the vote of thanks by Penny Edwards. She thanked all who attended, and she thanked the Board members and volunteers for all their work over the last year with the specific projects. She also thanked Gill Garland for her work as membership secretary and Cindy Reeves for her work on aspects of social media.

**Signed:** ..... **Chair**

..... **Company Secretary**

..... **Date**