

Minute of the Board Meeting of Culbokie Community Trust on

Monday 1st October 2018

Present: Richard Fyfe, Penny Edwards, Mark Douglas, Marilyn Richards, and Angie Morris(as an observer)

Apologies: Jillian Munro, Bruce Morrison, Alison Petch, Niall MacDonald

Item	Discussion	Action
Welcome	Richard welcomed Angie who was attending as an observer to learn more about the work of CCT and to see if she might be interested in becoming more involved.	
Minutes of last meetings	27-08-18 Approved as a correct record Proposed by Penny and seconded by Richard	
Matters Arising	<p>History Group – FCC was approached for £80 for gates to access the Henge. FCC approved £40.</p> <p>Plastic reusable cups - Plastic reusable have been purchased and are ready for use</p>	
Glascairn Community Project Update	<p>a. Update from Cairn Housing - Penny The provisional (non-specific) valuation of the land is £90K. This discussion is ongoing and the Board agreed that CCT should continue to work with Cairn to explore possibilities for Housing.</p> <p>b. Update from THL</p> <ul style="list-style-type: none"> • Sewers in poor condition. Awaiting advice from SW. Contingencies in place • Council Transportation now require Street Engineering Review (SER) meeting. Date set was 24th Oct. THC will report 2 weeks thereafter • Tulloch will make planning application in early Oct and accommodate SER afterwards • Proposed layout will be forwarded to CCT before submission • Unlikely that village green will be handed over before 2020 <p>c. SUDS/landscaping paper Penny outlined the proposals/ideas and had investigated a number of Landscape Designers and potential grant funders. The Board also agreed that a SUDS visit to local SUDS areas would be useful and this will take place on 17th October.</p> <p>d. Community Consultation Consultation document has gone out via: CCT members, CCT Facebook, local posters, FCC, Football Club, Findon</p>	Penny

	<p>Hall, Culbokie Church, Culbokie School. There has been some feedback but the closing date is 15 Oct, which may be extended if needed, and the results will be collated thereafter.</p> <p>e. Community Fundraising The group proposed a 'Silent Auction' linked to a CCT event. Possibly in early 2019 as the Primary school also runs a Silent Auction at their Christmas Fair at the end of Nov.</p>	Working group
Culbokie Community Market	The market and Car Boot sale went well in September although footfall was down. Apple pressing and a 2 nd hand books/DVDs/CDs sale will take place at the Market on 20 th October. The Book stall is being well supported with donations which folk are leaving in the box at the Spar shop.	
Woods Group	<p>Orienteering – update:</p> <ul style="list-style-type: none"> • Noticeboards and electronic controls to be installed • Regular 3 monthly inspections of routes and controls are in place to meet FC requirements • Culbokie Primary School is involved in lessons on a Friday afternoon led by a local resident and linked with Fortrose Academy • Resolis Primary is using the course on Weds. <p>Christmas Work Party – planned for 1st Dec at 10.30am.</p>	
History Group	Teanagairn Henge – work to clear vegetation and improve access has taken place in preparation for the open day as part of Highland Archaeology Festival on the Wednesday 17 th October.	
Other Groups	Village clean and tidy projects – The 'dog pooh' coordinator is stepping down and a replacement is being sought.	
Finance Admin	<p>a. Jillian reported that the balance stands at £25,449.47 at 01/1018</p> <p>b. Frame Kennedy Invoice – The invoice for the accounts for 2016-17 for £618 was approved by the Board</p> <p>c. Insurance Renewal – Payment of £176.94 was agreed by the Board</p> <p>d. Unauthorised spending – none</p> <p>e. Culbokie Spar donations tin - £45.00 at 03-09-18</p>	
Admin	<p>a. Resignation - The Board has received Sarah Southcott's resignation due to personal circumstances. The Board thanked Sarah for her work for the Trust and in particular her work in fundraising.</p> <p>b. AGM – Monday 26th November 2018 Speaker – Kenny Steele, Highland Hospice</p>	

	<p>The agenda was agreed and a poster and paperwork is prepared. The intimation, accounts and annual report should reach members no later than 5 Nov.</p> <p>4 Board members to retire: Audrey McCulloch – retired Sarah Southcott - retired Richard Fyfe – agreed to stand again Jillian Munro – agreed to stand again There will then be 3 vacancies on the Board.</p> <p>c. Possible new Directors – it is important that the vacant Director places on the Board are filled. Some suggestions were discussed which Penny and Richard will action</p> <p>d. Website volunteer – Penny reported that there is a volunteer willing to look at the website and make recommendations for improvements for the next Board meeting. This will require w/g leaders to take a role in updating the relevant sections. The Board agreed that this would be helpful.</p>	<p>Richard/ Jillian/ Marilyn</p> <p>Penny/ Richard</p> <p>Penny</p>
Membership and Recruitment	<p>a. 1 new full member added. There have been some other changes due to house moves. There are now 196 full members, 13 junior members of CCT plus 51 associates, and 5 associate organisations. Total membership now 265</p> <p>a. Recruitment leaflet and campaign –A further date will be set either early evening or at a w/e when it is still light. The personal approach has brought good results.</p>	
AOB	<p>a. Christmas Cards - time to prepare a card and make a list to ensure volunteers etc are thanked for their contributions. The card will be prepared and ready for signing at the AGM.</p> <p>b. Christmas Tree at the site – the Board agreed that there should be a Christmas tree on the site from early Dec.</p> <ul style="list-style-type: none"> • Penny to source the tree • Mark to provide plastic pipe • Marilyn to contact Jillian to ask for help and lights etc <p>A work group/date will be agreed to coordinate activities.</p>	<p>Richard</p> <p>Penny/ Mark/ Marilyn</p>
Date of next Meeting(s)	<p>Mon 29th October 2018 – Marilyn’s</p> <p>Mon 26th November 2018 – AGM at 7pm in Findon Hall</p>	