

## Minute of the Board Meeting of Culbokie Community Trust on

**Monday 24<sup>th</sup> July 2017**

**Present:** Penny Edwards, Mark Douglas, Bruce Morrison, Lesley Murray, Alison Petch, Richard Fyfe, Sarah Southcott, Annabel Mowat (Birchwood Highland), David Brookfield (Birchwood Highland), Cindy Reeves (observer)

**Apologies:** Marilyn Richards, Ian MacIver, Jillian Munro

Item	Discussion	Action
Welcome	Penny welcomed and thanked Cindy Reeves who has taken over looking after social media for the Trust.	
Minutes of last meetings	12-06-17 Approved as a correct record Proposed by Mark and seconded by Richard.	
Matters Arising	<ul style="list-style-type: none"> <li>• Child Protection Policy – not yet finalised and will be held over until the next meeting.</li> <li>• Scout storage – although the Glascairn site may not be the best place, we will endeavour to find space if this is the only option.</li> <li>• HIE – have agreed to underwrite the cost of legal fees for the Glascairn development if an agreement is not concluded with Tullochs.</li> </ul>	Marilyn
Glascairn Community Project Update	<p>Prior to the discussion on the Glascairn project, Penny indicated she wanted the group to know that she was at capacity and that it is important that the developing workload is spread more widely across the village. It was agreed that a small group would appraise the range of tasks involved and indicate how these could be prioritised, with specific tasks being put out through individual contacts and on social media to attract others to participate.</p> <p>The need to identify funding for some project officer input was highlighted.</p> <p><b>a. Tulloch deal</b> The indicative Heads of Terms have now been agreed with Tulloch Homes and are with their solicitors for the first draft of the legal document. Penny met with Martin English of Threesixty Architecture who made a number of design suggestions and offered to contribute some work towards a master plan. The pros and cons of this approach as against putting out a wider tender (which would need to be funded) were discussed. It was agreed to revise the current design brief and to seek a meeting with Martin.</p> <p><b>b. Playpark</b> The approach to Ferintosh Community Council to review play park in the village was unsuccessful as they felt they did not</p>	<p>Penny Bruce Richard</p> <p>All/Cindy</p> <p>Penny</p> <p>Bruce/</p>

	<p>have sufficient resource or expertise. It was agreed that we should go with the majority view of residents and present the case against a standard equipped playpark. It was felt that there is a reasonable basis for taking this approach based on the more appropriate amenity provision that is being planned.</p> <p><b>c. Birchwood Highland</b> David and Bruce provided an update on their discussions on the business plan for the community building. This is focusing on the activities in the building and related income generation. Further work is required to refine the revenue/cost budget for the café and flexi-space. This should be completed within the next four weeks.</p> <p>There was a discussion on the structure of the social enterprise to run the café and activities in the building and the nature of the partnership with Birchwood Highland including the possibility of running the social enterprise as an equal partnership. The details would need to be carefully determined and Penny would ask Jillian for her views.</p> <p><b>d. BIG Lottery application</b> Trust members are meeting with the BIG Lottery on 26 July to discuss funding under the BIG Lottery Community Assets Fund. There was further discussion on the options for raising the additional funding beyond that being sought from BIG; Annabel highlighted the need to target specific funders for particular issues eg loneliness, young people. Possibilities for LEADER funding (which has to be spent by end 2019) were also explored.</p> <p><b>e. Housing element</b> In order to gauge further the demand for particular housing needs, the Highland Small Communities Housing Trust (HSCHT) has proposed follow-up work to the 2015 Housing Needs Analysis. This would involve individual surgeries within the village by an independent individual which would be promoted through a leaflet drop. It was agreed that this approach would inform the use of the potential housing on the site and should be progressed subject to funding. Further details will be developed.</p> <p><b>f. Community fund-raising update</b></p> <ul style="list-style-type: none"> <li>➤ Belladrum draw – all 50 tickets were sold, raising £479.27.</li> <li>➤ Ian Rankin event – all 100 tickets have been sold for the event on 12 August. As there is another event on the Cairn car park the same evening, Cindy will put a message on social media encouraging people to walk and if necessary people will be directed to the recycling car park or the undeveloped road beyond the Hall.</li> </ul>	<p>Penny</p> <p>Bruce David</p> <p>Penny Jillian</p> <p>Penny Bruce Richard Jillian Alison Annabel David</p> <p>Penny et al</p> <p>Cindy Richard</p> <p>Lesley Sarah</p>
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	➤ A quizmaster was being sought for a possible autumn quiz and a Halloween event in the woods was mooted.	
Culbokie Community Market	The July market had gone well with an excellent buzz after a quiet June. The market in September will be part of the Coolbokie Day which was all coming together.	
Woods Group	<p>The orienteering taster session was very successful involving around 80 children and young people, with sessions initially in the school and then in the woods. It highlighted the likely success of a permanent course but a volunteer is required to lead this.</p> <p>The Bush Craft programme at the start of the school holidays was also a big success, with an average of 12 attending each of the four days.</p>	All
History Group	The Teanagairn Henge has been included in the programme for archaeology week in October.	
Other Groups	<b>Village clean and tidy projects</b> – continuing satisfactorily.	Bruce
Finance Admin	<p>a. No formal report in the absence of Jillian but a balance of c£19k</p> <p>b. Unauthorised spending – None</p>	
Admin	There will be at least two vacancies on the Trust Board at the AGM. All are asked to take responsibility for identifying potential Board Members (they must live in the CCT area). A range of people with diverse life experiences is sought.	All
Communications	<p><b>Social Media</b> – The Board were delighted that Cindy Reeves has agreed to take on this role. She outlined developments she had undertaken to date with Twitter and Facebook and it was agreed that Trust activities should be promoted on Facebook from the postcodes covered by the Trust, not just those who are members. Sarah agreed to act as a sounding board if content needed to be checked. Cindy offered to provide some website training for Sarah.</p> <p>An improved mailing system will be used to distribute the monthly newsletter and a new editor will be sought. There will be a facility for those who are not members to sign up to receive the newsletter; the two subscriber lists will be kept separately.</p>	<p>Cindy</p> <p>Sarah</p> <p>Cindy</p>
Coolbokie Stand	CCT would have a stand at Coolbokie Gathering. Alison and Lesley to organise.	Alison Lesley
Membership and Recruitment	No new members. The need for a recruitment campaign was discussed. Cindy suggested that in the first instance this could be via social media. She and Lesley agreed to look at redesigning the membership form. This should be in consultation with Gill Garland, the Membership Secretary.	Cindy Lesley
AOB	Potential benefit of undergrounding of cables at the Glascairn site. Bruce to explore with SSE.	Bruce
Date of next Meeting(s)	<p>Mon 28<sup>th</sup> Aug 2017 – Jillian's</p> <p>Mon 25<sup>th</sup> Sept 2017</p>	

