

Minute of the Board Meeting of Culbokie Community Trust on

Monday 12th March 2018

Present: Richard Fyfe, Penny Edwards, Sarah Southcott, Mark Douglas, Jillian Munro, Audrey McCulloch, Annabel Mowat (BH), Marilyn Richards

Apologies: Lesley Murray, Niall MacDonald, Alison Petch, Bruce Morrison

Item	Discussion	Action
Minutes of last meetings	22-01-18 Approved as a correct record Proposed by Sarah and seconded by Penny	
Matters Arising	The application for funding to the Strengthening Communities Fund was unsuccessful, mainly because Culbokie does not meet some of the core criteria	
Glascairn Community Project Update	<p>a. Tullochs agreement update The issue of electricity loading for the Community site was discussed which identified the need to develop plans for the site to ensure the required load is known and Tullochs are aware of the capacity needed. The Agreement is in its final stages and should be signed by 16th March. The Board agreed that CCT should proceed with the Agreement.</p> <p>b. Stakeholder development update 16 organisations have now been contacted regarding providing a letter of support for the project – as Project Supporters. There have been 10 positive responses to date and letters have been requested by 31st March.</p> <p>c. Advance Activity Plan Alison drafted a proposal - 'creating a village portrait' to engage residents of all ages in creating a social history of Culbokie. The proposal has been submitted to the Postcode Lottery.</p> <p>d. Community Hub Financing Nothing new to report</p> <p>e. BIG Lottery update The concerns raised by BIG have been answered and information has been sent to address the issues raised. Feedback has been positive. At the last meeting 2 points were raised:</p> <ul style="list-style-type: none"> • To 'include business' activity at the hub e.g. hot desking for start-up/smaller businesses • Office space <p>The next meeting is in mid-April</p>	<p>Penny/ Richard</p> <p>Bruce</p> <p>Alison</p> <p>Penny/ Richard</p>

	<p>f. Community fundraising</p> <p>Next event: Quiz Night – 17th March 2018. All in place.</p> <p>Culbokie Challenge – planned for May/June and will be promoted at March market. Watch this space!</p>	Sarah
Culbokie Community Market	<p>10th Anniversary on 19th May – proposals to have celebration cake and drink for shoppers and stallholders, short welcome and a few words about the market and thanks to volunteers etc. Gift for stallholder who has been attending since 2008. Possibility of eco-bags for sale or as gift for stallholders depending on prices. Outside stalls may be needed for demonstrations etc.</p> <p>Plant sale planned for April/May and request for donations to go out in CCT bulletin and Noticeboard.</p>	Marilyn/ Anna
Woods Group	<p>25th March – Badger Talk and Sett Visit – repeat of last November's event</p> <p>15th April – Improve your photography – walk in Findon Dell</p> <p>7th July – Wildlife Safari</p> <p>Orienteering – grants have been received from Awards for All and the Ward Discretionary Fund. This means the course will have both manual and electronic control points. The group are working with local schools and scouts, and plan to train a group of folk to run events etc. Request for volunteers to get involved has been advertised.</p> <p>Annual meeting with the Forestry Commission takes place in April.</p> <p>The work party path clearing in Feb has opened up two circular routes making the woods more accessible and interesting for locals.</p>	
History Group	<p>The History section continues to expand and we now have information on three former families of Culbokie; William Urquhart, Cnocmisan, Thomas Ross, Glashcairn and just recently Kemps. What was exciting was receiving photographs taken in 1913, by a descendant of Thomas Ross, of various landmarks around Culbokie and these are available on the Ross page.</p> <p>The "Miscellaneous" page has new material. Identities have been added for the wedding photograph of Tom and Jean Stewart as so many of the guests were Culbokie locals. A photograph of former head teacher, Stuart Greaves, receiving his retirement present from the pupils has been posted here and in the Group photographs and as a follow up to this we are in the process of displaying class photographs from the time when Stuart was head teacher, 1982 to 1998.</p>	

Other Groups	Village clean and tidy projects – nothing to report	
Finance Admin	<p>a. Jillian reported that the balance stands at £25,015.20 at 12/03/18. This includes the grants for the Oreinteering project</p> <p>b. Unauthorised spending – none</p> <p>c. Culbokie Spar donations tin - £36.90 at 22-02-18</p>	
Admin	a. AGM Speaker 2018 - The Board agreed that Kenny Steele, Highland Hospice should be approached. AGM date will be agreed once his availability is confirmed.	Penny
Membership and Recruitment	<p>a. No new members this month</p> <p>b. A letter on membership renewal is being prepared and issued to members with a request for donations for 2018. Similar to 2017. Penny to prepare info on progress to be included.</p> <p>c. Recruitment leaflet and campaign – Dates set for personal calls to homes are on Tues 15th May, Tues 19th June, Tues 17th July. Areas still to be agreed and current membership checked. Penny agreed to draft a flyer.</p> <p>d. Gift Aid Form - Being finalised and address to be added</p>	<p>Marilyn/ Penny/ Mark</p> <p>Penny</p> <p>Sarah</p>
AOB	<p>a. Data Protection Act – changes in the regulations come into force on 24th May. As yet CCT are not sure how this will affect any membership data held. Jillian agreed to investigate. RVA to be contacted to see if they have any advice.</p> <p>b. Christmas Event – New volunteers will be needed for this event in 2018</p> <p>c. Primary School request for support from Parent Council – Parental concerns have been raised regarding THC proposed changes to the Management Structure of primary Schools in the area. Culbokie Primary is now a very settled school and there is a high level of parent/pupil/staff satisfaction. The Board agreed to provide a letter of support.</p> <p>d. Age Scotland membership – Membership is free. Board agreed that CCT should become a member.</p> <p>e. Electricity cables around site – FCC has been approached by a resident concerned about the number and position of overhead cables in the area around the shop and site. The development presents an opportunity to bury cables as the site is developed. FCC will discuss this and SSE approached. The Board agreed to support the investigation of this proposal.</p>	<p>Jillian/ Marilyn</p> <p>Penny</p> <p>Bruce</p> <p>Bruce</p>
Date of next Meeting(s)	<p>Mon 16th April 2018 – Marilyn’s – Apologies: Bruce</p> <p>Mon 28th May 2018 – Bruce’s</p>	