

Minute of the Board Meeting of Culbokie Community Trust on

Monday 22 July 2019

Present: Richard Fyfe, Penny Edwards, Mark Douglas, Angie Morris, Bruce Morrison, Alison Petch

Apologies: Marilyn Richards, Niall MacDonald, Jillian Munro

Item	Discussion	Action
Minutes of last meetings	17-06-19 Approved as a correct record Proposed by Mark and seconded by Angela	
Matters Arising	<ul style="list-style-type: none"> • A new market banner has been purchased for the Tore roundabout • The orienteering punches are still to be purchased • The PayPal account has been approved and added to the website • AGM – waiting to hear from Ian Stewart (confirmed post meeting). The possibility of combining this with a community meal was discussed – decision to be taken at the next meeting • The grass has been cut at the Glascairn site 	
Glascairn Community Project Update	<p>a. Site negotiations</p> <p>Tulloch are seeking to sign off the s75 agreement by the end of July. This includes the payment of the developed contribution to THC of which the CCT element is £4998. Cairn have agreed informally to pay this but formal confirmation is awaited. There is also liability per the planning approval of £30k to THC for failure to build the approved affordable housing – this needs to be taken on by Cairn and the timescale clarified. There is money remaining from Tulloch’s contribution to legal fees for the excambion agreement which should cover the current negotiation with Tulloch. In respect of agreement with Cairn the estimate is £6k which we will ask them to pay in the first instance.</p> <p>Bruce and Richard were attending with Becky and Ian from FCC a community liaison meeting on 23 July – this group was a requirement of the planning approval. A request from Tulloch to start gorse cutting had been referred to this group.</p> <p>Penny, Mark and Alison were attending a meeting with Tulloch on 30 July to explore a range of issues. Tulloch are keen to make a rapid start on site.</p> <p>Two bids had been submitted to the Landscape Group for design work on the open space. The bids had been scored and it was agreed that horner + maclennan would be invited for interview with a view to them being appointed subject to confirmation of value for money.</p> <p>It was agreed that an electric charging point should be considered as part of the landscape brief – Mark would provide a link to a current SG promotion site.</p>	<p>Bruce Richard</p> <p>Penny Mark Alison</p> <p>Landscape Group</p> <p>Mark</p>

	<p>b. Housing surgery Mon 1st July</p> <p>Despite widespread promotion, few people had taken advantage of the opportunity to meet with representatives from Highland Housing Alliance, HSCHT and Cairn at the event in Findon Hall. Nonetheless it was hoped that for those who did attend this will be a valuable source of assistance with housing needs. It was felt that this confirmed the wisdom of achieving the housing component on the site in partnership with Cairn.</p>	
SUSTRANS project	<p>Funding had been offered in the first instance for Stages 1-3 (of 7) of the proposal for the Active Travel project submitted under the Places for Everyone funding – publicity is embargoed until 1st August and will need to be cleared with Sustrans. Thanks were extended to Martin Sherring for all his work on the submission. The grant is to be spent by 15 May 2020. It was agreed that Martin should seek to recruit a Steering Group asap including at least one Board member – potential members could include Highlife Highland via Active Schools and individuals who had responded to the survey. It was agreed that it was important to include a wide spectrum of interests including the disabled, less confident cyclists, the bus company and community transport and it was suggested that a smaller Steering Group and a wider Consultation Group might be the most effective model. If the design is accepted at the end of Stage 3, 50% of delivery costs are then provided. It was considered important therefore to manage expectations in terms of the scale of the project as half the costs would need to be sourced elsewhere.</p>	
CCT Environmental Policy	<p>A draft policy had been prepared by Penny. It was suggested that it would be useful to insert reference to 'biodiversity net gain'. It was agreed that the initial paragraph would be revised through reference to the SG sustainable performance policy – Mark to provide the link. Penny and Richard will provide a revised draft for the next meeting.</p>	Mark Penny Richard
Fundraising	<p>The next event is with John Lister Kaye on 5th October. Publicity will be going out shortly. The new PayPal facility will be available. The following event is the quiz on 9th November.</p>	
Culbokie Community Market	<p>The July market went well although quieter due to the holiday season. Nonetheless Macmillan made £301 on the catering, with bacon rolls a best seller.</p>	
Woods Group	Nothing new to report	
History Group	Nothing new to report	
Other Groups	Village clean and tidy projects – the pump area is being well cared for	
Finance Admin	<p>a. Jillian reported that the balance stands at £27,972.71 and £50,004.18 in savings at 17/06/19</p> <p>b. PayPal Charity account now active – 1.4% and 20p per transaction charges</p> <p>c. Unauthorised spending – none</p>	

Admin	<p>a. AGM 2019 speaker – Richard to follow up and Ian Stewart, NHS confirmed as speaker post the meeting</p> <p>b. AGM quorum – the Board should consider bringing a Special Resolution to amend the number for the AGM quorum to the next meeting. As membership continues to grow the number required increases.</p>	
Membership and Recruitment	<p>a. Membership report - No report available – Richard to pass on two completed forms to Jill</p> <p>b. Membership recruitment – Balnatua to be targeted in next door knocking the following evening</p>	Richard
AOB	<p>a. Penny had picked up the day before it closed to submissions a notification of a proposal to increase the cost of an occasional alcohol licence from £10 to £150. She had responded on behalf of the Trust pointing out that this would make it impossible for small community organisations to apply. The Board endorsed this response and thanked Penny for her initiative.</p> <p>b. Sally Ann Jackson has sought permission to park her burger van on the CCT field just inside our chain gate on Mondays from 4.30pm to 8.30pm. The shop and the pub have been consulted and are happy with the burger van as she is not duplicating existing provision. The burgers are made from local produce. The request was approved, subject to letting Sally know that it would have to be time-limited due to the pending work. It was agreed to highlight the facility in the next Newsletter.</p>	Penny? Richard
Date of next Meeting(s)	Mon 26 August – Bruce's Mon 30 Sept – venue tbd Apologies: Alison	