

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

**Monday 30 September 2019**

**Present:** Richard Fyfe, Penny Edwards, Mark Douglas, Angie Morris, Bruce Morrison, Niall MacDonald, Gwyn Howroyd (observer), Marilyn Richards

**Apologies:** Alison Petch, Jillian Munro

Item	Discussion	Action
Welcome	Richard welcomed Gwyn who was attending as an observer to learn more about the work of CCT as she is interested in becoming more involved.	
Minutes of last meetings	26-08-19 Approved as a correct record Proposed by Angie and seconded by Bruce	
Matters Arising	<b>Architect appointment</b> – following evaluation of the submissions followed by an extensive interview the Board agreed to the appointment of LDN architects. LDN are now working with Horner and MacLennan to ensure the proposals for the building link with the landscape design.	
Glascairn Community Project	<p><b>a. Site updates</b></p> <p>(i) LDN - designs were viewed and initial comments made. An invoice will be sent at the end of each stage. Initially £900 +VAT. The Board agreed to the payments.</p> <p>(ii) H&amp;M – aim to have a ‘master plan’ so that initial work can be completed by Tulloch homes and further work can be delivered over time as funds become available. A provisional date for community consultation is Thurs 21st Nov 3.30 -8 pm. All residents to be circulated. Leaflet to be drafted. There are a number of possible sources for grant aid for the village green.</p> <p>(iii) Tulloch – meeting to consult on landscape and building design proposed for 23<sup>rd</sup> Oct.</p> <p>(iv) Cairn – will also be meeting with Tulloch to progress affordable housing on CCT land.</p> <p><b>b. EV charging point</b> CCT has been allocated up to £21,000 for installation of a charge point (double outlet 22kW fast charger) from Energy Saving Trust. This will be confirmed following submission of a quote for installation and completing the last part of the application process. The installation needs to be complete within approx. 6 months. LDN and H&amp;M have been informed of the need to find a permanent location. If we are successful, the installed EV charge point will give rise to ongoing responsibilities for CCT including maintenance, insurance and electricity costs. The agreement would give scope to charge for use but full details are not available.</p> <p><b>c. Solicitor – ongoing</b></p>	Penny

	<p><b>d. Business planning – paper</b></p> <p>Bruce prepared a paper making proposals:</p> <ul style="list-style-type: none"> <li>• to refresh the financial projection/budgeting process</li> <li>• to look again, as a Board, at the vision, mission, strategy for the project and use this to feed into the business planning process.</li> </ul> <p>The Board agreed and a subgroup will meet to discuss. Vision and Values agreed in 2016 will be the starting point.</p>	<p>Bruce/ Mark/ Penny/ Niall</p> <p>Bruce/ Niall</p>
SUSTRANS project	<p>Martin provided a written update.</p> <p>Following a meeting to review the three bids, Pell Frischmann from Edinburgh has been appointed. There will be an inception meeting on Tues 1 Oct with representatives from PF, Sustrans and THC plus Martin and Penny representing CCT. There will be 6 community engagement events as part of the project, which will aim to engage the community in the plans for the route and raise the profile of cycling, ‘wheeling’ (eg buggies, wheelchairs etc) and walking. A successful bid to Local Giving has provided an additional £500 for cycling promotion events.</p>	<p>Martin</p>
Fundraising	<p>The next event is with Sir John Lister Kaye on <b>Sat 5<sup>th</sup> October</b>. About 70 tickets have been sold to date. This will also be an opportunity to launch the 2020 calendar and promote the quiz on <b>Sat 9<sup>th</sup> November</b>.</p>	<p>Angie/ Alison/ Penny</p>
Culbokie Community Market	<p>The September market went well.</p> <p>Oct – apple pressing</p> <p>Nov – 2<sup>nd</sup> hand books</p> <p>Dec – CCT will run the café</p> <p>A working group meeting to plan for 2020 will be held in November</p>	<p>Marilyn</p>
Woods Group	<p>A new Culbokie resident has agreed to help the group to further develop a paper, already produced by another member, on the future management of the woods. This paper can then be used in discussion with FLS to address community priorities including path management, conservation, landscape amenity and orienteering.</p> <p>A new leader for the group is still needed and it would be good if a volunteer could take this on.</p> <p>Orienteering has started again in the school with CCT volunteers assisting teachers on Friday afternoons. The next community event is being planned for early 2020.</p>	
History Group	<p>The group is indebted to Jane Mackenzie for supplying us with the names of school pupils in 1952. They can be viewed at <a href="http://www.culbokie.org/index.asp?pageid=694579">http://www.culbokie.org/index.asp?pageid=694579</a></p>	
Other Groups	<p><b>Village clean and tidy projects</b> – Nothing to report</p>	

Finance Admin	<p>a. Jillian reported that the balance stands at £27,259.28 and £50,0068.42 in savings at 30/09/19</p> <p>b. Unauthorised spending – none</p>	
Admin	<p>a. <b>AGM</b> – poster is being prepared and will be ready about 10<sup>th</sup> Oct.  <b>AGM paperwork</b> – the agenda and associated paperwork should be with members by 21<sup>st</sup> Oct. The following board members retire and all have agreed to stand for re-election: Penny, Marilyn, Mark with one additional vacancy, there will be 4 places on the Board.</p> <p><b>Special Resolutions</b>  The following changes to the AoA were proposed:</p> <p><b>Quorum</b> – a change to the number required to form a quorum  Article 21 - .....General Meeting shall be <b>15</b> of the Ordinary Members,.....</p> <p><b>Elected Directors</b> – to ensure continuity and reduce loss of expertise  Article 33.4 “a retiring Director shall be eligible for re-election <b>after one term of office, but no Director can serve more than two consecutive terms of office, without at least one year out of office before being eligible again.</b>” The highlighted text to be deleted.</p> <p>A paper to be prepared for inclusion with the AGM papers to members.</p> <p>b. <b>Use of Trustees personal details</b> – there has been a number of occasions when personal details have been required for CCT purposes. Board members agreed that personal details may be shared if necessary without the need to ask each person individually.</p>	<p>Marilyn</p> <p>Richard /Marilyn /Jillian</p> <p>Marilyn</p>
Membership and Recruitment	<p>a. <b>Membership report</b> – 1 new full member and 1 associate member were added. This together with other changes means that there are now 235 full members, 14 junior members of CCT plus 53 associates, and 5 associate organisations. The additional members were approved by the Board</p> <p>Total membership now 307</p>	
AOB	<p>a. Meeting with Councillors event – Penny and Marilyn attended. A useful event with local organisations, local councillors and reps from THC. A good opportunity to network, hear about what is going on across the Black Isle and some of the challenges facing THC.</p> <p>b. Gwyn proposed some other on-line facilities to promote events.</p> <p>c. Christmas Cards – list of volunteers etc. to be prepared and cards purchased</p>	<p>Bruce</p>

Date of next Meeting(s)	Mon 28 Oct – Marilyn's Apologies: Richard Mon 2 Dec – Niall's Apologies: Bruce	
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