

## **Culbokie Community Trust Limited**

### **Minutes of the third Annual General Meeting held in Findon Hall, Culbokie at 7pm on Monday 6<sup>th</sup> November, 2017.**

**Welcome:** Mr Richard Fyfe, CCT Vice Chairperson, welcomed all the attendees to the meeting, both members and other interested personnel. He explained that he was leading the meeting due to the chairperson's current health issues.

**Attendance, proxies and apologies:** 24 members and associate members were present. There were no proxies. Apologies were received 7 members.

**Adoption of Minute of second Annual General Meeting of 3<sup>rd</sup> October, 2016:** This was moved by Martin Sheering and seconded by Pam Draper. There were no amendments and the motion was thereby carried.

#### **Annual Report on Activities: A full director's report is included in the Extract of Accounts**

Richard Fyfe updated the meeting on the work of the Trust.

In particular:

Membership: There are now 162 full members, 13 juniors and 50 associates. This equates to a 29% increase in the number of full members and a 27% increase in membership overall.

Glascairn Community Project: The most significant development was in January 2017 when Tulloch Homes was identified as the most likely housing developer and CCT were invited to enter into talks with them. This led to a draft Heads of Terms being put to the community in May 2017. With broad agreement the Trust appointed law firm Shepherd and Wedderburn to act for the Trust in drawing up the final agreement. This agreement is still at the legal stage. There has been significant engagement with complementary organisations including Birchwood Highland, High Life Highland, NHS Highland and Highland Hospice. In May useful discussions took place with the BIG Lottery fund and some detailed feedback on issues that need to be addressed and the door was left open for further discussion.

A fundraising group was established in February 2017 with a target of raising 5% of the Phase 1 development costs or around £50,000. There have been some successful events such as 'An evening with Ian Rankin', but necessarily remains low key until there is greater certainty and a clear time frame for the project.

#### Working groups:

The Christmas tree celebrations, the work of the History Group, the responsibility for the running of the Culbokie Community market, the work of the Woods Group and the village Clean and Tidy group continue to represent broader facets of other initiatives under the umbrella of the Trust. All these groups have made significant contributions to the community over the last year, in particular: the work of the Woods Group in developing activities in the woods such as bush craft, and working with Culbokie primary school on orienteering; and the History group for their visits and talks on aspects of local History including Ferries of the Black Isle and Teanagain Henge. The Community Market continues to develop and attendance is steady. Sadly, the Walk

Culbokie group which started so well in January has not been able to continue as the leader moved away from the area.

The Chairperson thanked Board members for all their efforts over the past year; the working members of history, woods and market supervision groups; and Ferintosh Community Council, the Highland Council, and others for their support.

In looking forward to 2018 the Chairperson reinforced the Trust's intention to focus especially on the Glascairn project next steps. The trust also aims to encourage more volunteers to help strengthen and provide a wider range of skills to the Board. The training and development of volunteers is also important to the success of community activities and the project.

The Chairperson then thanked all for their attendance and support throughout the year.

**Financial Report including preliminary approval of Accounts:** Jillian MacKenzie, CCT Treasurer, presented the Financial Report for the year ended 30 June 2017 for the Company registered as Culbokie Community Trust Limited (reg. no. 481094 and Charity No. SC045867). Copies of the Accounts had been circulated well in advance of the AGM, and further copies were made available at the meeting itself.

There had been no major expenses during the year and the net income of £4006 had come mainly from donations and fund raising events. The individual groups within CCT (Market, Woods, History) are self-financing.

Details on income areas on page 8 and expenditure areas on page 9 were drawn to members' attention. At the end of June finances showed a slight increase on the previous year. The balance sheet shows £105,712 with £19,211 on hand at the bank and the value of fixed assets (principally the Glascairn site) shown as £88,487.

It was made clear that, in order to enable questions to arise at the meeting or subsequently, the Accounts would be kept open for scrutiny for a calendar week beyond the AGM date. Thereafter, all being satisfactory, the Trustees would sign and the Accounts would be lodged with Companies House and with the Charity Regulator. Subject to that proviso the Accounts were cleared for signing and for dispatch to the appropriate authorities.

The Treasurer Jillian MacKenzie was warmly thanked for her work.

**Appointment of External Examiners:** As agreed at the AGM in 2016, 3 quotes were obtained during the last year, and Frame Kennedy was chosen as the most cost effective. The Board decided to accept their quote to complete the accounts for 2016/7. The Board expressed satisfaction with the work of Frame Kennedy, External Examiners and it was agreed by the meeting to continue to use them in 2017.

**Directors' retirements and elections:** The list of currently elected Directors was declared as follows -  
- Mark Douglas, Penny Edwards, Richard Fyfe, Ian MacIver, Jillian MacKenzie, Alison Petch, Marilyn Richards and Sarah Southcott. Penny Edwards, Marilyn Richards and Ian MacIver had indicated that they would be retiring at this AGM according to Article 33.2 of the Articles of Association which states "that one third of elected Directors shall stand down at each second and subsequent AGM". Of these Penny Edwards and Marilyn Richards are standing for re-election.

One member was proposed and seconded for election as a new Director of the Trust – **Audrey**

**McCulloch.** Audrey has lived, worked and run a business in the community for many years and will bring additional skills to the Board. Audrey was unanimously elected to the Board and Penny Edwards and Marilyn Richards were similarly re-elected.

**Ian MacIver** was warmly thanked for acting as company secretary and for his contributions to the Board and CCT activities since its inception.

**Ferintosh Community Council's Appointment to the Board:** The Constitution awards a Directorship position to an appointee from the Community Council. The CCT Company Secretary wrote to the FCC in August requesting a nomination. The Council met, approved and minuted that Bruce Morrison be re-appointed to the Director position from FCC.

**Junior Member to attend Board Meetings:** Richard Fyfe explained that the situation with the project and its complexities was the same as last year and at this point in time did not easily lend itself to younger member participation; therefore the position will be kept in abeyance until the role is defined more clearly and more support is available. The meeting concurred.

**Any other competent business:** None

**Close:** This being all the business the meeting closed with thanks **by** the Chairperson to all who attended. In particular, he thanked Penny Edwards for all her work in driving the project forward over the last 3 years. The meeting concurred. He wished her well and explained that he will be taking over as Chairperson from the next Board meeting later this month. He thanked the Board members and volunteers for all their work over the last year.

Signed: ..... **Chair**

..... **Company Secretary**

..... **Date**