

8<sup>th</sup> December 2009

**Present**  
Stephen Brown - Chairperson  
Andrew Kellock  
Ian Brown  
Joyce Brown  
Andrew McMillan  
Jenny Donald  
Roberta Thomson  
Norn Bichan  
Carol Gibbs  
Neil Hepburn  
Kathleen Littlejohn  
Andrew Brown  
Gwen Urquhart - Minutes

		<b>Action</b>
<b>1</b>	<b><u>Welcome</u></b>  Stephen welcomed everyone to the meeting.	
<b>2</b>	<b><u>Apologies</u></b>  No apologies given	
<b>3</b>	<b><u>Minutes of the last meeting</u></b>  Minutes of previous meeting were not available and will be agreed at a later meeting.	<b>Gwen</b>
<b>4</b>	<b><u>Matters arising</u></b>  <b>a <i>Contract for Adult Training Services</i></b>  Angela Douglas had previously been in contact with Stephen regarding this and at present it is not in place until issues with FCW have been resolved. As Stephen thought this was all okay now he was to contact Angela again to inform her of the situation after this meeting. A further discussion took place regarding the Contract and what it meant.	<b>Stephen</b>
	<b>b <i>Third Sector Funding</i></b>  No correspondence has been received from Third Sector Funding – Stephen to contact them for an update on our application.  Stephen is to contact Reid Hutchison re advice on any other funding streams that may be available to the project.	<b>Stephen</b>  <b>Stephen</b>

5	<b><u>Accounts</u></b>	
	<b>a Anne Hall engaged</b>	
	Anne Hall has been engaged on the advice of George Macrae, she has written to Companies House regarding the outstanding issues. The end of year has been changed from March to May as this is better for the company.	
	<b>b Corporation Tax</b>	
	Awaiting the return of the accounts from Anne Hall where a signed copy will then be send to the Corporation Tax office.	<b>Andrew Kellock &amp; Ian Brown</b>
6	<b><u>Personal Matters</u></b>	
	<b>A</b>	
	<b><i>Resignations from Aberdeenshire Council</i></b>	
	Tiago has now left his post and Stephen is to write to him to convey thanks from FCW. Roberta is leaving at the end of the month. Adverts will not be placed until January, but in the mean time staff will cover from RRRC until posted are filled.	<b>Stephen</b>
	A discussion took place regarding volunteers' placements within the project and Carol is to give Andrew Kellock ad copy of Aberdeenshire Council's volunteer policy.	<b>Carol</b>
	<b>B Board</b>	
	Stephen briefly mentioned the point that FCW really requires more people on the committee and is to check the constitution for clarity.	<b>Stephen</b>
7	<b><u>Revised Opening</u></b>	
	<b>A Press Release</b>	
	After discussion it was felt that the cafe may open on the 19 <sup>th</sup> January with press releases taking place a few weeks after that.	
	<b>B Official Opening</b>	
	Stephen is to re-contact Alex Salmond's office regarding the official opening. This is to take place in April 2010.	<b>Stephen</b>

8	<p><b><u>Outstanding tasks to be scheduled</u></b></p> <p><b>A PRS Licence</b></p> <p>Stephen still to action.</p> <p><b>B Accounts</b></p> <p>Gwen to write out guidelines for Aberdeenshire Council staff to follow regards FCW accounts.</p> <p>Andrew Kellock is to recover £161.04 from the accounts for an outstanding bill he paid.</p> <p>Cheque for Brakes Direct Debit to be paid into account tomorrow.</p>	<p><b>Stephen</b></p> <p><b>Gwen</b></p> <p><b>Andrew Kellock</b></p> <p><b>Gwen</b></p>
9	<p><b><u>Website Matters</u></b></p> <p><b>Emails requesting links</b></p> <p>Any emails requesting a link to the website is to be passed on to Stephen Brown for a committee decision. Gwen to email back stating this and that as it is a committee based project it may take some time for a decision.</p>	<p><b>Stephen / Gwen</b></p>
10	<p><b>AOCB</b></p> <p>No other business</p>	
11	<p><b>DONM</b></p> <p>The next committee meeting is on Tuesday <b>22nd December 2009</b> at <b>2pm</b> at <b>Robertson Road Resource Centre</b>.</p>	