

**CRAIL COMMUNITY TRUST**  
**Minutes of INCORPORATION MEETING**  
**at 48 Nethergate, Crail**  
**at 2.45pm on 29<sup>th</sup> March 2009**

**Present:** Helen Kilgour Armitage, Jack Jarvis and Daniel Clayton, Ed Stephens

**Apologies** Donald MacGregor, Mhairi Mackenzie, James Aird

1. **Welcome** Jack Jarvis welcomed all to the incorporation meeting and explained the purpose of the meeting, as involving the appointment of charity trustees and incorporation of the charity. as a guarantee company with limited liability
2. **Trustees**
  - (a)The following were nominated by those present to be the first Trustees of the charity upon completion of the incorporation process, namely **Helen Kilgour Armitage, Jack Jarvis Daniel Clayton, Ed Stephens, Donald MacGregor, Mhairi Mackenzie, James Aird**
  - (b) It was agreed that **Helen Kilgour Armitage, Jack Jarvis and Daniel Clayton** would be the subscribers to the Memorandum and Articles of association of the Crail Community Trust
3. **Members**
  - (a) Those present confirmed that the first members of the charity would be **Helen Kilgour Armitage, Jack Jarvis, Daniel Clayton, Ed Stephens, Donald MacGregor, Mhairi Mackenzie, James Aird**
  - (b).Additional members will be sought from within the community in order that the Trust should have at least 20 members as soon as possible
4. **Company Secretary and Registered Office**
  - (a) All present supported the appointment of J. & H. Mitchell, WS as secretary of the Crail Community Trust
  - (b) The Registered Office for communications concerning the company will be at **51 Atholl Road, Pitlochry, Perthshire . PH16 5BU**
5. **Incorporation**
  - (a) The memorandum and articles of association were signed by the subscribers and signatures witnessed by Ed Stephens.
  - (b) The subscribers signed and dated Form 10 concerned with the appointment of the first directors of the Company- Crail Community Trust
  - (c) The signature of forms for the appointment of the remaining trustees as directors of the company (Form 288a) will be organised by Jack Jarvis and sent as soon as possible to J. & H. Mitchell, WS
6. **Instructions**
  - (a) J. & H. Mitchell were instructed to proceed and register the company Crail Community Trust with Companies House, Edinburgh.
  - (b) Following establishment of the Company J. & H. Mitchell are asked to apply formally thereafter to OSCR for charitable registration.

**7. Other Trustees and Committees**

- (a) The power to co-opt other Trustees was agreed.
- (b) The power to form Sub-Committees was agreed.

**8. Membership Subscriptions**

- (a) Those present agreed that there should be three different levels of membership of Crail Community Trust. **Ordinary members** with full voting rights at an AGM. **Associate members** with no voting rights and **Junior members** also with no voting rights at an AGM
- (b) In order to encourage a wide membership of the trust it was agreed that provided people within the designated area agreed with the aims of the trust, Ordinary members would be asked to pay a simple fee of £5.00 for 5 years and other members would pay no fee. These rates would be reviewed at the first AGM and if necessary owing to the expense of updating would be modified.

**9. Finance and Banking**

An Account in the name of **Crail Community Trust** has been opened at the Royal Bank of Scotland, Marketgate, Crail. It is intended that cognate accounts for **Crail Community Trust - Crail Film Club** and **Crail Community Trust - Crail Community Halls** will be opened as soon as possible for the various activities carried out by the Trust.

**10. Accounting**

- (a) Following the recommendation of Jack Jarvis it was agreed that Henderson Black and Co, 159 Market Street, St Andrews. would be asked to act as accountants for the Company
- (b) After some discussion it was agreed that a year end date of 30<sup>th</sup> April would be suitable and did not overlap with any other year end date.

**11. Conflicts of Interest and Trustees' duties (as Directors)**

The duties of trustees was brought to the attention of those present and is to be circulated to those not able to be present at this meeting. Possible conflicts of interest as a trustee and as a director of the Company were discussed and all were asked to bear these in mind when taking any action on behalf of the charity.

**12. Fundraising**

The Joint Church/Trust Burns Super organised by James Macallum and Helen was successful in raising one £400 for the charity and £100 has been donated by the Crail Strolling Players. The Film Club has 40 paid up members which provide sufficient resources to guarantee a season of at least 10 films on a monthly schedule.

**13. Publicity**

The Crail Community Trust has already become quite well known within the village and is represented on several Crail web-sites. However it is proposed that a web site devoted to the Trust would be advantageous and might be a useful vehicle to attract other donations and funding.

**14. Any Other Business**

Fife Council are currently involved in a review of Community Halls and until this is complete it has proved impossible to get an indication of the possible grant available

for running the halls within the village. An application for funding from the Awards for All Scheme in order to assist with the purchase of the Children's centre is under consideration and a similar application will be made to the Crail Common Good Fund.