

**P1026 Caithness Cultural Trust  
RECORDS' IDENTITY STATEMENT**

Reference number: GB1741/P1026  
Alternative reference number:  
Title: Caithness Cultural Trust  
Dates of creation: 2002-2012  
Level of description: Fonds  
Extent: 4 boxes and 1 outsize item  
Format: Paper, Floppy Disc

**RECORDS' CONTEXT**

Name of creators: Caithness Cultural Trust  
Administrative history: Caithness Cultural Trust was formed in 2004 primarily as a steering group committed to create a multi-purpose Cultural Centre within a former gutting and curing yard in Lower Pulteneytown, Wick.

The main emphasis of the project was to provide support to the local communities to develop the natural resources in the wealth of creative talent in the county of Caithness. They also aimed to create employment opportunities and deliver cultural and community objectives through performances, exhibitions, interactive workshops, concerts, seminars, lectures, films etc.

Custodial history: Deposited by jenny Bruce

**RECORDS' CONTENT**

Description: Records of the Caithness Cultural Trust  
Appraisal: -  
Accruals: None expected

**RECORDS' CONDITION OF ACCESS AND USE**

Access: Some restrictions  
Closed until: 100 year closure period applied to select

archives due to Data Protection legislation

Access conditions: Available within the Archive searchroom

Copying: Copying permitted within standard Copyright Act parameters

Finding aids: Available in the archive searchroom and [online](#)

## ALLIED MATERIALS

Related material: P971 – Caithness Arts

Publication: -

Notes: -

Date of catalogue: 2023

Final Ref.	Description	Dates
<b>P1026</b>	<b>Caithness Cultural Trust</b>	<b>2002-2012</b>
<b>P1026/1</b>	<b>Founding of Caithness Cultural Trust</b>	<b>2002-2006</b>
P1026/1/1	Logos and branding for Caithness Cultural Trust (8 items)	n.d.
P1026/1/2	Business plan including information on running a business, and Certificate of Incorporation of a Private Limited Company (1 file)	2004-2005
P1026/1/3	Board of Directors, lists of Members and patrons, and their contact details (1 file) (closed for 100 years)	2006
P1026/1/4	Interested parties for Rentals, using space, or events (1 file) (closed for 100 years)	2004-2005
P1026/1/5	Information relating to creating an Arts Cultural Centre (1 file)	2002-2005
P1026/1/6	Information on development of Arts Centre in Wick, including plans and photographs (1 file)	2004
P1026/1/7	Preliminary sketches for Arts Cultural Centre, Wick (1 item) [outsized]	2005
P1026/1/8	J. Bruce Disc 1 on floppy disc (1 item)	n.d.
P1026/1/9	Scottish Screen Rural Funding Document on floppy disc and covering letter (2 items)	n.d.

P1026/1/10	Pen cartoon of 'Demise of Caithness Cultural Trust. Death – By Hatchet' (1 item)	n.d.
<b>P1026/2</b>	<b>Policies, Strategies and Proposals (box 2)</b>	<b>2003</b>
P1026/2/1	Policies, Strategies and Proposals for Caithness Cultural Trust (1 file)	2003
<b>P1026/3</b>	<b>Minutes</b>	<b>2004-2006</b>
P1026/3/1	Minutes of meetings, AGM, Agendas (1 file)	2004
P1026/3/2	Minutes of meetings, AGM, Agendas (1 file)	2005
P1026/3/3	Minutes of meetings, AGM, Agendas (1 file)	2006
<b>P1026/4</b>	<b>Reports</b>	<b>2005</b>
P1026/4/1	Caithness Cultural Trust Report (1 item)	2005
P1026/4/2	Report on feasibility of arts development at 14 Telford Street Wick under the management of Caithness Cultural Trust (1 item)	Nov 2005
<b>P1026/5</b>	<b>Financial Records</b>	<b>2002-2012</b>
P1026/5/1	Finance, Accounts, Banking and Funding (1 file)	2002-2004
P1026/5/2	Finance, Accounts, Banking and Funding (1 file)	2005
P1026/5/3	Finance, Accounts, Banking and Funding (1 file)	2006-2012
P1026/5/4	Costing for AV Equipment for Wick Arts Centre (1 floppy disc)	n.d.
P1026/5/5	CCT Figures disc 2 (1 floppy disc)	n.d.
<b>P1026/6</b>	<b>Correspondence</b>	<b>2003-2012</b>
P1026/6/1	Correspondence from various people regarding Caithness Cultural Trust and its events (1 file)	2003-2004
P1026/6/2	Correspondence from various people regarding Caithness Cultural Trust and its events (1 file)	2005
P1026/6/3	Correspondence from various people regarding Caithness Cultural Trust and its events (1 file)	2006-2012
<b>P1026/7</b>	<b>Forms</b>	<b>1998-2006</b>
P1026/7/1	Unfilled forms for various events and applications (1 file)	1998-2005
P1026/7/2	Various completed forms used in the administration of	2004-2006

	Caithness Cultural Trust (1 file) (complaint form closed for 100 years)	
<b>P1026/8</b>	<b>Events</b>	<b>2004-2006</b>
P1026/8/1	Past events and projects including agendas and programmes (1 file)	2005
P1026/8/2	Event ideas and examples of events run by other organisations (1 file)	2004-2006
P1026/8/3	Event questionnaires (1 file)	n.d.
P1026/8/4	Event Bulletins (2 items)	2004-2005
P1026/8/5	Caithness Arts News (1 item)	Aug 2004
P1026/8/6	'What's On In Caithness?' Summer edition (1 item)	2005
<b>P1026/9</b>	<b>Flyers and Advertising</b>	<b>2005-2010</b>
P1026/9/1	Posters for Caithness Cultural Trust events (4 items)	2005-2010
P1026/9/2	Flyers for various cultural institutions around the UK (1 file)	2004-2005
<b>P1026/10</b>	<b>Newspaper Articles</b>	<b>2004-2006</b>
P1026/10/1	The Northern Times newspaper clipping titled 'Gordon adds a new string to his bow' (1 item)	n.d.
P1026/10/2	Caithness Courier photocopies of articles and newspaper clipping (5 items)	6 Oct-22 Dec 2004
P1026/10/3	The Scotsman newspaper clippings (3 items)	26 Jan-11 Mar 2005
P1026/10/4	The Sunday Times full newspaper and printed article titled 'Culture: No full stops in Demarco's artistic journey' (2 items)	17 Jul-18 Sep 2005
P1026/10/5	Evening News printed article titled 'Artist to put life on tape' (1 item)	9 Jul 2005
P1026/10/6	The Press and Journal newspaper clipping (1 item)	1 Aug 2005
P1026/10/7	John O' Groat Journal newspaper cuttings and photocopied articles (7 items)	23 Apr 2004-10 Feb 2006