

Tayport Community Trust Meeting

MINUTES

Of the meeting of the Tayport Community Trust held on Thursday
24 July 2014 at 7pm in the Harbour Café, 10 Broad Street, Tayport.

Chair: Fiona Bissett

Christy Allan
Jim Kinnear

Board of Trustees in attendance

Fiona Bissett	Cllr Bill Connor
Jessie Roberts	Tony Gowland
Dave Yule	

In attendance: Dan Rous

Preliminary matters

1. Apologies for absence

Apologies for absence were intimated on behalf of Bob McIntosh.

2. Minutes of the meeting of the Tayport Community Trust held on 26 June 2014

The above minutes were approved as an accurate record of the meeting on 26 June 2014.

3. Matters Arising from these minutes: Actions from 26 June 2014

3.1 Working Group for Hub plans (point 3.2)

It was reported that the review, contract and work plan will be completed at the end of August. Mr Rous will forward the appropriate template to Mr Yule as soon as possible.

Items for discussion

4. Report from the Development Officer

4.1 June concert

The Board extended sincere thanks to Mr Rous for his effort in organising the event. Mr Rous reported that the event had not been a financial loss and had been a good opportunity to engage with the community. During the ensuing discussion, it was noted that (i) the profit was only on items sold, not on excess remaining, which had been purchased by the café, (ii) tables, rather than rows, might be a better layout for future concerts, (iii) Cllr Connor gave permission for a future concert in conjunction with the Christmas Gala celebrations, and (iv) Tayport Brass Band, who

were not available for the June concert, would be happy to perform in future.

4.2 Make-up of the Board

Mr Rous' report outlined the skills that would be beneficial to have on the Board as the project moved onto working towards Stage 2 of the lottery application: Finance, HR, Community Engagement, Sports, Tourism, Environmental, and Building Management. It was noted that the Board could have up to 9 elected and 13 total members, and that Directors had to live in Tayport but a few extra members who were not resident could be co-opted. With regard to the categories, (i) HR should be amended to HR/Administrative, (ii) a monthly finance update should be received for each meeting, and a finance team would help limit delays, (iii) finance and hr were considered the key categories to have in place first and the last five categories were to manage the project moving forward into the next phase. Groups to be approached included the forestry commission, rotary club, round table, local committees/businesses/sports groups, and Ancrum Outdoor Centre. In addition, FVAG, Dundee Social Action Network, and Kate Hughes at Fife Council should be contacted for advice. Mr Rous would draft up an advert, to be forwarded around to the Board. Cllr Connor stated that he could deliver it to every door, if required. The process of appointing new members would include an application form and interview, with expectations made clear to applicants. The person responsible for each category would be spearheading that aspect and the role would include more than just attending meetings.

For future consideration, the Board needed to decide if TCT or TCE would manage the majority of the site. As the TCE would be employing personnel, it should be considered whether it should be responsible for execution of the operational element, while the TCT should be responsible for overseeing whether the project is fulfilling its goal of providing services to the residents of Tayport. A TCT director could migrate to the TCE in future to take the project forward.

As an aside, it was noted that the project's aim was to enhance and expand the provision of Tayport and as such community organisations like the Dolphin Centre would be invited to be included formally within the plan if mutually agreed. Mr Rous noted that his past discussion with Alistair McVinnie of the Dolphin Centre had been positive.

4.3 Gala

It was decided that there would be one area for all of the Trust's activities, including PLANT and the café, and there would be one sign-up sheet for interested parties, with columns for interest in PLANT, Trust and/or café. The issue of membership fee would have to be considered at the AGM; therefore interested parties could be placed on a mailing list and approached separately for membership to agree to liability. Mr Rous would forward an electronic membership form to PLANT, for circulation to its mailing list. It was agreed to share the proceeds, if PLANT agreed. It was noted that a joint TCT/PLANT meeting should be planned for next year. The stall will be located near the generator so that electricity would be available for electronic displays. A large marquee was available, which would need about seven people to set it up on Friday. Mr Rous would (i) borrow display boards from FVAG, (ii) ask the hall for a loan of tables, and (iii) circulate a list of required duties.

4.4 Office space

Mr Rous' report outlined the pros and cons of various available office space. In the course of discussion, it was noted that (i) a wireless router could be used to allow Internet connection in the Burgh Chambers and that two councillors had the keys, (ii) the connection with Fifex, whose office space Mr Rous is currently using, may be useful for future displays

4.5 Hub

It was reported that Big Lottery required that the project tender for the design team, but that the list of candidates could be targeted and did not have to be advertised publically. The process used to draw up the shortlist of twelve firms was to go back to the original shortlist, which was sent to the Royal Incorporation of Architects in Scotland, who suggested a few more that met the key selection points of good environmental credentials and previous experience of working with community groups. The candidates had been sent a brief, with a deadline of 15 August, when a shortlist of five will be drawn up, with interviews to take place the first week in September. One external member for the interview panel would be sought, with advice from Fife Council, with Cllr Brian Thomson being the first choice.

5. Report from PLANT

5.1 Café garden

Ms Roberts reported that the café garden was a success, producing food for the café, as well as excess for sale in the café, and that between three and six volunteers regularly volunteered in the garden on Mondays.

5.1 Community garden

The meeting with the new golf course captain, undertaken by Mr Yule on behalf of PLANT, was more sceptical and less positive than the previous meeting with the previous acting captain. PLANT was to receive advice from a lawyer at the Community Legal Assistance Society on how to negotiate with both Aviagen and the golf course, and would arrange another meeting with the golf course. The final round of the Climate Challenge Fund had a deadline of 3 October and PLANT had been informed that money would still be available and that the grant was not tied to any specific land mentioned in the application, that the grant was transferable to another piece of land.

Any other business

6. VAF visit

Ms Bissett stated that a meeting with a representative from Voluntary Action Fund would take place on 30 August at 1:30pm to see the café garden and discuss what kind of reporting was required for the grant.

7. Publicity Film

Ms Roberts reported that her daughter would be available to make a film of the next Fruit fest. It was decided to ask PLANT to set the date.

8. Date of next meeting

The next meeting would take place on Monday 18 August 2014 at 7pm in the café.

Mrs C Allan

Minute Secretary