

Tayport Community Trust Open Meeting

MINUTES

Of the meeting of the Tayport Community Trust held on Monday 18 August 2014 at 7pm in the Harbour Café, 10 Broad Street, Tayport.

Chair: Fiona Bisset

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| | <u>Board of Trustees</u> | |
| Christy Allan | Fiona Bisset | Cllr Bill Connor |
| Jim Kinnear | Jessie Roberts | Dave Yule |

In attendance: Allison Wilson, Dan Rous, Richard Tough

Preliminary matters

1. Apologies for absence

Apologies for absence were intimated on behalf of Tony Gowland, Bob MacKintosh, Alistair Nisbet and Cllr Margaret Taylor.

2. Minutes of the meeting of the Tayport Community Trust held on 24 July 2014 **TCT/08/22**

Following a deletion from section 4.2, the minutes were approved as an accurate record of the meeting.

3. Matters Arising from these minutes: Action List from 24 July 2014 **TCT/08/23**

3.1 VAF Visit (point 6)

The Chair reported that the visit from Kate Robinson of VAF had taken place and she was happy with the café and café garden, as well as the format of the recording of volunteers.

3.1 Publicity Film (point 7)

The suggested date of the Fruit Fest was 11 October. Allison Wilson and Dan Rous agreed that the date suited their schedule. The planning meetings for Fruit Fest will take place on 8 and 29 September.

Items for discussion

4. Report from the Development Officer **TCT/08/24a&b**

4.1 Governance

The members discussed the proposed advert, which focused primarily on finance and HR/admin and decided that all of the skills should be included. Consideration should be given to an additional Board member skilled in Construction management to provide cover in the event of Mr Yule's unexpected unavailability. It was noted that a trust member who

specialised in legal matters could advise but external advice was still needed, due to external law body requirements. Members suggested that (i) Mr Rous should update the Rotary on the Trust's activities since his last meeting with them in update from November, and (ii) members make use of LinkedIn to find new members.

4.2 Office space

Mr Rous outlined the need for formal office space, as the Café was busy and noisy at times, and there are now one full-time staff member, one intern and one advert out for another intern. He is currently also utilising a meeting room at Mill Court at Fifex, but it does not have storage space. Renting a unit at Mill Court would allow for training and other events and it only requires an annual lease. The leasing agent would keep Mr Rous informed of other interest. Cllr Connor reported that the leasing of Burgh Chambers, which would need some money spent to upgrade telecoms, was going to be formalised to allow direct access but the cost was yet to be determined. Mr Rous had identified a few small grants. The Board agreed to pursue funding, noting that the Burgh Chambers was symbolically the best option.

4.3 Hub

4.3a Retender

Mr Rous reported that five submissions for tender had been received, including one from the current design team and one which seemed to be merely going through the motions. Overall, there were a couple of good submissions from fresh teams. Mr Yule, Ms Bissett, Mr Tough, and Mr Rous were on the assessment team, noting that Mr Brian Thompson was unavailable. A meeting would take place on Monday 25 August 2pm at Mr Tough's house to decide whether to call all five or less. The interviews were scheduled for 3 September at the Burgh Chambers, and the interview team was Mr Rous, Mr Yule and Mr Gowland, with Malcolm Handoll from Hostel hub and Damon McLachlan from Fife council. Mr Gowland was creating a scoring matrix for the interviews. The interview questions would be based on the pre-selection criteria with useful specific questions targeted to each individual candidate based on their area of expertise or lack thereof. Mr Rous was asked to contact the Lottery to ensure that correct procedures were being followed during the retender process.

Mr Rous had a meeting with Douglas Westwater from Community Enterprise last week and reported that he was allowed to support the project for two days. It was noted that the best ways he could support were to provide cost for development fund application, to ensure as much as possible was available upfront to pay the design team, once chosen. It was noted that the cash flow assumptions assessment and sustainability of project had been flagged by Lottery but that this was a standard issue for all projects and that the figures didn't include the accommodation. It was noted that a couple of teams bemoaned the process required by Lottery,

and they had been reassured that prior knowledge would not give unfair advantage.

4.3b Site clean-up

Mr Rous reported that the local councillors had promised to provide half of the estimated £9,000 cost of the site clearance, once the other half had been received, and he had found potential likely sources of funding. The company Living Solutions would bring growth down to ground level and that they could fit the clearance in on windy days when they were unable to work on another big project with Fife Council. Once the site had been cleared, signs could be erected. The Leylandi trees on the perimeter would be tidied up but remain as a barrier for local residents until the project was underway. The trees would be chipped and left, as they could not be sold as they were potentially hazardous. The fence would not be repaired, as it was likely to be vandalised again. Cllr Brett noted that the TA army engineering group were looking for projects, especially involving training on heavy lifting gear, but that materials would need to be provided, and he could approach Fife Council for funding if necessary.

4.4 Gala

The Gala was successful and the tent was busy, with £303 profit after expenses. Mr Rous reported that he had had good conversations at the Gala, including some with local residents who had not heard of the project. Engagement with community would be looked at with the design team. Mr Rous was asked to send the sign-up form compiled at the Gala to PLANT.

4.5 Staffing Update

The two vacancies were now posted as community jobs at the Job Centre and were only seen by Job Centre staff who recommended them to suitable candidates, which usually started slowly in such circumstances.

4.6 Finance and Expenditures

Mr Rous reported that he had received the financial reports from the treasurer, which allowed him to submit data to various funders.

The Trust approved the replacement of the printer.

Members discussed the proposed membership of Fife Chamber of Commerce, which provided many useful services including business mentoring and legal advice. It was decided to invite a representative to speak to trust from Chamber at a future meeting, and that the advice should be tested with pertinent legal and HR questions asked.

5. Report from PLANT

Ms Roberts reported that nothing had been received from the solicitor whose advice had been sought on conducting relations with Aviagen and the Golf Club. The group was now pursuing other sites including the land near the curling pond

and tennis courts, and would be liaising with Peter Duncan regarding intake for allotments and money available. PLANT would contact the Catholic Church as there has been no response from previous letter and phone calls a few months back. However, Ms Bissett noted that the previous priest had died which may have contributed to the delay. The café garden was still producing vegetables and flowers for the café. The group was researching various community gardens to visit, using the VAF grant funding and Kate Robinson from VAF was happy for the funds to be used that way. A Food Hygiene course date was still to be set and will take place at the Masonic Hall.

6. Bank Changes Proposal

TCT/08/25

The members considered the proposals outlined in the paper and decided that the proposal to identify another provider of banking services was approved, but that the proposal to have only one single person authorise online transfers was declined. It was noted that (i) there were delay issues with wage slips and that provision needed to be made for holiday cover of Mr Gowland, and that the original contract with Vonef needed to be checked regarding conditions at set-up, (ii) a credit card for the Café would be useful for expenses, and (iii) Clydesdale Bank should be contacted regarding a replacement ATM, possibly sited in the Café. A Trust delegation should be set up to investigate other options, with consideration given services required in the future, big lottery's needs and PLANT and the Café's needs.

Any other business

7. Café review

Ms Wilson reported that the Business Gateway review had promised the Café help but none had been provided. Ms Bissett would contact them regarding this matter.

8. Date of next meeting

The date of the next meeting of the Tayport Community Trust will be on Thursday 11 September 2014 at 7pm in the Harbour Café. It was noted that Banking should be on the agenda.

Mrs C Allan

Minute Secretary