

Tayport Community Trust Meeting

MINUTES

Of the meeting of the Tayport Community Trust held on Thursday 11 September in the Harbour Café, 10 Broad Street, Tayport.

	<u>Board of Trustees</u>	
	Fiona Bissett (Chair)	
Dave Yule	Tony Gowland	Jim Kinnear

In attendance:
Dan Rous (minutes), Mike Burns, Linda McCrabbe (Fife Chamber of Commerce)

Preliminary matters

1. Apologies for absence
Jessie Roberts, Cllr Bill Connor and Bob MacKintosh.
2. Welcome
FB welcomed everyone especially Mike Burns who had expressed an interest in joining the board.
3. Presentation from Fife Chamber of Commerce
Linda McCrabbe was formally welcomed to the meeting and gave a presentation on the benefits of becoming a member of Fife Chamber of Commerce. She explained all the services that were on offer as part of the membership fee which is offered at a reduced rate of £179. Details had been circulated in advance in the Board Papers.

Discussion followed. Lots of support for café now and plenty for the future with the Hub and all its activities. Some of that support can enhance the planning stages as well.

Main question was over whether membership would sit best with TCT or TCE. Concerns were also noted over the level of unrestricted funds for TCT.

Discussion was deferred for clarification over available TCT funds and conversation with TCE directors.

Linda McCrabbe left the meeting

4. Minutes of the meeting of the Tayport Community Trust held on 18 August 2014
These minutes were approved as an accurate record of the meeting.
5. Matters Arising from these minutes:
Re 3.1 FruitFest

Due to hall availability, the date for FruitFest has now been changed to Saturday 4 October. More discussion on this later in the meeting.

Re 4.2 Office Space

Clarification on the usage allowances and associated cost to be sought from Cllr Connor

Re 4.5 Staffing

1 application received for each post. Job Centre to be given a final push.

Re 6 Bank Changes

Following further discussion between TG and BMack, the suggestion was made to transfer our banking business to Triodos bank. Discussion followed and the suggestion was approved.

In accordance with the Bank's application form, it was resolved that:

- Triodos Bank NV ('**The Bank**') are appointed as bankers to **Tayport Community Trust (TCT)** and are hereby authorised to honour all instructions for payment drawn on behalf of **TCT** even if any such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such withdrawals are signed (whether electronically or in written form) by **The Agreed Account Operators**, in accordance with the mandate details on **The Bank's** application form.
- These Resolutions be communicated to **The Bank** and shall constitute **TCT's** mandate to **The Bank** to remain in force until revoked by notice in writing to **The Bank** signed by the legal representatives acting or purporting to act on behalf of **TCT** and for this purpose any instruction varying or purporting to vary the mandate contained in these Resolutions shall be deemed a revocation.
- **The Organisation** authorises **The Bank** to make any further enquiries that **The Bank** may deem necessary to confirm the details on this form.

TG to organise Triodos account

TG informed all present of a set of cards and postcards that had been prepared for sale in the café. Proceeds are split between the Trust and Autism Scotland.

6. Report from the Development Officer

6.1 Community Hub

The tender process is now complete and following lengthy discussion, a new team had been chosen – Collective Architecture.

Some questions had been raised about the interview process and whilst it was sound and creditable, the board needed to tighten up on its ability to run any kind of interview process in the future. Careful consideration needs to be given to the response to ARC.

DY, TG & DR to liaise on response to ARC

DR, TG and DY will be meeting with the architects formally on Monday. At this meeting, clarity will be sought on the process for the next 12 months and the level of fees required in the Development Funding Application to the Big Lottery.

On the whole, this was a really positive step forward and the new team have some fresh thinking to help make this plan a reality.

To help bring MB up to speed, DR was requested to email the latest Business Plan to him.

DR to email MB with useful Hub documents

6.2 Directors Advert

Following the distribution of the advert requesting new directors, 4 requests were received. Details had been circulated and were discussed. As MB was present, he gave a brief introduction to his background and reasoning for wishing to help the Trust in this way. All agreed he had the right skills that were required and provisionally accepted his offer. It was agreed to contact two of the other prospective directors to arrange an informal chat with FB and whoever else could be available.

DR to organise meeting

7. FruitFest

DR gave an update on plans for this event as JR was not able to be at tonight's meeting.

As confirmed earlier, the date had been moved to 4 October due to availability issues of the hall and people.

The main need is for helpers on the day. The marquees will be put up from 8am. The festival itself runs from 11am-4pm.

The Trust will have its main displays up and Collective will be invited to be there.

A further planning meeting is scheduled for Monday 29 September at 7pm in the Café at which all are welcome.

Any other business

8. Training

A food hygiene course has been arranged for Saturday 27 September in the Masonic Hall. FB has the details.

It was suggested that café staff undertake their personal licence training. FB indicated that VAF funding held on account could be used for this as it would be of benefit to the Trust as a whole.

9. Date of next meeting

Wednesday 8 October at 7pm at the Burgh Chambers.

The date for the AGM was also arranged. This will be held on Friday 28 November. It was suggested that Tayport Parish Church is used and that an Open Afternoon is organised from around 2pm onwards. The AGM proper could be held around 6pm. This will all be discussed in full at the next meeting including agreeing on any resolutions that need to be publicised in advance.