

## **Tayport Community Trust Meeting**

### **MINUTES**

Of the meeting of the Tayport Community Trust held on Wednesday 8 October in the Burgh Chambers, Queen Street, Tayport.

	<u>Board of Trustees</u>	
	Fiona Bissett (Chair)	
Dave Yule	Tony Gowland	Jim Kinnear
Cllr Bill Connor	Jessie Roberts	

#### In attendance:

Dan Rous (Development Officer),  
Mike Burns, Ian Baird, Les Bawden, Paula Duncan, Peter Kennedy

### **Preliminary matters**

1. Apologies for absence  
Bob MacKintosh.

#### Welcome

FB welcomed everyone including new members, some of whom had expressed an interest in assisting the Trust more formally. Introductions were made.

2. Minutes of the meeting of the Tayport Community Trust held on 11 September  
These minutes were approved as an accurate record of the meeting.
3. Matters Arising from these minutes:

#### Office Space

Cllr Connor to raise at locality meeting to be held on 9 October.

#### Food Hygiene Course

FB reported that this went well with 10 attendees. 6 from the Harbour Café plus 4 others.

4. Tayport Community Trust Bank Account Update  
TG advised that the process to set up the new account with Triodos was being progressed well. The TCE account was almost there with the TCT account not far behind. It is envisaged that internet banking will be easier and more secure with this new account.
5. PLANT Group Update  
FruitFest  
The event went well with around £440 of income confirmed before any expenses. This is however down on the previous year but the weather was once again against us. The live music from the Tayport Instrumental Band and the Ferryport Fiddlers helped attendance and atmosphere, as did the drumming workshop from Beatroot. Overall the festival was well received. Filming took place during the day and there is lots of good footage – too much in fact! The challenge is to reduce this to a 5-6 minute film. It was agreed that a general Tayport Community Trust film would be

beneficial but if time, separate videos for the FruitFest and for the Hub would work well. It was hoped to have the films ready for the AGM so they could be presented then. JR also raised the issue of a goodwill payment for the cameraman who came from Bo'ness for the day. It was agreed to pay 45p per mile funded from the VAF monies held on account.

**Action: JR**

Thanks were afforded to all who helped with the planning, set up, running and clear up of the event, especially the PLANT and Harbour Café teams.

#### Community Garden Site

Discussion is ongoing with Peter Duncan from Fife Council regarding an allotment site.

The Climate Challenge Fund draft application has been submitted and feedback is awaited. We have still to firm up agreements for the main site. If successful, the funding would cover set up costs, staffing and training. The result will be known by Christmas.

### 6. Report from the Development Officer

#### 6.1 Governance

Prospective directors were introduced.

MB is a local resident so would need nominations in order to be formally elected at the AGM. The board unanimously recommended the move to his appointment.

LB and IB had met with FB and DR ahead of this meeting to discuss their potential involvement. Both are very suitable candidates to be co-opted onto the board. IB stated that his co-option would need to wait for formal approval by the board of Dundee Social Enterprise Network of whom he is an employee. (*Update: The DSEN board meet on 20 November and will discuss this matter then.*) The board unanimously recommended the move to co-opt both with IB's co-option deferred until the DSEN decision. PD and PK were present for the first time but were keen to assist if they could. It was agreed to allow time for them to get up to speed with developments before progressing any appointment.

Directors Information Sheets to be circulated to new trustees in order to keep information up to date. **Action: DR**

#### 6.2 Community Hub

Discussion was had as regards the TCSCAG funds held within the Community Fund. The background on these funds, and the legal status of each group, was discussed for the benefit of new members. The board would be keen for this money to be available formally for use as matched funding on new applications.

It was agreed to formally write to the Community Fund to make the necessary requests. **Action: FB & TG**

JK to ensure this is on the agenda for the next Fund meeting. **Action: JK**

The Design Team members enjoyed their time at FruitFest and had many beneficial conversations with local residents. There is a perceived need to create some advisory groups for specific sections of the Hub. These groups could be the key to the overall success of the project and of the operation of TCT as a whole. We need to become extremely well organised in order to take the project forward well. PK stated his willingness to support a general advisory group which could inform the

design team from a building and project management level. Further discussion is needed on this with the Design Team. A meeting was arranged for Monday 27 October with Collective. Time to be confirmed. The issue of remediation was also discussed. A timetable for clearance of the site is needed from Fife Council. A meeting is needed with key Fife Council officers (especially Sharon Ward and Alan Paul). **Action: DR**

Discussion was had over current funding applications. A first stage application to the Dream Fund has been submitted with the support of Tayport FC (Abby Oswald). Their support was gratefully acknowledged.

JR asked for a focus on disability access throughout the Hub plans and indicated the possibility of funds for this. All agreed.

Further investigation was also needed around Scottish Government monies. One such fund – the People and Communities Fund – is already being considered and has an end of October deadline. **Action: DR**

IB stated the need to ensure an operational budget was prepared as well as the initial capital budget. This has been addressed in the business plan but needs monitoring as the project develops.

FB suggested that TCT has a presence at the school Parents night. As a couple of PLANT members have children at the school, JR agreed to ask them when the parents nights are to be held. **Action: JR**

### 6.3 AGM

Discussion was held as to the basic set up for the AGM and also over potential resolutions that would need to be prepared. The general consensus was that the membership fee should be removed. This would be further discussed at a later meeting. The AGM is booked for Friday 28 November at the Parish Church. The hall is booked from 1 til 8 allowing for an open afternoon and exhibition to catch people coming for school pick-ups, and then have the formal meeting at around 6:30pm. A further meeting was arranged for Wednesday 22 October at 7pm. It was agreed that we must put on something that people will want to come to and have a good range of materials and activities to engage them once they were in.

## 7. Date of next meetings

AGM Planning Meeting	Wednesday 22 October, 7pm, Burgh Chambers.
Full Trust Meeting	Wednesday 12 November, 7pm, Burgh Chambers.
AGM	Friday 28 November, 2-7:30pm, Parish Church.