

Tayport Community Trust

MINUTES

Meeting held on Wednesday 3 December in the Burgh Chambers, Tayport.

<u>Board of Trustees</u>		
Tony Gowland	Dave Yule	Jessie Roberts
Mike Burns	Peter Kennedy	Paula Duncan
Cllr Bill Connor	Jim Kinnear (Community Council)	

In attendance:

Dan Rous (Development Officer) - minutes,
Ian Baird, Les Bawden, Sue Doyle

Preliminary matters

1. Apologies for absence
Fiona Bissett, Bob MacKintosh.

With agreement, TG took the chair for the first part of the meeting

2. Minutes of the meeting of the Tayport Community Trust held on 12 November
These minutes were approved as an accurate record of the meeting.

3. Matters Arising from these minutes:

Office Space

No further activity.

Action: BC to pursue with Council staff

Letter from Commonty Fund

JK reported that the letter regarding the use of TCSCAG investments is being prepared and checked by the committee before sending to TCT.

Santa Run

TG reported that this was a very successful outing, aided by good weather. Lots of good response from people. JK stated that whilst there were still a couple of boxes to count, it looks like this was the best year ever, raising somewhere between £800 and £900.

Playgroup Coffee Morning

JR will be accompanied by Sally Walker for this event at which we will be exhibiting and promoting membership.

Skiff Group

Iain Maclean from this group attended the AGM. The suggestion has been put to the group that they become a sub group of Tayport Community Trust which has been provisionally agreed by the Skiff Group. PD is involved with this group and is assisting them in drawing up the rules of the group before taking this action further.

AGM

Discussion took place regarding the open afternoon and AGM. The attendance was not as strong as hoped for but everything that happened and the discussions that were had, were all positive and went well.

4. Recognition of new Trustees from AGM

Having been approved at the AGM, TG formally welcomed the newest trustees to the board. These are MB, PK and PD.

5. Co-option of trustees from outwith Tayport

IB and LB had presented themselves as prospective trustees. By living out-with Tayport, the Trustees can co-opt them onto the board.

BC proposed their co-option, seconded by JK.

There was unanimous approval to the co-option. TG therefore officially welcomed them to the board of Trustees.

Action: TG to liaise with new trustees to collate information required by Companies House.

6. Election of Office Bearers

a. Chair / Vice Chair

Discussion took place regarding FB's decision to step down as Chair. She had offered to stay on as Vice Chair if accepted.

DY spoke regarding the skill set for the Chair in light of the need for specific sub groups for the Hub development. Some trustees may need to be focussed more on specific activity rather than on everything that the Trust is undertaking.

As a result of lengthy discussion, TG agreed to talk to FB about sharing the role of Chair for the next period.

All agreed this was a good way forward.

b. Treasurer

TG updated new Trustees on BM's eye issues over the last 18 months that have restricted his public activity. He believed BM wishes to continue but could do with some help. Financial activity will increase especially around the Hub development as various fees go out and funding streams come in. Discussion followed regarding the need for an electronic accounting system. MB offered to provide Sage software leaving TCT the need to simply purchase a licence. He also offered to speak to his colleague who also lives in Tayport, regarding providing some advice and guidance on how to set this up for the full benefit of the Trust.

All agreed this was the best solution until more was known about BM's recovery.

c. Minutes Secretary

As this role does not need to be undertaken by a Trustee, it was proposed that SD, as a member of the Trust, could take on this role. She accepted the nomination and this was unanimously approved.

7. Report from the Development Officer

a. Community Hub / Design Team Update

DR gave an overview of recent activity and developments:

i) Open Afternoon

Some good conversations had been held with the few who did come into the exhibition. Sir Menzies Campbell MP was very encouraging and asked to be written to with full details of the project so he can take forward queries over the value of the asset transfer on our behalf. It was agreed that this should be done as soon as possible to keep up the momentum on this matter.

Action: DR to prepare and circulate the letter to Trustees ahead of sending to Sir Menzies.

The video had been well received and thanks were expressed through JR to her daughter for organising and preparing the video. This was now up on the website and had been shared via Social Media. It was suggested that copies be put onto discs and sent to key people.

Action: DR to prepare discs for circulation

ii) Consultations

DR had circulated draft ideas for specific community consultations ahead of the meeting. Discussion took place over additional groups to be included on the list. DR also shared comments from the Project Architect including their offer to take a marquee and stand on street corners to engage with as many locals as possible.

BC provided an update on his plans to organise a community information fayre in the New Year. He is aiming for February to host this.

PD suggested engaging external assistance with the consultation process especially as time was a little against us. We need to make sure we get this targets and outcomes exactly right. PD offered to contact DTAS to attempt to engage their assistance. All agreed. TG also stated that Fife Council Community Learning Development are wanting to carry out a local consultation. Their information would be readily available to us.

Action: PD to contact DTAS; BC to advise Trustees of proposed dates for Community Information Fayre; DR to update proposals for consultations based on suggestions from this meeting.

Discussion continued to the creation of new working groups to harness the specific skills available on the board now. This would also ensure that less time was taken up in main Trust meetings as most detail could be devolved to the working groups. It was agreed that a Hub Project Group was required, and also a group to coordinate the consultation process. Offers of involvement followed leading to the following group makeup:

- Hub Project Group DY, PK, MB, IB, TG
JK and JR would be available to be called upon as required but would not be full members.
- Consultation Group PD, LB, JR, BC

Both groups would be supported by SD for minutes and would be attended by DR as often as possible. At the very least, DR would receive information and guidance from each group to inform his future work.

b. Funding Status Update

DR had circulated his funding matrix ahead of the meeting. MB suggested that key funders should be targeted especially those with deadlines early in 2015. It was agreed that more information was needed from the design team to fully inform these funding applications. DR reported that following the recent Design Team meeting, the QS is preparing figures for each strand of the development which will be essential for effectively completing the applications.

DR advised that Community Enterprise had been working with him on the Development Funding Application as part of the Growing Community Assets process. We just need final figures from the design team to be able to submit this. Collective Architecture have been informed of our desire to submit this to the Lottery before Christmas and we do not intend to deviate from that desire. This is supported by Community Enterprise.

8. PLANT Group

JR reported that there was little to update from previous meetings.

Along with another group member, a talk had been given to the local Probus group which had been very well received.

PLANT activities were slightly reduced now the winter is upon us.

9. Date of next meetings

Hub Project Group	Monday 08/12/14	6:30pm	Harbour Café
Hub Design Workshop	Monday 05/01/15	12:15pm	Burgh Chambers
Full Trust Meeting	Wednesday 7/01/15	7pm	Burgh Chambers
Full Hub Design Team	Monday 19/01/15	12:15pm	Burgh Chambers
PLANT Group with Project Architect	Monday 19/01/15	5pm <i>tbc</i>	Harbour Café