



# Tayport Community Trust

[www.TayportCT.org.uk](http://www.TayportCT.org.uk)

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## **Minutes of AGM of Tayport Community Trust**

*Incorporating the AGM of Tayport Community and Sports Centre Action Group*

**Thursday 22<sup>nd</sup> February 2018**

**7:00 -9:00pm**

**Present:** Richard Tough, Mandy Strachan, Vanessa Rengger, Allison Wilson, Cllr. Bill Connor, Maggie Taylor, Greta Gall, Jean Massie, Lynda White (V), Jim Kinnear, Bill Mason, Jessie Roberts, Mary Jack, Anna Moss, Dave Vallis, Margo Vallis, Maggie Gowland, Derek Petrie, George Petrie (V), Marian Wain, Dave Yule, Ross Nicoll, Emma Alexander, Brian Smith, J. Davidson, Joan Grant, Cllr. Tim Brett, Fiona Bissett, Peter Christopher (V), Hester Matthews (V), Colin Anderson, Joyce Anderson, Hamish Tough, Margaret Robertson, Betty Macleod, Tony Gowland, Sally Walker, Will Whitfield.

### **1. Welcome and Apologies**

Richard Tough welcomed everyone and apologised that the Trustees had made a genuine error when appointing Andrew Arbuckle to the Chair as the Memorandum and Articles of Association currently stipulate an ordinary member rather than a co-opted member. Andrew has stood down from the Chair whilst the Trustees take legal advice. He sends his apologies for this evening. It may be necessary to have an EGM once the way forward becomes clear.

Apologies received :Andrew Arbuckle, Kevin Wilson, Derek Gray, Ian Mathers, Sherree Rennie, Jenny Glen, Fiona Tough.

### **2. AGM of Tayport Community and Sports Centre Action Group**

Jim Kinnear advised that as at year end 30.9.17, assets stood at £54174 comprising £47,000 income bonds and £7,147 in the bank. Interest of £229.07 was received on 15<sup>th</sup> February from the Commonty Fund which takes assets to £54,403.07. There were no further comments and the AGM of TSCAG was closed

### **3. Minutes of Tayport Community Trust AGM held 1<sup>st</sup> December 2016**

Jim Kinnear pointed out a typing error in the TSCAG accounts. There were no further comments. Approval of the minutes, subject to the abovementioned correction, was proposed by Will Whitfield and seconded by Dave Vallis.

### **4. Chair's Report**

Please refer to item 10 (iv)

### **5. Treasurer's Report**

Everyone at the meeting received a summary of the accounts. Tony Gowland highlighted the following:

#### **Income**

Grant funding is divided in to restricted and unrestricted funding, the latter available to spend on any trust activity. The reduction to £197,811(£244,647) is due to timing in payment of grants.

Produce/ other sales relates to the plant sales at the harbour.



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## **Expenditure**

Fundraising costs have disappeared because Dan Rous's contract finished.  
Support for local projects reduced from £36,783 to £2,3261  
The trust has made a net surplus this year.

## **Balance Sheet**

Tangible assets include the Abertay site, the polytunnel, tools, sheds and toilet.  
Addition of £140K to tangible fixed assets relates to purchase of the Abertay Site and the demolition costs.  
Debtors are Tayport Community Enterprise, Creditors are invoices to be paid.  
Of £338 grant funding, £13k is restricted.  
The café made a profit in 2017 of £2k (2016 £39 deficit).

## **6. Adoption of Accounts**

Proposed by Joan Grant and seconded by Bill Connor.

## **7. Appointment of Auditors**

Joan Grant advised that this may happen this year when turnover reaches level where this is mandatory.

## **8. Election of Trustees**

- i. Bill Connor and Jessie Roberts are retiring and are nominated for re-election.
- ii. Nominations for elected trustees had been received for the following who were duly elected by the meeting:

Bill Connor –	Proposed: Dave Vallis Seconded: Richard Tough
Jessie Roberts-	Proposed: Richard Tough Seconded: Dave Vallis
Joan Grant-	Proposed: Richard Tough Seconded: Dave Vallis

## **9. Membership Update**

Membership currently stands at 340 of whom 302 are ordinary members.

## **10. Presentations**

### **i. TCE- Harbour Café**

Allison Wilson noted that the café will have been open for 7 years on March 17<sup>th</sup>. and this year is a finalist for Best Cafe in the Crema awards (Scottish Café Awards) for which results will be announced in March. Another exciting accolade was a favourable review of one of Yvonne's scones by The Scone Spy in the Sunday Post. The café has retained its Certificate of Excellence from Trip Advisor for the 3<sup>rd</sup> time and its Facebook page is very popular receiving 1125 likes.

A big thank you to all staff, the 20 café volunteers and 5 home bakers.  
Café art space is a huge success, cards are on sale and each year in March a local cause is chosen to benefit from funds raised by our second-hand bookstall. This March the proceeds of £80 will be donated to 2 boys who are



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fundraising to do voluntary work overseas and a new beneficiary will be chosen for the coming year.  
Café now accepts contactless payments and is helping the environment: paper straws, compostable spoons and soon compostable cups.  
It is the venue for local monthly meetings with community police officers.

ii. **PLANT**

**Update on Garden- Peter Christopher (Community Gardener)**

The community garden is more than a place to grow fresh veg. It has become a hub for skill sharing, demonstrations and entertainment with a very successful harbour stall. The polytunnel produced fantastic crops (tomatoes, pumpkins, beans etc)

Last year by the end of October staff and volunteers had harvested 1.2 tonnes of produce. Veg are still available during the winter months during garden opening hours. Spring crops will be ready in March.

**Future Plans**

Growing area will be expanded and the wildflower area will be extended to encourage pollinators. Borders at the sides of the path will be made wider to accommodate more sensory plants.

**Update on carbon footprint (Kaska Hempel with help from Jenny Glen) in the style of Donald Trump ('We made Aubergines great again')**

Community Garden and participants in the Grow at Home Scheme have shrunk Tayport's carbon footprint by 8.13 tonnes!

**Future Plans**

PLANT has applied for funding to run a Carbon Conversations project to bring local people together who want to reduce their carbon footprints Always looking for new vloggers, please contact Kaska if you would like to share your garden growing stories and/or need technical assistance with vlogs at [www.tayportgarden.org](http://www.tayportgarden.org)

In response to a question about plans for the old curling pond, Jessie said that this has now been purchased by Fife Council. The overall aim will be to preserve and enhance its biodiversity, but any plans would be discussed with neighbours.

iii. **EPIC**

Will Whitfield noted that TCT will need new ideas for fundraising as the project grows.

iv. **Abertay Site**

Richard Tough advised that the Abertay site project is getting very close to its target funding and currently has about £2million including a £1.2 million grant from the National Lottery.

The build design has been finalised for the time being.

6 contractors are interested though estimates are higher than the original projections as prices are rising in the building industry. The project team is half way through a value engineering process (looking at reducing cost without reducing quality).



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One grant application is due imminently which would take funding nearer to the level of current estimates received from contractors.

Target date for a decision on contractors is 2<sup>nd</sup> April, but this may have to be pushed back.

All funds raised so far are for building the hub.

Going forward there will be a funding requirement for furnishing (approx. £40k) and revenue for paying staff before income streams are established.

A funding team is working on this.

Expected opening date is currently May 2019.

The project group is keen to get the campsite up and running at the same time, but this part of the project needs more planning and funding.

## **Outstanding tasks for project team**

Finalise budgeting

Finalise policies and procedures

Review and upgrade IT requirements

Marketing Plan

Staff Job descriptions to enable recruitment in 2019

There will be a need for more local consultations over next 12 months to review community requirements.

## **Advantages to the community from this hub will be:**

- 6 jobs, more volunteering opportunities, apprenticeships.
- Hub will provide a central information point for the community.
- It will increase footfall for Tayport businesses.
- Aim is for hub to create income to put back in to other community projects.

## **Help required to cover areas where project group need more expertise ( new volunteer form to help record relevant skills)**

- Marketing- need more people with marketing background
- Human Resources
- IT
- Treasury tasks
- Funding strategy team has a Just Giving page which needs a media savvy person to operate.

## **Thanks**

Richard thanked many people who have helped so far:

RSPB, Fife Coastal and Countryside Trust and the Forestry Commission for input to the planning of the landscaping for hub

The Funding strategy team who have made 14-15 major grant applications and written about a 100 letters to different trusts (awards have been received from Big Lottery, Fife Council, Leader, Robertson Trust, Northwood, Leng Charitable Trust etc)

Also thanks to the Business Plan, the Design Team, Dave Yule and Tony Gowland, Big Lottery, the Publicity team, Trustees, Bill Connor for liaising



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with Fife Council, Jessie Roberts, Colin McPhail, and Jenny Glen .Dave Yule also mentioned that the meeting should record our thanks to Mike Burns (previous chair) for his great contribution and leadership towards the funding and regeneration of the the Abertay site.

## 11. **AOCB**

Jim Kinnear asked whether the project team had heard that the Caird Park development had been declared free of rates. Tony Gowland replied that the rateable value of the Abertay site was reduced at the beginning of 2017 from £92,000 to £19,000 which took the site underneath the small business rate. Once the hub is built and the campsite established then the rates will have to be reassessed.

There being no further business the meeting closed at 9pm

Signed as a true record of the meeting

Proposed.....

Seconded.....

Chair.....

Date.....