

Tayport Community Trust Meeting

MINUTES

Of the meeting of the Tayport Community Trust held on Monday 28 April 2014 at 7pm in the Harbour Café, 10 Broad Street, Tayport.

Chair: Fiona Bissett

Christy Allan

Jessie Roberts

Board of Trustees in attendance

Fiona Bissett

Jim Kinnear

In attendance: Daniel Rous.

Preliminary matters

1. Apologies for absence

Apologies for absence were intimated on behalf of Cllr Bill Connor, Tony Gowland, Bob MacKintosh, Sally Walker and Dave Yule.

2. Minutes of the meeting of the Tayport Community Trust held on 27 March 2014 **TCT/04/10**

The above minutes were approved as an accurate record of the meeting on 23 January 2014.

3. Matters Arising from these minutes: Action List from 27 March 2014 **TCT/04/11**

3.1 Upcoming Events (point 3.2.3)

Members did not know whether the Farmers Market had been confirmed and asked for an update from Cllr Connor.

Cllr Connor

3.2 Update on the Café (point 4.2)

Members sought clarification on whether the thank you letter from the TCT had been sent to Sharon.

Dave Yule

It was reported that Lynn Menzies would be invited to become a Director on the Enterprise Board, as she was quite good at organising events. An additional director would be helpful.

3.3 Update on the PLANT Group (point 4.3)

It was reported that the Spring Fest had raised over £300. Some improvements for next time were more staff for the refreshments, and one person to staff the tickets at the door, who could also run a raffle, if required.

3.3 Creating Enthusiasm and Engagement (point 5)

Approved

After discussion, members agreed that a TV screen inside the café would distract from conversation, and that an outward-facing screen would be more appropriate.

Fiona Bissett would send out a Fife Voluntary Action Group Health Checklist.

Fiona Bissett

Items for discussion

4. Circulation of Minutes

The policy for circulation of minutes was reviewed, and it was confirmed that minutes had to be approved before posting on the website or circulation to members. An email will be sent out by the Membership Secretary to members when the minutes were available on the website, and they could request a hard copy. Any members who had attended a meeting would receive the draft copy.

5. Development Worker Post

The Development Worker post ends on 15 June. During the course of discussion, it was noted that a performance appraisal should be undertaken by Dave Yule and that a report of the key points should be produced, outlining what had been achieved and what still needed to be achieved in future, ie an exit strategy. It was requested that Dan Rous produce a list of which funders had been approached and the current status. Cllr Taylor would present a proposal for funding the position through Fife Council at a meeting in May.

Dave Yule

Dan Rous

6. Reports :

6.1 Update from the Development Officer

Mr Rous reported that the HostelHub Tourism report had been submitted and that it was their most detailed report, which indicated the strength of the Hostel proposal. A draft layout plan had been produced, which would be submitted to the Board or the architects when necessary. HostelHub recommended that they provide training and marketing in years 1 to 3. Mr Rous outlined HostelHub's background, stating that they were an independent organisation, which had been recommended by the Development Trust Association, and that they had assisted in the development of around one hundred hostels in Scotland and the UK. The Board approved the report.

Comments on the HostelHub report and business plan had received from Sharon Ward at Fife Council, and members noted that her comments were broadly positive.

The timeline for the Coastal Communities Fund application was that an answer on Stage 1 would be received in June, Stage 2 was due in October, and a final decision would be received in December. The funding application specified a January 2015 to March 2016 time scale, and included remediation cost and development worker salary, for a total of £750,000.

At the upcoming meeting on 8 May, members agreed that Mr Rous would draft an agenda and forward it to Ms Bissett, and he should chair the meeting. The objectives for the meeting were a minuted commitment to work towards a timeline for remediation, a banner on the fence stating "Working to bring you a

Dan Rous

Dan Rous

community hub”, and a decision on who commissions an updated environmental report. New members requested that the environmental report be forwarded to them.

Mr Rous reported that the recent newsletter had been cost-neutral because of the advertisements, and that the Pinewood Tea Room was happy to take out a regular ad and to join in the Visit Tayport initiative. Leaflets were available at the library and the café.

If the project advanced to Stage 2 of the Big Lottery Fund, a public information meeting would be held, and Scott & Fyfe had agreed to the usage of its auditorium for the event free of charge. Members discussed using the back of the Hub site for an event, for instance a table top sale or clothes swap. Ms Roberts was asked to speak to PLANT about bringing forward Fruitfest to September to coincide with an application decision. It was decided to hold a musical fundraiser event before the summer holidays or at the end of August, entitled Music of a Summer’s Evening, and that a hundred people would fit comfortably in the Gregory Hall.

Dan Rous

It was reported that Fife Diet were now considering Northeast Fife as a pick-up site for their Food Co-op, as a result of the Springfest. Ms Roberts reported that her daughter could probably produce a promotional video of the Fruitfest.

6.2 Update from the Café

It was reported that the new manager was doing fine despite some resistance to change. There was now a new dishwashing machine, after an electrical fault in the first one received. A meeting had been set up with Cornerstone and the social work department about volunteers.

6.3 Update on the PLANT Group

TCT/04/12

Ms Roberts presented the report and noted that there had been a steady increase of volunteers and the café garden was progressing with regular sessions taking place at 10:30am on most Mondays. With regard to the community garden, Aviagen had been in contact and a meeting had taken place with their property manager, which highlighted that the land in question was originally sold to the golf course by Aviagen, with a legal clause that it was only to be used by the golf course. A minimal legal fee for this change would be required, as would a maintenance fee for the track, which would be a small percentage of the overall cost. The Climate Challenge Fund deadline was 25 July, and Mr Rous noted that the TCT would no longer be submitting an application. The Fife Council Allotments Officer had identified a couple of locations, around the tennis courts and the curling pond, that the council owned. Members noted that there may still be an ownership query with individual households and/or the Dolphin Centre. The Castle Terrace location would require repairs which Fife Council would not cover and it was suggested that community service could be used.

Ms Bissett reported that she will be attending a Voluntary Action Fund workshop, and that as of April, the Trust needed to recruit fifteen new volunteers per year and provide evidence. Ms Bissett was asked to attend the next PLANT meeting after her training on 12 May to explain the procedure. In addition, there would be a first aid course delivered soon at the Dolphin

Fiona Bissett

Approved

Centre, as part of the Voluntary Action Fund grant, which would be first offered to members, then opened to other groups.

Any other business

7. Sporting Event

Ms Allan reminded the Board that at the last meeting, members noted that there should be a balance between sport and community activities. Therefore she suggested that a sporting event be planned. Members suggested (i) contacting Mark O'Reilly about a bike event, (ii) the Football Club for stewarding by the junior team and (iii) that any event, such as a 10k community run, could start and end at the Hub site.

Christy Allan

8. Discussion of the sale of the Burgh Chambers Garden

It was reported that Kate Hughes had renewed the council's interest in the sale of the Burgh Chambers. During the discussion, members noted (i) the money would not be given to the town, (ii) Cllr Connor was working hard to make sure the building was being used by the community and that Rod Campbell MSP was in support of keeping the building in the community, (iii) if the community put a note of interest indicating interest in a community buyout, then the council cannot sell, (iv) the building had been offered to the Trust, along with the Gregory Hall, whose finances were not favourable; however the Chair stated that while the Trust was grateful for the offer, the time was not right, (v) the Burgh Chambers would have to be acquired in addition to the Community Hub, and (vi) the Library could not be moved to the Hub as it needed to be located centrally.

9. Date of next meeting

The meeting of the Board with Alan Paul will take place on 8 May 2014 at 7pm in the Harbour Café. The date of the next meeting of the Tayport Community Trust will be on 26 May 2014 at 7pm in the Harbour Café.

Mrs C Allan

Minute Secretary