

# Tayport Community Trust Meeting

## MINUTES

Of the meeting of the Tayport Community Trust held on Thursday 26 June 2014 at 7pm in the Harbour Café, 10 Broad Street, Tayport.

Chair: Fiona Bissett

	<u>Board of Trustees in attendance</u>	
Fiona Bissett	Tony Gowland	Dave Yule
Jim Kinnear	Jessie Roberts	

In attendance: Allison Wilson, Daniel Rous (minutes), Logan Bundy.

### Preliminary matters

#### 1. Apologies for absence

Apologies for absence were intimated on behalf of Christy Allan, Cllr Bill Connor, Jean Massie, Cllr Maggie Taylor and Bob MacKintosh.

#### 2. Minutes of the meeting of the Tayport Community Trust held on 26 May 2014

The above minutes were approved as an accurate record of the meeting on 26 May 2014.

#### 3. Matters Arising from these minutes: Action List from 28 April 2014 and 26 May 2014

##### 3.1 Development Worker Post (28.4.14/5)

Mr Yule reported that the appraisal process was now complete.

##### 3.2 Working Group for Hub plans (26.5.14/5.1)

Working Group has now been formed and will meet shortly.

Contract still to be prepared for Development Officer. Mr Rous to forward copies of existing contracts to Mr Yule and Mrs Bissett.

Dave Yule/  
Fiona Bissett

Mr Rous reported that all jobs had been allocated for the concert

##### 3.3 Update on Café (26.5.14/5.2)

Mr Gowland reported that payment had been received for the dishwasher and chiller. He also reported that publicity had been increased for Sunday opening and customer numbers were up.

##### 3.3 Update from PLANT (26.5.14/5.3)

The search for funding is ongoing.

Dan Rous /  
Jessie Roberts

## Items for discussion

### 4. Reports :

#### 4.1 Update from the Development Officer

Mr Rous welcomed Logan Bundy who is the funded Marketing/Publicity Intern. Mr Bundy is working on ideas for developing visitTayport and a local sponsorship for the Community Hub eg Buy a Brick. He is also utilising his links with Dundee University and the Sailing Club to try to attract more people to Tayport. Ms Roberts suggested some assistance from Mr Bundy may be beneficial to the PLANT group especially as they look to promote the Fruit Tree Walk.

Mr Rous confirmed the response from Big Lottery that we were successful in our Stage 1 application. Due to Lottery team issues, he has been unable to get more information on the Stage 2 process to date, but has a telephone meeting on Monday 30 June to this effect. Once more information is known on timelines, Mr Rous will prepare a Press Release. Communication had been made with ARC architects but this will not be formalised until after clarification from the Lottery is received on how a design team needs to be commissioned for the Stage 2 application. A planning meeting including Mr Rous, Mr Gowland, Mr Yule and Mrs Bissett was arranged for Thursday 3 July to plan the next moves.

The result of the Coastal Communities Fund Stage 1 application is due by the end of this month. Mr Rous also confirmed that all necessary paperwork had been submitted to the LEADER fund in order for reimbursement to be made to the Trust.

Mr Yule asked if Fife Council had been informed and if any timeline for remediation had been put forward. Mr Rous confirmed that all necessary parties had been informed and that, apart from a question about whether development funding could assist site clearance costs (which it cannot), there was no other communication. Once a timeline is known from the Lottery, this will be followed up

#### 4.2 Update from the Café

Mr Gowland updated the group on an issue that had been encountered with the new chiller cabinet, resulting in glass being showered all over the café and a subsequent closure for 2 days. Thankfully there were no injuries. An ongoing discussion is being held with the suppliers to receive reassurances this won't happen again or if necessary, to arrange a refund or replacement. SenScot Legal are providing advice as and when required.

Staffing update: Nicole has now finished in post and is replaced by Karen Cameron who has settled in really well. A placement from IDTC, Melissa, is also currently in post. Lynne Menzies (lead volunteer) has been looking after the café on occasions to assist with the rota. She has also completed an application to become a director of Tayport Community Enterprises.

Sandra Reid from business Gateway has been in providing advice to Allison. She is due to send some useful operating spreadsheets through.

The Café received an award from Trip Advisor for high levels of customer satisfaction.

#### 4.3 Update on the PLANT Group

Ms Roberts updated on the café garden which is now supplying the café with herbs and some salad items. Herb Scones have already been produced. There was an issue on the type of waste going into the compost unit which had to be emptied. Fresh training is ongoing. There is a large issue with snails but the use of coffee grounds seems to be having some effect.

Regarding the community garden, a response has been received from Aviagen with a draft list of restrictions. This is to be discussed within the group but also with the golf club. Ms Roberts to liaise with Mr Yule.

Jessie Roberts / Dave Yule
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An application to the Climate Challenge fund has to be submitted by 25 July. This will be in the region of £120,000 and a decision will be made at their board of 1 October. It is not essential to have a lease in place by 25 July but there must be some level of security by 1 October. Mr Rous will assist the group in checking the form before submission

### 5. Any other business

#### 5.1 Music for a Summers Evening Concert

All jobs were allocated. Ticket sales were okay but indication of people coming on the night. All performers were sorted. Mr Rous will be at hall from 3pm to set up. Most other set up can happen after 5pm.

5.2 The First Aid course went well with 8 people in attendance. A further course will be investigated at a later date.

5.3 A freedom of information request had been received regarding membership numbers. Whilst charities are exempt from such requests as all information is public anyway, the request has been responded to by Mrs Bissett.

5.4 The Ferryport Gala is on Saturday 9 August. Discussion was held over the content of the stand. This will form the main agenda item at the next meeting.

5.5 Mrs Wilson informed the meeting of a get together on Friday 4 July at 6:30pm to which all directors were invited. This was to say farewell to Nicole and welcome to Allison and Karen.

### 6. Date of next meeting

The Hub planning subgroup will meet at the Café at 6:30pm on Thursday 3 July. The date of the next meeting of the Tayport Community Trust will be on 24 July 2014 at 7pm in the Harbour Café.

Mrs C Allan  
Minute Secretary