**Largo Communities Together Board Minutes (56)**

**Monday 25 March 2024, 7 - 9 pm**

**Venue – Library**

**Apologies to date**:

1. Welcome, apologies (LR)

Emily, Jimmy, Stuart, Nora, Jan.

1. Minutes of 26 Feb 2024 (55)

Adopted by Andy and Alistair.

1. **Resilience Group session on Community Response run by Dave Wishart- Chair of Fife Resilience Forum – 1 hour**

Dave Wishart, chair of the Fife Resilience Committee, gave the Trustees an overview of what resilience means at a community level. We are not aiming to take over the services of the Blue Light, NHS or Fife Council but to be a connecting organisation for help that may be needed in the short term at the hyper-micro level. We took part in two scenario plans to discover what preparedness, readiness, response, and recovery might look like at the community level, the concerns we have, the actions we could take, and our purview- within the limits of our responsibility.

The chair will share the full Largo Resilience Plan created by the LACRT alongside Dave Wishart with the Trustees. JP will attend the Fife Planning Committee meeting next Wednesday to learn how we can share resources with the wider Northeast Fife. FC will know we are ready to help. This is about rebuilding community spirit—something we had and maybe lost for a while—to plug a temporary gap.

JP and the resilience team will report back to the trustees with the next steps.

**PEOPLE/FINANCE/GOVERNANCE of LCT**

**6. Treasury report** - (SK/EmcD). DO post-funding?- This is an ongoing situation being led by JM/EMcD/LHR) See the full Treasury report supplied by EMcD.

£250 was pledged to Largo Arts for the sponsorship of the bunting.

Pier fund is showing the same total as last month. Have the funds for the Fairhurst contract been legally pledged and sent to the LCT account? Update from Pier Group around the finance for Fairhurst. The chair will contact the Pier Chair for a response ASAP.

**7. LCT. The strategy (LR, SG, EM, JM, AR) group is** in place. Next Strategy session – 27 May 2024.

The group is exploring the possibilities and will report on progress then.

**8. GOVERNANCE & PEOPLE**.

-Inductions to board session. (EMc and JM, LHR)

-Matrix of skills (EMc and JM,LHR)

-Development of new subgroup agreements (EMc and JM, LHR)

**SUBGROUPS**

**9. Pier update (JS/TB).** Update

Tommy- no progress on the legal situation, but no funds available to explore the written opinion on legal structure; as the way forward, Adrian Bell from Morton Fraser. This will add to the verbal opinion given via DTAS from Burness Paull.

Jill met with Ronnie regarding the business plan. The commitments binding a future Largo Pier Ltd and LCT have been edited to reflect future boards' ability to deliver the activity plans. Jimmy has been requested to share the draft business plan with all trustees.

Pier funding. The Heritage Lottery has declined the £20k for the development of design work. This is one of the major funders we hoped to apply for £420k.

Graham Bucknell, Jimmy, Ronnie and Stan meet on the 8 March to discuss the Potential and scope of the design, build and utilization of a future rebuild. Mr. Bucknell now understands the extent of the community's involvement in manpower and money. Circa £50k spent so far.

The next planned spend is circa £25k on Fairhurst engineers to take the project design and build scope to RIBA Stage 2. This is about the future design and possible utilization of the Pier.

Tommy again highlighted the risk of spending any more on the Pier. The amount now agreed to be spent to date will mean that we, as LCT, will have a tangible set of docs for future use, no matter who owns the pier. This will amount to around £65K. Any further spend, however, must require more legal commitment from the present owners of the pier – this is necessary to protect the members of the LCT Board. This will form part of a more comprehensive plan regarding the legal and accounting steps of “Largo Pier Ltd” once it is formed and the timings required at that time.

Succession plan for Pier Chair, planning and report by April meeting. LHR/SG/JS to discuss.

**10. Resilience** update, Community Resilience Planning, name of the group? (JP).

Reference report produced by JP per email. Note meeting with dementia-friendly villages.

11. **Assets& Access Group**, Update (AD)

Projects are progressing per the previous report.

12. **Friends of Largo Bay**. Update. (CD)

Carol updated the trustees on the successfully planned and run beach clean and survey led by FoLB. 99 volunteers lent their time and effort to clean up the whole of Largo Bay from Ruddons to Silverburn. Janice Duncan, the science officer, coordinated all the surveys and the logging of data on the Marine Conservations Site afterwards. The data will be returned for future use. The volunteer list has expanded on both Facebook and Email.

Great partnerships have been formed with FCCT and David Russell, the farmer.

Well done to all who made this possible and contributed. 4-5 more cleans this year.

13. **Culture & Heritage**. TBA.

**PROJECTS and SUPPORT FUNCTIONS**

14. **DO & Local Place Plan** – (PL) Update.

Please see both Priya reports that were supplied before the meeting. The final warm welcome this week.

15. **Community Sustainable Development** update– (JM)

The key action over the next two months is funding for our development officer. Building up two years of funds before the sustainable funding kicks in.

16. **Equity and Inclusion**. Update (JK)

See Jan’s report, which was submitted prior to the meeting.

17. Marketing & Communications Plan recommendations/ Largo Links Magazine Sub-group/WHATS ON UPDATE (AB/PL)

Alistair reported that we now have a comms group. The comms plan is to look at the demographics of our population. Alistair would like to build on and learn from the success that Carol, Dougi and Jan are achieving with Facebook. The regular, relevant, and repetitive info is having an impact. Can you get the demographics from FB? (Now supplied) We need to put out regular info, targeting the resilience structure and how to communicate in a crisis. Public statements about the sub-groups and the work that we do. Templates of statements to help with emergency comms plans. To make sure we have a positive impact and reduce the risk. Discussions were held on the code of conduct built into the FoLB; for instance, Carol can vet all the posts. 98% is mostly positive, so often forgiven for the odd post that goes wrong.

Carol requested framing from Alistair.

*From Alistair Brown- Feb 24 report.*

*We agreed that a Comms Plan is required and this will be worked on next, looking at our various audiences and related demographics to ensure that our planned messages are targeted with more precision than in the past and utilising the appropriate comms vehicle to be attractive to specific audiences wherever possible e.g. LCT members, schoolchildren, the elderly etc..*

*A new young recruit to the team was still recognised as being of importance and to help with keeping social media relevant and current.*

*The group wishes to plan regular features to appear relating to all the effort being spent on the key issues from the Place Plan and specific practical steps from the Action Plan. A number of existing topics were identified and will be developed to provide regular and specific updates. Examples are*

*1) a simple image and text explaining what all the different groups are in existence for .... LACC, LCT, Fife Council etc.. It is likely that this will appear across all comms media, including, very importantly, Largo Links.*

*2) a pathways story map and inventory.*

*3) opening up access to What’s On page in website (and Largo Links) to as many groups, clubs, business alike so they can all take responsibility for their own events updates.*

*4) a change of domain name from the current very long one to something much simpler and easier to recall.” largoct.org” being suggested and will be checked for availability.*

18. **Community Shop visit**- Dunshalt – update. (AB/EMc)

Plunkett foundation is a commercial organisation. Other options are being explored and will be reported on at the April meeting. (LHR)

19. **AOCB** and date for next meeting: Monday, 29 April 2024. (57) – Strategy focus. May meeting.

**To keep in mind-**

* **FOCUS for the next 6-10 months: governance and board roles, Strategic Plans, financial plans, and risk analysis.**
* Training on Office 365 for those who would like that.
* Induction for new board members. Technology and governance, documents, conflicts of interest, etc.