

# Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

## **Largo Communities Together (LCT)**

### **Minutes of LCT (31) Monday 18 October 2021**

**Present:** Nora Conlin, Stan Green, Irene Kay, Jan Kerr, Emily Macdonald, Jill Miller, Dougi McMillan, Louise Robb (Chair), Barbara Simpson, James Simpson

**In attendance:** Ronnie Graham, J Denholm, A Brown

**Apologies:** B Russell, J Kerr

#### **1. Welcome, apologies, thanks and introductions**

LR welcomed all in attendance to the meeting. She extended a particular welcome to J Denholm and A Brown who had expressed an interest in the work of LCT and were attending an LCT meeting for the first time. Those present introduced themselves to JD and AW, prior to them providing brief details of their professional backgrounds (fund raising and business marketing/communications respectively).

#### **2. Minutes of 13 September 2021 and matters arising**

Board minutes of 13 September 2021 proposed by BS and seconded by EM and IK. Matters arising would be covered in the agenda.

#### **3. Pier update**

JS provided an overview of recent development re the Pier. The following points were noted:

- Successful application to Crown Estate Commissioner's Fund linked to FC. Payment of £14,000 up front. Pier Group pleased with this result as the application process had been a challenge.
- Confirmation of Crusoe Hotel re ownership: Thunder Holdings (owners – two year timescale) and Bucknalls (operators). Positive agreement re MoU.
- Zoom meeting with David Narro re RIB stage 3. Repair work also to be undertaken before Christmas.
- Significant grant applications to be made in spring 2022.
- JS contributing an article to Largo Links – title, "We've been here before". Providing an overview of the Pier's history rather than just brief updates of progress.
- JS highlighted that support in preparing funding applications would be appreciated. RG, along with EM and JM will support the funding process.
- JM pointed up that the Pier development will require significant project management, either an expert volunteer or employee.

#### **4. Largo House Group update**

SG reported that no meetings had taken place since the last LCT meeting. Noted planning application for the removal of trees around the house. Considered that a more relaxed approach to Largo House may be more productive.

#### **5. Largo Arts Week update/ Largo Arts**

DM noted the following:

- Christmas Open Studios: 3 – 5 December 2021; involving 30 artists in 20 studios; Aurrie and Crusoe also involved, and perhaps The Railway. Launch to be early November. Social media posts would appear in due course.
- Planning had started for Largo Arts 2022. DM was in discussion with two major players re their involvement. The operational infrastructure was in place. There would be an emphasis on art with

# Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

the possibility of an Artist in Residence. Various projects and artists were being explored, including commissioning a piece related to the Pier.

- JM offered to provide links to DM re artists/creatives from her professional experience.

## 6. LARCT update

IK provided a report on LACRT activities. See previously emailed report for details:

- Statistics monitored on a weekly basis. Covid rates in Fife presently higher than the Scottish average.
- Community IT support continued, e.g., improving technology skills in older adults (Befriending Service), recording church services and distributing to older members of the community.
- No further progress re the Men's Shed project and use of Church land. Refurbishment of Durham Hall about to begin so offer to host the Community Shed had been withdrawn.
- Largo Friends and Neighbours – article to appear in next issue of Largo Links. Shopping Buddy project was working well.
- IK on the Fife Resilience Forum. LACRT hoped to develop into a resilience team. The infrastructure was already in place. A scoping paper was being prepared to outline what this would look like/involve. LACRT would like to recruit a suitably experienced individual to support such a development. Note this was not to take away/replace the work of the emergency services. An article in the next edition of Largo Links will outline ideas re a Resilience Team and call for interested volunteers.
- Another event for children was being planned for the Christmas holidays.

## 8. Sustainable Development update/ Development Officer Post Job Description

JM reported on the development of the job description for the Community Development Officer post. A draft had been worked on and comments received from the sub group. JM, JS, NC had attended a meeting with Lena Hutton, our DTAS DO, who offered good advice.

Sub group to : finalise job description; develop the person spec; write the advert; organise the recruitment schedule; write assessment criteria; consider the interview format; agree timescales.

It was important to identify the important qualities LCT needed in a potential DO and not just academic qualifications.

Other aspects to be considered: insurance, pension, contracts, HR Toolkit, payroll, liaison with FVA, use of Good Move network.

Noted the importance of capacity building and possible involvement in DTAS Young Apprenticeship Scheme.

## 9. Treasurer's report

EM spoke to her previously emailed report. Details noted therein. All three accounts had positive bank balances.

EM had emailed the Annual Report which had been scrutinised by LR. The accounts were up to June 2021. The Report was in good order. Any further comments to EM **asap**. A quorum would be required to agree the Report prior to the AGM papers going out.

EM went on to outline the details of the three bank accounts : LCT, PIER, LACRT. See mailed report for details of transactions.

## 10. Communications update/ Largo Links

# Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

IK provided an update on Largo Links. Fifth edition to be disseminated 13 November 2021. Team in place to deliver across the area.

SG introduced the development of a revised more user friendly LCT website. This was being developed by A Tomkins at no cost to LCT. MS was supporting the work. LCT Board viewed the front page and were very encouraged by the work and plans to date. Thanks expressed to AT for his work on the website to date.

## **11. Local Place Plan Draft Scoping Paper**

LR and JM had prepared a draft document for discussion. **LCT/LACC Community Needs and Offers/Local Place Plan Consultation January 2022:** noted the document was to be a joint piece with LACC. All LCT sub groups to be involved too. The document outlined the engagement strategy across our area community. The plan outlined how local people would have a say in how the community should develop. An important aspect of the plan was Needs and Offers and community asset planning. In summary, we want to look after and develop our assets for the overall good of our people. We want to become a more resilient community. A timeline had been put forward for the consultation process re the Place Plan. LCT and LACC would be required to support the process.

LR noted that students at Fife College Events Team might lend their support at consultation events. Maps would be required for reference. Local community halls would be used for face-to-face meetings and dates were identified during January for the exercise. The Aurrie was identified as an evening venue.

Details noted in the draft document including the involvement of local people as well as specific target audiences. Noted the importance of the involvement of local businesses too.

Overall, the draft was well received. Any comments to LR asap.

## **12. AGM Planning**

Folder of AGM essential documentation prepared by LR and EM. AGM planning group to meet Wednesday 27 October 2022 10.00 – 12.00. in the library to organise documentation and dissemination to LCT members. As previously noted, AGM Monday 15 November 2021 7.00 on Zoom for one hour.

Two candidates identified for re-election: LR and JS.

Sub group: LR, EM, NC, IK.

## **13. Correspondence, AoB, Date of Next Meeting**

**Note date of next meeting: Monday 15 November 2021, immediately following the AGM**

# Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447