**Largo Communities Together (48) 22 May 2023 Largo Library & Community Hub**

**Board Members Present: N Conlin, JP Easton, S Green, J Kerr, E Macdonald, J Miller, L Robb (Chair)**

**Apologies: A Brown, A Duff, B Russell, J Simpson**

**In attendance: P Logan, T Brown (TB)**

**1.Welcome, update, apologies**

LR welcomed all in attendance to the meeting. Apologies noted as above.

D McMillan had stepped down from his LCT Treasurer and Trustee roles due to other commitments. His significant service to LCT was acknowledged and thanks to DM expressed. The Treasurer's role continued to be covered by EM while another Treasurer was sought. It was hoped that an appointment would be made soon.

LR thanked those who had emailed reports and comments prior to the meeting. The documents would be referred to during the agenda.

Tommy Brown (TB) was welcomed to the meeting. He was interested in background to LCT and the Pier Group.

**2.Minutes of Monday 24 April 2023 (47)**

Minutes of Monday 24 April 2023 proposed by EM and seconded by JM. Matters arising covered in the agenda.

**3.Action Tracker**

Progress on recent activities was discussed and clarified:

1.Draft Marketing Plan ongoing. Request that Largo Links be discussed within the agenda. Action: those in attendance.

3.Risk Assessment re LCT Pier completed by LR and EM. Document to be discussed with JS. Action LR, EM, JS.

4.LACRT/Resilience ongoing. JPE reported on the next steps arising from the meeting of 17 May 2003. See agenda item below.

5. WhatsOn - the process was now in place and working. Alan Tompkins to be informed if information to be added to WhatsOn. Remove item from Tracker.

6.Community Assets group – noted in previous minute, this group was convened and running. See AD’s report for further details. Action completed. Remove item from Tracker.

**4.Chair/Vice Chair Update**

Update covered within Tracker comments above and within the agenda.

**5.Pier update – LR**

LR informed the Board that two residents had come forward following the recent Pier event at The Crusoe with an interest in supporting Pier developments. Tommy Brown (TB) was attending the LCT meeting to gain some background re LCT and the Pier Group.

The Board introduced themselves to TB and outlined their roles and responsibilities. TB then gave a brief insight into his professional background: change management, transport and logistics, providing business advice and support to charities and business, chief ex of charitable organisations.

The Pier Group was going to move towards becoming a single tier SCIO now that large funding applications were being sought. N Donald, formerly a DTAS officer had advised LR and EM in developing the risk assessment documentation for the Pier. Noted ND was now a member of the Community Asset Group.

It was thought appropriate that JS should meet TB and the other interested resident to discuss the roles they might take in supporting Pier Group developments. This would be organised at a mutually convenient time for all involved. LR and EM would also arrange to meet JS re the risk assessment. Action: LR, EM, JS meetings to be organised and next steps, and Pier Activity Plan to be discussed.

**6.LACRT update (JPE)**

JP reported that he and LP had met with members of LACRT, namely Peter Aitken, Drew Morrison and, providing advice on resilience, Dave Wishart. Noted it had been a constructive meeting. Another name for LACRT had still to be discussed and decided. It had been decided that DM would action funding for Howard Coates for the 0800 LACRT phone helpline.

Ensuring recruitment of volunteers to support resilience activities and other community tasks was required. LACRT thought that this could be taken forward through running another Big Picnic event once the schools had returned from their summer holidays. JK had previously led on the Big Picnic events. Acknowledged that these had been very successful, engendered community spirit and were fun for all. Such an event would provide opportunity to give information about maintaining a resilience team and its purpose, as well as recruit volunteers. Noted resilience was to be viewed in its widest sense to include wellbeing. Noted that having a team of volunteers who could opt into a range of activities would be supportive for the community. There were some volunteers from LACRT’s previous Covid team who could be contacted. Noted too the importance of having the involvement of LACC through PA.

JK advised re The Big Picnic: various permissions had to be sought from Fife Council and other issues, such as insurance and accessibility organised.

DW had provided the Resilience Plan to JPE and LE. Another meeting had been organised for Tuesday 20 June. Action: Moving forward, LACRT, Big Picnic, LE to discuss with JK.

**7.Treasury and Governance update - EM**

EM referred to her previously circulated report – details noted therein.

* Bank Balances for all LCT accounts listed in report: LCT; Largo Pier; LACRT; DTAS Strengthening Communities Programme.
* Significant transactions since previous meeting noted: salary and expenses for DO; LPP expenses; income re Largo Links; grant funds received from Crown Estates Fund for Friends of Largo Bay”; Setting Up a Community Seaweed Business”; DTAS membership fee; payment from DONATE platform; Bookkeeping fee now funded from LCT unrestricted funds.
* Largo Pier - Significant Transactions: James Penman Plant Hire of JCB; admin support; Morris and Steedman drawings re planning application.
* LACRT – Significant Transactions: hall rental to Largo Parish Church; Windsor telecom for o800 helpline number.
* DTAS; once new DTAS Officer in place, enquiries to be made re plans for funding DO post 31/03/2024.
* Reporting process agreed with Amanda Root re Community Seaweed Project. File in SharePoint. First workshop successful and a further eight organised.
* Bookkeeper – Lynch Bookkeeping: payments being set up in online banking; LCT signatories approving.
* Zurich Insurance Policy renewed March 2023: all appropriate insurance in place.

Governance

* EM and LR to contact Nicola Hansen of Accelerate to discuss requirements for Policy Development workshop on 15 June 2023.
* Venue for session likely to be the Library.
* Consideration to be given to how LCT should develop as an organisation in moving forward in the future.
* LR, EM, AD, JM had visited Corbenic Camphill Community & Shop in Dunkeld to look at how this SCIO was organised and funded. There were 10 Camphill communities across Scotland and more than 100 in more than 20 countries across the world. They were residential communities providing support for education, employment, and daily living for adults and children with developmental disabilities, mental health problems, or other special needs. Each of the Scottish Camphill Communities was funded as an independent SCIO.

**7. Community Sustainable Development update - JM**

JM had attended the Warm Spaces event organised by Fife Council recently, along with members of our Warm Spaces coordinating group. Organisers of the event had been complimentary about how Warm Spaces had been taken forward in our area in a well-coordinated way. Future considerations included: producing bespoke leaflets; training volunteers; effective signposting; food hygiene.

Warm Spaces was about helping to reduce social isolation, as well as considering food poverty depending on circumstances within a community.

We had sufficient funding to continue with our Warm Spaces project in the autumn/winter.

**8.Equity and Inclusion - JK**

Report emailed 20 May 2023. Details noted therein. JK highlighted:

* The steering group now had costings for refurbishment of existing Temple toiles and modular CPT, accessible toilet and storage area for beach wheelchairs.
* Fife Environmental Trust would consider a funding application.
* JM to raise subject of a management model for the above development with FCCT.
* Five dates identified for Pony Axes. JK will liaise with PL and Carol Duff. Noted JK was not available during LAW. Volunteers for each date would be welcomed.
* Details re Serpentine Steps passed to AD and Community Assets Group for future action.

9**.DO and Local Place Plan update - PL**

PL referred to her previously emailed report of 20 May 2023. Details noted therein.

* Planning ongoing for Deep Dive Housing and Our Shared Facilities workshop 25 May in Library.
* Discussion questions and scenarios compiled to support group facilitation.
* PowerPoint being prepared to set the scene.
* Developing an online consultation for those not able to attend workshop. Also, to be included in Largo Links.
* Discussion of housing developments in other places and how these could be organised, e.g., community ownership, rural housing burden.
* Preparing for writing/finalising LPP and Community Action Plan. Two further Deeper Dive workshops to be organised.
* Acknowledgement by LCT Board of the significant work being taken forward by PL.

**10.Marketing and Communications Plan**

Comments from AB noted 21 May 2023. He requested that attention be given to Largo Links.

Noted that Largo Links publication may fold if support not forth coming. This information would be included in the editorial in the next edition. It was important for the community that we continue with our community magazine. LR to discuss situation with James Kay, Editor.

11**.Largo Wider Community Assets and Estate -**

See report previously emailed by AD 21 May 2023. Details noted therein. To be discussed at the next meeting.

**12.AoB and Date of Next Meeting**

LR and PL to attend Community Land Scotland event. PL had been asked to deliver a session on Youth Engagement at the conference. She had involved children and young people in a meaningful way in our community consultation process.

Noted that LACC were seeking volunteers for roles on the Council.

**Date of Next Meeting: Monday 26 June 2023 7.00-9.00pm in Largo Library & Community Hub.**