**Largo Communities Together (49) 26 June 2023 Largo Library & Community Hub (V1)**

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

**Apologies: None.**

**In attendance: P Logan**

**1.Welcome, update, apologies**

LR welcomed all in attendance to the meeting. There were no apologies.

B Russell, LCT’s Young People’s representative has stepped down from the Board. She is going to university in the autumn. The Board expressed their good wishes to BR, as well as thanks for her input during her time on the Board.

LR noted that D Morrison has stepped down from LACRT. His significant service to LACRT was acknowledged and thanks to DM were expressed. (Action: LR to send cards of thanks to BR and DM for their community service to LCT and LACRT.)

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

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

Minutes of Monday 24 April 2023 proposed by SG and seconded by JPE with one small amendment – apologies from LE for previous meeting now noted. Matters arising covered in the agenda.

**3.Action Tracker**

Progress on recent activities was discussed and clarified:

1. Draft marketing plan on going. See comments from AB.

3. LR and SG to meet with JS and Pier Group re development of SCIO. Date to be identified.

4.LACRT/Resilience ongoing. JPE and LE 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. AD to meet with AB re processes.

6.Community Assets group – second meeting has taken place. See AD’s report for further details. Action completed. Remove item from Tracker.

**4.Chair/Vice Chair Update**

LR and PL attended Community Land Scotland Conference at the Gaelic College. PL gave a presentation on youth involvement based on her work with our local primary schools and the LLP. This was very well received by delegates.

LR noted that over 300 groups across Scotland owned community assets/land. However, legislation was not always user friendly. If a possible asset came onto the market, LCT would be able to put forward a note if interest allowing 60 days grace period. Those selling would have to pay attention to this.

The Community Asset Group would pick up research on the above, as and when appropriate.

LCT’s new DTAS Officer is Errin Anderson. LCT know him from his previous post at Fife Ecology Centre.

 Further update information covered within Tracker comments above and within the agenda.

 **5.Pier update – JS & LR**

As noted in minute 48 of 22 May, there are two new members for the Pier Group: Tommy Brown and Duncan Campbell. They would be introduced to the group soon.

A meeting is being organised for early July to include LR, SG and the Pier Group. The purpose is to explain and discuss the development of the Pier Group into a single tier SCIO and processes surrounding the change. Now that large scale grant funding is being sought, this is a next step.

The Pier is a very significant project with the risks attached which required careful consideration re funding and next steps.

LCT would be continuing to work closely with the Pier Group in moving forward. The redevelopment of the Pier would be an asset for the whole community.

**6.LACRT update (JPE & LE)**

JP reported that he and LE have met for their second meeting 20 June as the Resilience Group (previously LACRT). Minutes of their first meeting of 17 May have been emailed for reference (26 June). These minutes had been referred to at LCT meeting 48 22 May.

AN update was provided:

* A confidential list of previous LACRT volunteers has been provided. PL and EM/NC (Library) could provide further information re possible volunteers. Volunteers.
* LE met with JK re The Big Picnic. JK provided helpful information and insights.
* Date still to be clarified; either Saturday 26 or Sunday 27 of August. The 26 August date had already been applied for from of Fife Council. However, following discussion with LCT Board, it was noted that The Big Picnic was normally held on a Sunday. Thus, it was decided to request the Sunday 27 August instead. Action: LE to clarify.
* LE has emailed those groups who had participated in previous picnics. A meeting has been organised 4 July at Paxton to discuss issues and arrangements with interested participants/groups. Noted LE has contacted Andy’s Man Shed re possible attendance at the event.
* East Neuk First Responders have already indicated their attendance and support. The Bowling Club will provide a bar and sell ice cream from the previous Elie supplier.
* Dave Wishart is exploring the possibility of an old fire engine being brought to the event.
* JPE has contacted Community, Learning and Development re possible activities for the event.
* JM has a contact for music to be provided during the second half of the afternoon.
* The Resilience Group will be managing a stall and explaining their role and purpose. Possible activities included demonstration of our emergency generator, recruitment of volunteers, completing contact information, exploring training suggestions. Dave Wishart to lead on the day. Stuart MacLaren has worked on the Contact Information format.
* Future training possibilities include traffic management (Methil Police Service to be contacted) and dementia awareness training.
* As a resilient and responsive community, we would hope to support/respond to a range of activities such as traffic management until the arrival of appropriate services; support the Emergency Services in the event of a missing person and so on. Other volunteering activities could also be provided to the community as required, e.g., setting up public spaces for events.
* AB asked that a petition to be made available at the event re petition not to reduce the number of fire tenders. This has already been happening in other areas of Fife. There is a possibility that the Resilience Group could consider this issue.
* Noted insurance for The Big Picnic is in place.

**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. Balance noted as £11,500.
* Significant transactions since previous meeting noted: Largo Links printing costs and income from adverts. Donation of £100 gratefully received from an anonymous doner. Laptop for use of Secretary for relevant LCT business purchased.
* Largo Pier - Significant Transactions: £1,000 received from Crown Estate.
* LACRT – Significant Transactions: £120 paid to Coates re 0800 number. Funds of £8,300 lodged for development of Resilience Group and related activities.
* Funding re DO post 31/03/2024. DO had started late to her post due to Covid restrictions. Replacement funding to be ascertained to continue post from March 2024. EM and small number of colleagues to research funding opportunities.
* Insurance renewed re The Big Picnic.
* Year end for accounts noted as 30 June. Accountant in place.
* Treasurer role still to be filled. Ongoing research for an appropriately experienced person.

**Governance – EM & LR**

* Governance development event of 15 June was well received. Subsequent report received from Nicola Hansen. Trustees to review report and further discussion to ensue.
* Another development date with Accelerate to be identified towards the end of August to look further at LCT’s strategic direction. It is hoped that all trustees would be able to attend. LR to begin date search. LR hoped to have conversations with sub-groups prior to development meeting.
* Noted that communication has been one of the themes requiring development. This would be considered once we are clear about our future direction. Related tasks would be over a six-to-eight-month period. Recruiting more trustee to the Board is another area for consideration.
* AD suggested that we hold planned strategic meetings to focus on strategic planning and governance, rather than the detail of the various projects. Meeting organisation would be given further consideration.
* Noted that there is significant knowledge and experience within the LCT Board. It would be worth auditing skills and experience and take a proportionate look at the recruitment of new trustees.
* LR, JM and other trustees to review report from Nicola Hansen. No decisions would be made without full discussion and agreement of the Board.

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

JM has been working closely with PL and the LPP sub-group. PL has been key in taking forward the consultation events. PL is also establishing helpful wider networks.

The LPP would be written up by PL following the Big Picnic.

**8.Equity and Inclusion – JK**

Report emailed 25 June 2023. Details noted therein. JK highlighted:

* Robbie Blyth reported at the recent CPT Steering Group meeting that FCCT would probably take over management of the CPT facility. An agreement with LCT could possibly be reached to help reduce running costs. To be discussed further.
* Donation of £50 received to go to Beach Wheelchairs.
* A meeting to go ahead following wheelchair user accident on Serpentine Steps resulting in injury. Thanks to AD and Community Asset Group for action on this issue. Noted the Serpentine Steps belong to Fife Council.
* Noted that the surface on part of the Fife Coastal Path (Lower Largo towards Elie) is not good for wheelchairs, mobility scooters and buggies. Discussion required with FC Access Officer. AD to take forward.

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

PL referred to her previously emailed report of 23 June 2023. Details noted therein.

* Deep dive consultations now complete. Good support provided by LPP sub-group and other community volunteers.
* Once the feedback data gathered has been organised into a working draft report, the findings will be analysed and then themes prioritised.
* Final priority check could be organised to take place at the Big Picnic.
* Communication of progress needs consideration, e.g., newsletter.
* Volunteer framework is another area to be developed.
* Meeting of LPP sub-group 27 June 2023.

**10.Marketing and Communications Plan - AB**

Comments from AB noted 25 June 2023.

New members have come forward to volunteer for Largo Links editorial team. However, editorial role is still to be resolved.

AB to meet with AD to consider further WhatsOn website. It would be helpful to have young people contribute ideas.

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

See minutes of 12 June group meeting previously emailed by AD 23 June 2023. Details noted therein.

The group are exploring ideas for community land development, e.g., Temple car park as part of the development re CPT; community storage for kayaks/small boats.

Caro Duff and Janice (Friends of Largo Bay) attended a World Wildlife event. Good progress is being made on biodiversity monitoring and seagrass development, and in engaging the community.

Beach cleaning by Friends of Largo Bay is very positively received.

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

Discussion re possible interest in community shop in Upper Largo. Further research required.

Possible training session on 365 to be arranged as required.

**Date of Next Meeting: Monday 28 August 2023 7.00-9.00pm in Largo Library & Community Hub.**