**Largo Communities Together (50) 28 August 2023 Largo Library & Community Hub (V1)**

**Board Members Present: A Brown, T Brown, N Conlin, A Duff, S Green, J Kerr, E Macdonald, J Miller, L Robb (Chair), J Simpson (C Duff to attend the next Board meeting)**

**Apologies: JP Easton, S Kerr,**

**In attendance: P Logan (DO)**

**1.Welcome, update, apologies**

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

LB highlighted the importance of item 3 on the agenda: ratification of new Trustees and item 4: development of sub-group agreements. These items to be discussed during the meeting. It was noted that sub-group reporting to LCT Board should become more streamlined.

The possibility of LCT nomenclature changing/developing to become more succinct and sharper focused would be a topic for discussion at the LCT Board strategy session of 4 September 2023

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

Minutes of Monday 26 June 2023 proposed by JS and seconded by AB with no amendments. Matters arising covered in the agenda.

**3.** **Discussion & ratification of new trustees**

Noted there are eleven trustee places and two co-opted places.

* Stuart Kerr proposed for the Treasurer’s trustee position to replace D McMillan. Ratified by the Board.
* JPE proposed for LACRT/Resilience sub-group Chair trustee position to replace Irene Kay. To be clarified with JPE following discussion with LR. Following this discussion, it would be ratified by the Board. Noted LE would support JPE in this role.
* Carol Duff (CD) proposed as a co-opted trustee as Friends of Largo Bay (FoLB) lead. Ratified by the Board. CD’s proposed appointment to the Board had been previously discussed with LR. CD has a full understanding of the requirements of a sub-group agreement for FoLB.
* Tommy Brown proposed as a co-opted trustee with responsibility for Pier Governance re the new Pier single tier SCIO. Ratified by the Board.
* All the above positions, as well as AD’s trustee position as Chair of the Asset Group, to be ratified by the AGM in November 2023.

The LCT Board now has a full membership of eleven Trustees and two co-opted Trustees. Noted this includes JP Easton. Thus, all positions are filled.

Processes and procedures of LCT trustees are covered in the Constitution, e.g., expected attendance at Board meeting. Trustees should ensure they are familiar with these elements.

At the Strategy session of 4 September roles and responsibilities would be considered, along with subsequent actions. LCT priorities would help to define roles. This would be linked to LPP.

An updated Trustees Matrix should now be completed. **Action EM/JM.**

New trustees will undergo an induction process. **Action EM, JM**

Email access to Office 365 to be organised and sub-group agreements cleared as appropriate. **Action LR.**

**4. Development of sub-group agreements and changes, as appropriate, for FoLB, Land & Assets Group, LACRT/Resilience, and Pier Group towards single tier SCIO status**

Communication with LCT Board

1. Minutes of meetings or decisions/reasons/actions matrix: **Date Item Decision/Reasons/ Action**
2. Representative at LCT Board meetings
3. Percentage of funds to support LCT’s bookkeeper running costs. Presently in the range of £60/70 per month. Insurance and other LCT base costs to be considered.
4. Risk and information sharing.

SG highlighted that Scottish Government legislation re Community Land Scotland – every trustee must be aware of decisions taken, the reasons and subsequent actions taken.

LCT has liability re: employers’ insurance; events, e.g., insurance for the Big Picnic; equipment, e.g., the generator.

Risk and LCT

**PEAR:**

1. People, e.g., trustees, members, community
2. Environment
3. Assets/money
4. Reputational and Legal Risk

Discussion followed re posting on social media. Noted that there should be no mention of organisations or third parties without scrutiny and checking re legal or reputational risk. Texts to be shared on social media or other publications such as Largo Links should be considered by the LCT representative for Communications and Marketing, AB or the Chair, LR prior to public release.

The notion of reputational risk should be made clear to sub-group members but in a way that does not cause concern to them.

Responsibilities of trustees should be understood. The forthcoming strategy session would help.

The link/relationship between LCT and sub-groups should be made clear.

Note: personnel - DO post; GDPR and Governance; accountability for grant funding; risk management; operational aspects of the smooth running of events such as The Big Picnic- re LCT policy statements should be in place. Attention should also to be given to Volunteer Agreements.

Noted PL as LCT’s DO reports to JM.

LCT minutes are on public record. Sub-group minutes or action templates would not be required to be in the public domain.

**5.Pier update – JS/TB – Move to Single Tier SCIO and related issues**

JS referred to his previously emailed report. Noted that it had been a challenging time with developments re the Pier. There has had to be a change of consulting engineers. As a result, action on the Pier will be delayed till 2025 at the earliest.

The funds from Levenmouth Reconnected and identified for the Pier must be spent by 2026. This could present another challenge with timescales not running as planned.

The community is likely to question what is happening re progress. Many people/members have donated funds. An update must go out to them. An article is to be placed in the next edition of Largo Links with a carefully worded explanation.

TB has met with almost all members of the Pier sub-group and will meet R Muszynski 29 August. TB has explained the detail of becoming a single tier SCIO and managing risk. It is not about liability for members. LCT would continue to offer advice and support.

The single tier SCIO about to be formed will consist of a Board of five with no community members. Some members of the present Pier Group may wish to be on the Board, but others may not want to be. Due processes and roles/responsibilities will be clearly defined and likely to be based on or linked to LCT’s Governance framework.

TB intends to write a one-page summary update re the status of the Pier and the subsequent single tier SCIO.

**6.LACRT update: Big Picnic and next steps**

Noted JPE’s apologies. LR picked up on the item. The Big Picnic was well organised and considered a positive event despite the inclement weather. Paxton raffle stall had been a success and the Ukrainian food stall had received generous donations from those in attendance. Their home baking and savouries had been welcomed. Other stalls including LCT, Resilience, Largo Place Plan, FoLB had generated interest. The Green Goddess Fire Engine looked very impressive too. Thanks were extended to all who contributed. Thanks to JPE and LE for getting the Big Picnic off the ground again following the organisation of JK and the Big Picnic over the years.

It was likely that JPE and LE would hold a debrief meeting re the Big Picnic and consider next steps. Appropriate personnel would be invited.

LR informed the Board that Jean Wilson, Co-ordinator of Largo Friends & Neighbours had stepped down from the role following consultation with befriending team. The befrienders had been busy during Covid and its aftermath but there was now no need for the service. Thus, the LF&N had been wound up. Jean and the team had provided a great service when people were lonely during Covid. It was agreed that a thank you card be sent to JW from the Board. **Action LR.**

There were funds remaining designated for Befriending. It was agreed that these could be directed to the Winter Warm Spaces project which we hoped to run again in the Largo communities during the winter.

JK informed the meeting that Fife Carers hoped to meet in the Paxton Centre soon.

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

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

EM had met with SK for an induction discussion now that he was taking over the Treasurer’s roles and responsibilities. Relevant issues and processes of working were covered. A meeting with LCT’s Bookkeeper has been arranged. SK agreed to prepare a first draft of the accounts and has a colleague to carry out a scrutiny role. This was well received by the Board.

EM was presently preparing a grant application to fund PL’s post for March 2024-25 to Foundation Scotland. PL had started late to the post because of Covid. PL has taken forward the LPP, among other significant pieces of work assiduously and creatively. She has also forged strong links with the local schools and Fife and national organisations. Another year in post would allow a focus on putting the LPP into action and further sharing of professional practice.

It was suggested that a percentage of grant funding go towards the yearly running costs of LCT. See item 4 above. Application for £5,000 being sought from Levenmouth Reconnect Small Funds to support LCT running costs.

**Governance – EM & LR**

Governance issues covered in agenda items 3 and 4 above.

**8. Largo Community Assets Group. Sub-group agreement. Boat Club/storage - AD**

Next meeting of the above group noted as 4 September 2023.The group is looking to define projects, e.g., a project on paths or land. Scrutiny of the LPP priorities should help refine possible projects.

Jill Light had enquired of support for boat storage of AD, on behalf of the Boat Club members – six or seven in total. Winter storage of boats could be difficult. AD suggested that he would help the Boat Club link with appropriate agencies, e.g., Fife Council who might give them some suggestions. AD would have an enabling function to hopefully help them to resolve the issue.

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

Report emailed 28 August 2023. Update noted therein.

* Local Place Plan – meeting to discuss the LPP organised for 6 September with members of LPP steering group – 10.00 at NC’s. Plan in draft and had been made available at the Big Picnic. Next steps to present the LPP to local councillors and other officials. Agreed that this was a significant and important piece of work.
* Development of community action plan at preliminary stages.
* Positive collaboration with Fife Council’s planning department.
* Active Travel Plan has grown in significance with all Kirkton of Largo PS children now attending Lundin Mill PS.
* Involvement in Largo Parish Church’s 400-year exhibition.
* LP and AD to attend DTAS conference.

**10.Community Sustainable Development - JM**

PL liaises closely with JM. See agenda item 9.

JM has been supporting LR and EM in preparing for the forthcoming LCT Strategy session with Nicola Hanssen.

 **11. Equity and Inclusion – JK**

The CP Steering Group continues to work on the CP development. FC and FCCT are in negotiation re management of the toilets and CP at the Temple Car Park. FCCT, as an organisation, would have to be supported in the management of the toilets. A Service Level agreement would be required. FCCT is already managing several public toilets across Fife. Some fund raising may be required in the future.

Community organisations have contributed funds to the CP development. FoLB have contributed funds to Beach Wheelchairs.

LCT is only holding funds for Beach Wheelchairs. Funds will be required for the modular CPT building.

**12. Marketing & Communications Plan/Largo Links Magazine/WHATS ON Update – AB**

Meetings can be on at the same time, so choices must be made about attendance. AB had attended the Camera Club re photos for projects. Camera Club members would check their archives.

Initial investigations are ongoing re the possibility of opening a community shop in Upper Largo. AB and EM will visit Dunshalt community shop and café to explore how they are organised and operate.

AB reported that the Plunkett Foundation supported community shop initiatives. There are 407 such shops across the UK. Ninety- six percent of community shops are still in existence from when they started up.

It was suggested that that the LACC be informed of the community shop possibility and that the Asset Group are updated.

AB, AD and Alan Tompkins had met re WHATs ON. There are limitations in relation to the set-up, but it is an improvement from previously. The question is, ‘Will people use it’?

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

JS had attended the Levenmouth Local Tourism Board. Many relevant people/organisations are represented from across the area. The reopening of the railway has created a great deal of interest. Network Rail has appointed an experienced DO to work on this major project for the area. JS recommended the website which covers Dysart to Lower Largo.

**Date of Next Meeting: Monday 25 September 2023 7.00-9.00pm in Largo Library & Community Hub.**

**Date for LCT Board Strategy session with Nicola Hanssen of Accelerate – 4 September 2023 5.30 – 8.30pm – The Aurrie. Bring a packed tea. Coffee/tea/biscuits available.**

**Email will come from LR within the next day or so re the above.**