**Largo Communities Together (52) 30 October 2023 V2**

 **Largo Library & Community Hub**

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

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

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

**1.Welcome, Update, Apologies**

LR welcomed all in attendance to the meeting. Apologies notes as above. Noted JPE will not attend meetings this session but will pick up in the new year. He will be continuing to chair LACRT supported by LE.

LR commented that the meeting would focus on AGM planning and The Pier re the document **Pier Group Legal Entity options 23.10.23** prepared by TB for Board discussion. The agenda as published would be amended as a result.

LR has been in discussion with an IT specialist to support Board members in their use of Office 365. The proposal is that he would provide one to one support as appropriate to the issue requiring to be addressed. This was welcomed by those present.

Items: Development of Subgroup Agreements, Induction of New Trustees and LCT Purpose, Values and The What would be held over to a future meeting. Noted the next meeting for discussion of strategic issues would be Monday 29 January 2024.

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 25 September 2023 (51)**

Minutes of Monday 25 September 2023 proposed by SG and seconded by AD. Matters arising covered in the agenda.

**3.Governance EM**

**AGM Planning:**

* Planning group met and tasks/activities assigned
* Date of AGM reiterated as Monday 25 November 2023 at The Aurrie 7.00 - 9.00
* The AGM would include: the first part - the AGM proper and the second part - LPP and Action Plan
* Papers to be emailed/ letter box dropped/posted to members by Monday 6 November 2023 to allow 14 clear days' notice prior to the AGM date
* Planning group to meet in the Library Friday 3 November to address and fill envelopes, and subsequently post or deliver if no email. To include invitation to AGM and Proxy Voting Form
* Documents to be prepared LCT Report: (LR and SG), draft Accounts (EM and SK). SK has identified an examiner for the Accounts
* EM explained the Trustee positions and provided names of nominations and those standing for re-election. Ten percent of LCT membership required for voting purposes - to include proxy votes and those attending the AGM in person
* EM would organise the spreadsheet at the AGM itself
* Once the business of the AGM is concluded and that part of the meeting closed, PL and JM would introduce the LPP and Action Plan. This would include time for facilitated discussion. Key themes could be run on the laptop by way of illustration. While the LPP is a moment in time, LCT would be listening to ensure the evolution of the plan is taken forward appropriately. Feedback on the Action Plan would be welcomed
* A short meeting of LCT Board would be organised for Monday 4 December online to clarify office bearer positions

**4.Treasurer’s Report (EM)**

EM commented on the previously emailed Finance Report 30 October 2023. Details noted therein. Noted: awaiting news of grant application to Levenmouth Reconnected to support LCT running costs.

**5.Pier Update (JS and TB). Move to single tier SCIO and related matters. Funding discussion**

**Pier Group Report from JS emailed 30 October 2023. Details noted therein.**

JS noted that progress with the consulting engineer was taking time. Funding remained a challenge. Significant sums are required for professional fees. The possible grant from Levenmouth Reconnected would have to be spent by March 2026. This could prove difficult, if money not spent it would be lost.

Some investigative work carried out by previous consultative engineer is still applicable, e.g. site drawings and sub-soil investigations. Noted that if this engineering company had continued, their fees for RIBA stages 4 and 5 would have been very high. However, the Pier needs funding to cover fees for the present consulting engineer and attendant ongoing work. Grants for seed funding are essential for the next stages.

JS had checked out the Pier re recent bad weather impact. East side is fine but there is some erosion on the west side going into the existing part of the Pier. The Bucknalls have offered to help with costs of repairs.

Ronnie Graham should be able to begin funding applications once the future structure and management of the Pier is ascertained.

**TB went on to talk through the document: Pier Group Legal Entity Options Future Organisational: Structure/Governance - Summary Update.**

Noted that TB, LR and EM had taken advice from legal firm Burness Paull re Single Tier SCIO and other entity options and structure to manage the Pier.

He talked through the options and issues as noted in the document and emailed to LCT Board 30 October 2023:

* Objective
* Background
* Initial Considerations
* Concerns around further SCIOs
* Outcome of Legal Advice form Burness Paull
* Recommendations
* Option 1 recommended (for the reasons noted in the document)
* Proposed Next Steps
* Other considerations

A full discussion of Legal Entity Options ensued.

It was agreed unanimously by the LCT Trustees present to accept Option 1 as noted in the Legal Entity Options document to create an organisational structure to manage the ongoing Pier Renovation Project.

It was noted that another legal firm could be approached to provide a quote for legal opinion re the future structure. However, it was considered that Burness Paull had provided good advice to date.

LR, SG, TB would meet with the Pier Group and explain the structure and next steps to them. RG could now work on grant applications for seed funding. The outlined structure should ensure the reputational risk of all involved. A Working Party should be convened whose membership should be comprised of some present Trustees of LCT, some members of the Pier Group and any interested new individuals from the community not yet involved in the project. Involvement of the Bucknells would be helpful to the potential Working Party. Defining membership and the roles and responsibilities of the WP should be clarified and the objective of the organisational structure and governance for LCT/Pier Group taken forward.

**6.LACRT Update (LR/NC)**

Members of LACRT, chaired by JPE, met on Tuesday 24 October. Plans were made to meet possible volunteers in the new year to explain more fully the intentions of a community resilience team as outlined in Dave Wishart’s paper on Resilience Planning. LACRT discussed a range of relevant issues, e.g. traffic calming, a dementia aware community, training. It was also agreed by LACRT that they would run the Big Picnic Community event again next year, probably in June 2024.

**7.Equity and Inclusion (JK)**

LCT CPT minutes previously emailed to the Board. Details noted therein. JK noted that Dave Paterson, Fife Council had informed the CPT Group that the CPT project had been awarded £100,000. This would help when applying for future funding. The build would comprise CPT/accessible toilet/beach wheelchair storage and refurbishment of the existing toilet block.

Funding application lodged with University of St Andrews for a beach wheelchair (walker that converts to a beach wheelchair). Further applications will follow.

It is hoped to involve schools in designing a logo for the Beach Wheelchairs.

Meeting to be convened by FC re safe access to the beach for wheelchairs. Present cobbled ramp is not considered to be safe.

FCCT is presently carrying out repair work on the steps at the Temple Carpark.

**8.Marketing and Communications (AB)**

Report emailed 29 October 2023. Details noted therein.

Social media: recruit to be sought to handle social media and related matter.

Communication plan to be discussed at a future meeting.

Largo Links Editor James Kay retiring summer 2024. Acting Editor in place while he is on holiday.

WhatsOn could be linked into Levenmouth area WhatsON through a login process. This would mean wider connections for the community. This was a positive step forward and should be investigated further.

AB is working with PL on LPP update.

**9.Community Shop Visit Dunshalt (AB/EM)**

AB and EM visited Dunshalt Community Shop for research purposes re possible development of a community shop in Upper Largo. Link made with the Plunket Foundation re the process.

AB and AD to liaise re possible development. Research continues.

**10.Largo Community Assets Group (AD)**

AD has arranged social media training with Errin Anderson (DTAS Officer) for Monday 14 November 6.30 - 8.30 at The Aurrie.

**11.Friends of Largo Bay**

Report emailed by CD 30 October 2023. Contents noted.

**12.Local Place Plan Update (PL)**

Note previous comments on AGM organisation (item 3). PL is working on presentation and discussion activity re LPP for the AGM.

**13.Community Sustainable Development (JM)**

JM working with PL re LPP presentation and PowerPoint.

**14.AoB and Dates of Meetings**

Largo Area Community Council

Noted: Chair - Matt Allan; Secretary Peter Aitken.

Important dates to note:

**AGM Monday 27 November 2023** **The Aurrie 7.00 - 9.00**

**Trustees Meeting Monday 4 December 2023 Zoom 8.00 - 8.30**

**DTAS Social Media Training with Errin Anderson** **The Aurrie Monday 14 November 2023 6.30 - 8.30.**