

# Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

## **Largo Communities Together (LCT) v WEBSITE.**

### **Minutes of LCT (19) Board Meeting Monday 14 September 2020**

**Present:** Nora Conlin, Stan Green, Irene Kay, Emily MacDonald, Dougi McMillan, Louise Robb (Chair), Martin Schmidt, Barbara Simpson, James Simpson, Steve Wood

**In attendance:** Jan Kerr, Jill Millar, Andrew Stenson

**Apologies:** Beau Russell

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

LR welcomed all participants to the meeting. Noted that preparations are already underway for the AGM of 9 November 2020. (To be covered in the agenda.)

#### **2. Minutes of 10 August 2020 and matters arising**

Minutes proposed by EM and seconded by IK. All matters arising covered in the agenda.

#### **3. Pier Update**

JS referred to his previously emailed Pier Subgroup Report and highlighted aspects from it:

- Ownership of Crusoe Hotel /Pier: Crusoe Hotel Ltd is now in liquidation. Informed 5 September 2020. Contact then made with RSM Liquidators - SW had a telephone conversation. This was followed by a short note outlining the intentions and activities of LCT/Pier Group re the Pier (10 September 2020). All interested parties to be given a copy of the note. Request to RSM that they provide the Pier Group with a contact once a selling agent has been appointed in order to provide important information re the Pier. It is hoped that Pier Group representatives will meet with any new owners once sale of the hotel has been complete.
- Trial Pits: Site Investigation Report from David Narro now with the Pier Group. Noted the existence of stiff clays at three of the pits. Narro is confident that weight bearing capacity is sufficient for subsequent renovations.
- Further Action: The placing of the contract with David Narro for stage 3 RIBA documentation has been paused in the meantime. This is due to the rapidly developing situation regarding ownership of the Crusoe. Clarity required prior to next steps re this situation.
- Partnership with Forth Coast and Countryside Trust (FCCT): JS advised that steps are being taken to formalise a partnership with FCCT following a meeting with JS and the CEO of FCCT and their Project Manager. Noted that this is a very positive step. FCCT has great experience in grant application, e.g. the Pilgrims Way and Living Lomonds. The Pier restoration project fits well within FCCT's working scope and is a good match for them. Once the ownership of the Crusoe/Pier is clarified, this venture will proceed forthwith.
- Further Comments: SW noted that from discussions with the liquidator, it was hoped that ownership would be clarified by Christmas.
- Noted that FCCT is a lead body re funding applications and had processing procedures in place, and experience in administration and accounting, as well as an office in Dysart. The organisation would provide very good advice and support. JM and JS are a member of their Board.

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- SW noted that there had to be strong local representation from the community. JS reassured the Board that there would be full community participation.
- A register of Interest file is being maintained for LCT.

#### 4. Crusoe wider information gathering

As the Crusoe/Pier is on the open market, a closer look was taken at this situation. AS, DM and Ian Leaver LCT's DTAS Development Officer considered the risks and issues so the community would be clear regarding the option of a Right to Buy. The risk foreseen being a potential residential development or perhaps the hotel could fall into a state of disrepair. It was recommended by the investigating group and Ian Leaver that unless LCT was in the position to put in a realistic offer, have a sustainable development plan along with at least 20% of the community voting for the proposal, that the CRB option for the community was not for us at this time.

Noted there is a range of prospective purchasers. It was mooted that perhaps a press article outlining the recent story of the Pier would be appropriate for the community – consider the narrative and the liabilities involved. Careful consideration would be given to this proposal, but a cautious and circumspect approach would need to be taken. A carefully worded message re the story of the Pier so far could be a proactive communication for the community. Noted there is a good relationship with the local press. JS noted points for discussion with the Pier Group.

#### 5. Largo Estate update

MS reported that two streams of attention had been agreed with the Largo Estate Group.

A) Liaison with the Crichtons and continuing the dialogue – SG and RM

B) Exploring the Sustainable Development Act and Community Right to Buy (CRB) - MS, IB,

[REDACTED]

[REDACTED]

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## 6. Largo Arts Week update

DM noted that the possibility of a Christmas event is being explored and studios being opened up. This would depend on government restrictions re Covid. Consideration is also being given to opening LAW up across the year and involving the communities rather than a focus on one particular week. Pop ups in studios could also be included. People are now well versed in the protocols required with social distancing, masks and so on.

It is important to maintain the concept of LAW even if the structure and format need to change to be in line with government guidelines.

## 7. LACRT Update

IK highlighted points from her previously emailed report:

- “Largo Befriending Service” work is ongoing in developing a befriending service in the area. Links have been established with Befriending Network UK and Fife Voluntary Action. It is hoped the service will be in place by the end of October. A governance framework and policy suite is required to ensure appropriate protocols are in place, including appropriate training. Volunteers have come forward and a coordinator has been identified. This framework and documentation will be brought to the LCT Board for their approval for insurance purposes. Noted that all the LCT trustees would have to be satisfied re insurance around issues such as confidentiality, compliance and safeguarding. LACRT will carry out research re how other befriending organisations work through insurance indemnity. The plan is to begin with telephone befriending then move to face to face in due course. At the beginning of lockdown LACRT was supporting 15 individuals. This has now reduced to two. However, discussions with the local Church, Homelands and Arden House would indicate there is a need for a befriending service in the Largo area. Noted grant funding is available for training and any insurance costs incurred. IK will bring documentation to LCT for approval at the October meeting.
- Establishment of a community magazine: an editorial team has been established to become a subgroup of LCT Communications Group. It is hoped to produce a quarterly community magazine with the first copy free to all homes in the area. Research has already been undertaken re future funding, e.g. advertising. The magazine will ultimately sit within the new LCT communications subgroup so it is hoped the funding of the first edition would be funded by LCT with contributions from the Church, LACRT and the Community Council. Costings noted in IK’s report. Noted a local magazine is a good way of engaging with our community, e.g. the story of Largo Pier. A list of local groups involved in community work and activity would also be a useful feature. The trustees approved the funding of the first edition.

## 8. Treasurer’s report

EM highlighted points from her previously emailed Treasurer’s report. Accounts are being prepared for scrutiny by Michael Brougham our Accountant prior to the next meeting of LCT. Transactions in and out for LCT, Largo Pier, LACRT all stated in EM’s report for reference. Noted a contribution of £730.00 from book sales organised by Jan Kerr and £170.30 from profit of sale of bacon butties sold by Lily’s Larder. Thanks extended to JK and Lily’s Larder for these significant contributions.

JK noted the planned Boxing Day Dook fund raiser is unlikely to go ahead due to Covid restrictions.

## 9. Membership and related issues

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Personal details of members must not be shared out with the SharePoint site. Through the Constitution, it may be required to send a membership list to members who request it, but this would be with appropriate redactions. Names only, no personal details such as emails, telephone numbers or addresses.

BS and JS agreed to review the list and update it prior to next meeting and before AGM.

SW with support from EM has revised the Constitution for the AGM.

## **10. Update Communications**

Remit to be devised. JK to lead. Membership to include David Peacock, Matt Allan, James Kay, Barbara Simpson (Membership Liaison). To date, the focus has been on the community newsletter. See above.

## **11 and 12. Board Roles and AGM Planning**

As from the AGM, SW will step down from the role of Board Secretary and from the LCT Trustees Board. He will remain on the Pier and Largo Estate subgroups. It is likely that the Minute Secretary (NC) and Board Secretary roles will come together. Three trustees must stand down and stand for re-election. SG and EM to follow this process and, as noted, SW to stand down completely. IK is a co-opted member of the Board so must stand for election. Proposal for JM to lead on Sustainable Development and, as noted, JK to lead on Communications. These posts must be elected by the Board at a meeting following the AGM. Noted the AGM does not set the officers of the Board but it does appoint the Board. The follow up meeting to the AGM decides on roles and responsibilities. Beau Russel, as our young person representative, is not a trustee but will remain as an attendee to Board. Noted she is Minute Secretary of the Largo Estate Subgroup and is doing this task very well. Kyle Forgan has gained a scholarship to another school so is no longer able to remain as the other young person representative.

The work of LCT is diverse and requires to be supported through the subgroup structure. The Board needs to increase from 10 trustees to 11 to support the range of tasks and activities. With reference to the revised Constitution, the maximum number of trustees is 13 of whom no more than 11 will be Member Trustees and no more than three will be Co-opted trustees. Note clause 87 in the Constitution.

As previously noted, SW supported by EM worked through amending the Constitution They had taken also taken advice from Michael Brougham. The scope of the Constitution has been broadened in scope to cover current and planned activities. SW had previously emailed the changes made on 10 September 2020 at 18.38 for reference purpose. Note too changes to subscriptions giving flexibility to set a subscription rate at the annual AGM. Presently we set a £1 fee on joining and nothing thereafter. The LCT Board can now set the membership fee if considered appropriate. Noted LCT is a SCIO. Stated purposes of subgroup LACRT covered and how assets such as Largo Estate or Largo Pier benefit our community. Series of minor punctuation changes also made.

Changes to the Constitution were formally accepted by the Trustee Board of 10 full members present at the meeting, i.e. all the Trustees – unanimous with no abstentions.

SW and EM were thanked for the work on amending this important LCT document.

SW has prepared an AGM Timetable with key dates and activities leading up to the AGM itself on 9 November 2020.

SW explained the voting process for the AGM to be held on Zoom. Five votes or less are available to each member but no more. A vote report will be kept allowing accurate checking. Proxy voting can take place prior to the meeting.

Short biographies of trustees and potential trustees to be submitted to SG by 18 September 2020. Examples have been emailed from EM, SW, SG.

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

D of NM set for Monday 19 October 2020 on Zoom at 7-9pm.

DTAS online conference 9 – 12 November 2020. LR to register for one conference delegate place to be shared by trustees over the course of the four-day online event.

Contact Morag Dawson if you wish to sponsor or help with the Rotary Sponsored Walk.

Billy Brown of Restore to Factory Settings to be invited to the Nov/Dec meeting of LCT re sustainable development.

John Beaton, East Neuk Preservation Trust noted as a good contact re Largo Estate.