

Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

Largo Communities Together (LCT)

Minutes of LCT (18) Board Meeting Monday 10 August 2020- 7-9pm Zoom

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

In attendance: Beau Russel, Jan Kerr, Jill Miller, Andrew Stenson

Apologies: Iain Brown

1. Welcome, apologies, thanks and introductions

LR welcomed all participants to the meeting. Particular mention was made of those attending, JK, JM and AS with a view to their future participation in the work of LCT or sub groups.

LR noted the changing nature of LCT from its inception, with a focus on Largo Estate, to now with the number of sub groups all contributing to developing and enhancing community engagement and support.

There were a number of highlights but also issues to be addressed, e.g. developments being taken forward by the Pier sub group.

LR noted a connection being made with Duncan Brydon, Rural Consultant, Strathdearn Community Trust and formerly of the Cairngorm National Park. He has links with Largo and has professional knowledge and experience LCT would find helpful. LR plans to meet him soon. He could be helpful in a number of ways, e.g. funding applications and communications.

2. Minutes of 29 June 2020 and matters arising

Minutes proposed by SW and seconded by DM.

All matters arising covered in the agenda.

3. Pier update

JS referred to his previously emailed report and highlighted aspects from it.

- Fund raising incorporating Just Giving Appeal was a great success - £10,868 and a £2,268 from Gift Aid.
- Increase in donations came through from the Facebook photographs of the trial pits and the slogan suggested by BS "It takes a village to save its pier. This prompted donations from the community.
- SW noted letters to individuals including to those abroad with a connection to Largo amounted to further contributions of £3,422.

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- Donations made at an earlier stage meant the digging of the trial pits could go ahead. The report on the findings of this will be presented by David Narro Associates in due course.
- The Pier sub group meets 11 August and it's their intention to place a contract with Narro to proceed to Stage 3 RIBA documentation, a requirement for application for major funding. Costs: £2,000- trial pits and report; £2,000 – RIBA. Funding also available to as a reserve for any temporary repairs required due to winter storms
- Formal inspection regime to be set up to ensure monitoring of the Pier's condition.
- Clarification that the ownership of the Pier presently remains with Mr. Dykes not HMRC. The court case involving Mr. Dykes is due for hearing 12 October 2020. It is hoped this will lead to clarification of potential change of ownership. In the meantime, Mr. Dykes is the owner and the Pier sub group will continue to liaise with him through JS.
- Iain McLeod is to join the Pier sub group. He is a retired civil engineer and will add his expertise to an experienced and knowledgeable membership.
- Duncan Brydon, previously mentioned, may also be able to offer assistance re-funding issues.
- JS is presently a director of Fife Coast and Countryside Trust (FCCT). They have provided match funding of £5,000 to the Pier fund. Noted the FCCT considers that the Pier is an amenity of the Fife Coastal Path and not only a restoration project.
- The Pier sub group now has a cash reserve. They will be discussing how to utilise the funds in taking forward the project and will advise LCT accordingly.
- Now time to go forward for large scale funding. The CEO of FCCT has offered advice and assistance.
- SW noted 90 donations, including direct to bank account contributions to the funding appeal. The sub group is very active. Facebook provides a good medium to disseminate key messages quickly, but these can be simplistic in nature. Expectations about the Pier need to be managed carefully.
- Noted that the website is better for longer communications re development of the project. We need to ensure that information can be accessed easily.
- Ownership of the Pier was raised again. The court case and any resulting actions involving HMRC or others could impact on plans for the Pier.
- Noted the community ownership will go forward when the time is right and appropriate, in line with funding. This needs to dovetail with taking ownership.
- SW noted that only expenditure on the pier itself to date is the emergency repair. The present work, e.g., the trial pits is our intellectual property. If others take over from Mr. Dykes then they would have responsibility for the Pier and it would be expected that they would enter into discussions with the Pier Sub Group. Thanks were extended to the Pier sub group for the significant progress made, and for the development of community engagement.

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4. Largo Estate update

Noted MS is chairing this sub group and BR is minute secretary. The first formal meeting is Monday 17 August 2020. MS will create an agenda to scope out the direction of the group. Consideration to be given to ongoing dialogue with the Crichton's. This sub group intended to reinvigorate the development plan for this project.

SG noted that Mrs. Crichton had emailed him apologising for a slow response because of Covid and work commitments. She has asked SG to assist with candidate interviews for the project manager post for Largo Estate. (Discussed at previous meetings.) These were scheduled for mid-October. Further discussion was required.

Members of the sub group include: MS (Chair), BR (Minute Secretary), SW, EM and possibly IB and KF.

5. Largo Arts Week update.

DM, AS, EM contributed to this update. Progress on the phone box project is continuing. EM has investigated public liability insurance for three phone boxes at the Orry, Lundin Links, Upper Largo. Liability through Zurich can be extended within our present policy. Note this would not include any contents. If one of the phone boxes were to be vandalised, then LAW would address this and cover any costs.

IK noted that LACRT wants to ensure that important information about specific projects is disseminated and considered the phone box project as a way forward. The process of taking over the Upper Largo phone box was explained - the completion of appropriate documentation then having it signed off by the Largo Area Community Council.

It was thought that the phone boxes could be used for disseminating information, as well as rotating displays from LAW and other LCT sub groups.

AS will be refurbishing the phone boxes.

IK will process the documentation re Upper Largo phone box and pass to LACC for signing. LAW continues to put plans in place for summer 2021.

6. LACRT update

IK spoke to her previously emailed report on the ongoing LACRT projects. Details noted therein.

- Local and national Covid statistics are monitored on a weekly basis. Noted indications of local spikes. LACRT will be considering a contingency plan for our area as we move into winter.
- Support in Times of Need (SiToN) Fund established for those requiring help due to Covid related circumstances/hardship. At first referral through agency, e.g. school, health service. As yet no applications. Decision taken to allow individuals to refer. To be operational this month.

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- Largo Befriending Service in the process of development. Steering Group convened – three from LACRT and four from the community, including identification of a local coordinator. Considering three levels of befriending – Telephone, Social, i.e. visiting/meeting, Peacehaven. Presently looking at a training and supervision framework with advice from Fife Voluntary Action. The aim is to have a local informal service for our community adopting a “Friends and Neighbours” approach.
- Largo IT Service being established through word of mouth. Drew Morrison of LACRT is providing support and advice. Expectation is that it will grow organically. He will also be offering a service in the library.
- Four representatives of LACRT met Wendy Chamberlain MP and appraised her of our projects/developments and commentary on our community, e.g. Broadband access and IT re the elderly and befriending, (see above).
- Establishing a community newsletter – to date LACRT has issued four newsletters across the five villages to 1700 homes which has been positively received. It is likely that the development of a more comprehensive community newsletter would be welcomed. An individual with experience of publishing a volunteer magazine is interested in convening a small group to explore such an initiative. (See below link to item 9.)
- Kites for Kids, organised by LACRT and led by Donald and Alison Low, took place in July at the Temple Beach to much positive feedback from adults and children. A similar event is once more being organised for Sunday 16 August 2020.

8. Treasurer's Report

EM highlighted aspects from her previously circulated Treasurer's report. There are two bank accounts: LCT and LACRT.

- Unrestricted funds - £460; restricted funds - £16,372.83 (Pier restoration). A new bank account for the Pier is to be set up.
- Cash in hand: LCT - £116.75; Largo Pier Restoration - £267.
- LACRT - £16,211.48
- The year end for LCT was 30 June 2020. Documentation is being prepared for scrutiny by Michael Brougham, Accountant.
- Ronnie Graham, who has significant experience of grant funding, will join the funding sub group and support the work on Largo Estate and other projects.
- Noted JK has contributed £120 to LCT through selling books. Another book selling event to be held this Friday 14 August. Bacon butties available too!

9. Membership update

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MS noted 20 rejected emails from recent emailing activity of the membership. Email lists to be reviewed at a later stage possibly by a new Communication sub group to be convened. (See below.) MS to be included in its membership.

10. Communications sub group

With reference to the above comments on community newsletter development, this could fall within the remit of the communication sub group about to be convened. There are many examples of community newsletters, but we need to ensure we are up to date and relevant to our community audience. Communication is core to LCT and sub groups, and we want to reflect community activity and communicate with our membership and beyond.

JM noted we should also ensure we celebrated the stories of those who have made a positive contribution to our community.

Social media including Facebook, Instagram, website are powerful tools for disseminating key messages quickly. The Communications sub group will consider all aspects: slow and quick news, as well as the needs and offers of local groups. Individuals cited examples of newsletters by way of illustration, e.g. Duloch in Dunfermline, Tomatin.

Noted also use of advertising to offset costs and a format for checking events happening in the villages to avoid double booking and allowing the community choices.

Noted that David Peacock and JK make positive contributions on social media, e.g. Community Facebook. Invite them to discussion re communications in our community.

11. AGM organisation and related issues

Date for AGM to be identified for October likely to be on Zoom, Office bearers to meet to consider organisation of the AGM, the governance structure, sub group MoU/agreements, re-election of trustees and trustee space to be filled. Noted last year's AGM was the 21 October.

It is hoped that those attending the AGM would include sub group Chairs and members.

Consideration to be given to publishing the AGM date, voting on Zoom and the possibility of postal voting.

12. AoB and date of next meeting

JS to attend the DTAS Webinar Conference.

LR has developed a mapping PowerPoint outlining LCT and sub groups. This would be helpful in outlining our rapidly evolving structure. Noted there are a number of groups with similar acronyms. This can be confusing and requires to be addressed. As part of a communication strategy, this could be reviewed and branding of sub groups considered.

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Noted much of LACRT funding is ring fenced for Covid related issues and developments.

JK highlighted that there is an electric charging point in Homelands.

JM commented positively on the number of developments going forward through LCT and sub groups.

Date of next meeting 14 September 2020 7.00 – 9.00 on Zoom.