

**Cumnock Action Plan Steering Group Meeting
MINUTES OF MEETING**

**Tuesday 16th August 2016
Ceremony Suite, Rothesay House, Cumnock**

Present: Janice Hendry (Chair); Irene Smith (Minutes); Bobby Grierson; Allan Gray; Peter Black; Neil Given; Donald McVicar; Scott Riddex; Lexy Scott; John Senior; Lynne Jeffries;

In attendance: Ciss McCreddie, EAC Vibrant Communities, Shaun Lowrie, Lloyds TSB Foundation for Scotland

Apologies: Eric Bennett, Mandy Harrison, Mhairi McWilliam, Eddie Rutherford.

	Agenda Item	Action Points
1	Welcome & Apologies Ciss welcomed all present, Janice agreed to chair the meeting and Irene agreed to take the minutes.	
2	Previous Minutes: Tuesday 2nd August 2016 Amendments: None Proposed: Bobby Grierson Seconded: Neil Given	
3.	Business Arising (Not on Agenda) None	
4	Correspondence <ul style="list-style-type: none"> • Bobby circulated email responses as a result of the Cumnock Railway article, the Cumnock Chronicle ran another article and it was also discussed on the radio. He responded to the enquiries via email stating CAP would be back in touch after the planning day. • Janice advised of emails from Elaine Miller of EAC for consultation on the proposed women's centre and the Centrestage event on 22nd August in the Town Hall 2-4pm. Neil to upload and share on Site. Also in relation to a chartered survey to raise awareness for the expectations for local services. Members were asked to complete the survey and share with their contacts. Bobby to share the link. 	Neil Bobby
5	Governing Documentation – Constitution The draft document prepared by Lynne, Janice, Bobby and Ciss was tabled for review. Lynne advised the draft constitution was based on a standard SCIO model. The content in black type was core information and standard legal requirements in this type of document and the content in red type was updated specifics amended or relevant information added to meet the CAP requirements. After some discussion agreement was reached on the following minor changes to allow the steering group to formally adopt it. <ul style="list-style-type: none"> • Point 5.1 & 5.4 – update as Promotion or Provision • Point 15 to go before current point 14 • Point 51 change numbering 	

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	<ul style="list-style-type: none"> • Point 53 clarification around Chairperson to abstain from voting and to have the casting vote where necessary. • Point 59 change numbering • Point 60 change to 18 • Point 61 change to 10 • Point 66 ability to co-opt new member if a member leaves • Point 69.2 change from three to six • Point 91 change to 12 <p>Peter suggested the document should be presented as gender neutral throughout. Lynne to update any changes.</p> <p>The updated Constitution will be circulated to the SG for final comments. The next step is to adopt the document at an inaugural open meeting, Bobby advised this should be done within 21 days. The date was agreed as Tuesday 13th September. Agreed to advertise and promote the open meeting on the CAP website, Facebook and Chronicle.</p>	<p>Lynne</p> <p>Bobby + Allan</p>
<p>6.</p>	<p>Current Projects</p> <p>Window Sticker Launch was deemed a great success by the group members who visited some of the local businesses. They went round as a group rather than split up as individuals and it gave a good opportunity to put up the stickers and talk with the business owners.</p> <ul style="list-style-type: none"> • Bobby asked if the sign-up sheets could be checked to ensure they are complete, several have been returned and not fully completed and that completed sign-up be given to him ASAP for upload to the database. • Lynne identified a technical issue in that the stickers fell off the windows. Shaun will contact the print company regarding the technical problem. <p>Litter pick was another good outcome with 16 volunteers including help from the community payback group with 9 bags of litter collected. Neil indicated there was interest already for the next picking session. It was suggested this could become a regular action. It was also suggested a combination of pick/scrape as PPE and tools are available for this along with training on the equipment to remove chewing gum. It was agreed this should be part of the planning day. Shaun advised that TESCO offered 12 staff and the provision of water on the day for the next picking session.</p> <ul style="list-style-type: none"> • Janice advised YIP have secured a contract for five 16-17 year olds as part the new Government Employability training programme. The trainees start on the 29th August. The training days are a Tuesday, Wednesday and Thursday covering 20 hours of training and each trainee will receive £55 per week. The purpose is to give the opportunity to be involved in community work based activities, allowing them to gain experience and prove themselves as reliable employable individuals. It is anticipated the trainees could be successful in gaining longer term employment from participating in the training scheme. Janice felt it would be good opportunity to offer their participation in the CAP based community activities as part of the training. A discussion followed with mixed views from the members. <p>The Duck Race has been rescheduled to Saturday 3rd September at 10am with a change of venue to the Glaisnock burn starting at the Asda bridge and finishing at Betty's Brig at the Precinct car-park. A trial run will</p>	<p>Bobby</p> <p>Shaun</p> <p>Bobby, Donald, Ciss & Neil</p>

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	<p>take place on Sat 20th Aug to ensure the ducks flow freely at the same time as the risk assessment is undertaken.</p> <p>Cumnock 2016 Exhibition had a good turnout at the launch last Thursday. The exhibition will be open Thursday, Friday and Saturdays until January. There are plans for a family day, 3 presentation talks and education packs including a History Treasure Hunt around the Square and What Has Changed in the Square. All were encouraged to tell friends and family and pay a visit.</p> <p>Website & Social Media. Bobby updated the group with the site stats - The What's On page is top of the list. Allan updated the group with the recent statistics on the number of FB users and hits, likes etc. The trends show interest increasing from Friday. Lynne noted she had difficulty finding What's On In Cumnock on Google. Bobby advised it could be how the website is set up in the background. He will check website search engine optimisation settings on site.</p>	<p>All</p> <p>Bobby</p>
7.	<p>Future Projects & Ideas</p> <p>Janice suggested raising the CAP profile with a joint Cumnock MacMillan coffee morning. Bobby suggested that plans for any new events were left to after the planning day when we will have a clearer understanding of what priorities we are taking forward in the short, medium and long-term.</p>	<p>Janice</p> <p>All</p>
8	<p>Press & Publicity</p> <p>An update to be forwarded to Cumnock Chronicle covering the reschedule of the Duck Race, post engagement of the window stickers and the success of the litter pick & the Cumnock Exhibition and the Planning day. Allan to prepare release.</p>	<p>Allan</p>
9	<p>Planning Day</p> <p>The planning day is on Saturday 10th September from 12noon – 6pm at YIP. Lexy asked about contacts who have previously offered help. It was agreed Lexy could make contact again after the protocol for new members has been agreed. Shaun stated all enquiries from people had been answered and they will be re-contacted after the Planning Day. Shaun to share contacts document with Allan, Lexy & Bobby Lunch will be provided by Lloyds TSB Foundation for Scotland.</p>	<p>Shaun</p>
10.	<p>Cumnock Business Association</p> <p>Ideas for the Christmas event were warmly received and date agreed as the Friday 25th November. Alex Sharp provided an overview of the stalls market at Dumfries House and the covered public liability. He will send Janice a brief for reference. It was agreed at the CBA meeting, that the stalls should offer alternative products to the current businesses within the town. CBA Chair, Marion Gillian contacted Rev Patterson who suggested a combined church Nativity street event. The idea was to have scattered stalls and activities e.g. music, Santa's grotto at various areas to share the fun and festivities. Cumnock Community Council may consider a grant for new lights. Sharon Hodgson has offered the help of a stage and cover. Brian Mills has indicated assistance from the Round Table. There is a sub-group meeting Thursday 25th Aug at 5pm at Yipworld with Lexy joining from around 6pm. The overall feeling is the Christmas Event could be something really special for Cumnock. Donald offered to approach Mark Bennett to open the event.</p>	<p>Janice, Alan and Lexy.</p> <p>Donald.</p>

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11.	<p>A.O.C.B.</p> <ul style="list-style-type: none"> • Highland games SG volunteers to meet at Rugby Club at 11.00am Sat 20th Aug. • Bobby shared information sheets on possible Bank Accounts for CAP. • Ciss advised CVO has taken over one of the new shops in Townhead Street for community use and are keen to assist in the Christmas event. There is an open day on 15th September at 7pm venue TBC. • Liz Addison-Hyndman from CVO East Ayrshire (Council for Voluntary Organisations) is keen to visit and present at a CAP meeting. Allan to contact after the planning day, a possible date could be 27th September. • Shaun advised of a consultation with North Kyle wind farm open cast restoration and the possibility of them coming along to a CAP meeting. 	
12.	<p>Date of next meeting Tuesday 30th August, 6.30pm Ceremony Suite, Rothesay House, Cumnock</p>	

The Minutes of this meeting were proposed by Janice Hendry and seconded by John Senior on 30th August 2016-09-01

East Ayrshire Councils Vibrant Communities Team and Lloyds TSB Foundation for Scotland
are supporting Cumnock Action Plan Steering Group.