

Tuesday 25th October 2016

6.30pm @ Ceremony Suite, Rothesay House, Cumnock

Present:

Neil Given, Allan Gray, Helen Ng, Janice Hendry, Lynne Jeffrey, Jessie Owens, Bobby Grierson, Irene Smith (Minutes), John Senior, Lexy Scott, Donald McVicar, Scott Riddex.

In attendance:

Ciss McCreadie, EA Vibrant Communities, Shaun Lowrie, Lloyds TSB Foundation for Scotland.

Apologies: Peter Black, Mhairi McWilliams, Pam Dawson.

	Agenda Item	Action Points
1	Welcome Allan Gray welcomed all in attendance to the first CAP Board meeting.	
2	Previous Minutes Approved as accurate. Proposed: Neil Given. Seconded: John Senior.	
3.	Matters Arising Discussion took place to agree the standard format for future meetings and standing agenda items. It was agreed Correspondence along with Press & Publicity to be included as a standing item.	Bobby Grierson
4	Correspondence Agenda Papers page 5 is a short paper detailing the future role of Lloyds TSB Foundation and EAC Vibrant Communities Team with CAP as it has been formally agreed to retain the partnership. Janice Hendry asked for clarification as to Shaun Lowrie's role, which will be a support role to CAP Board and sub groups and to assist in governance in relation to training, and advising on available funding and facilitating this. Ciss McCreadie indicated Vibrant Communities will continue to offer guidance and admin support to the CAP Board. All agreed this is as an opportunity to access a wider network. Agenda paper page 7 is advising of the Cumnock Community Council elections on the 21st November 2016 . Nomination forms are available at the Town Hall and Rothesay House. Neil Given & Bobby Grierson confirmed they will submit a nomination form. Agenda paper page 21 from Keep Scotland Beautiful reminding CAP of available help. Agenda paper page 23 from Fresh Air-Shire Smoking Cessation Service . Iain McGregor the smoking cessation officer is keen to meet with CAP to discuss what the service can provide for the people of Cumnock. Agreed to arrange a meeting early 2017 once we have agreed meeting dates. Participatory Budgeting Ciss McCreadie advised of training in the evening on 10th November 2016 at the Barrhill Centre or 16th November in Shortlees. Send out info.	Bobby Grierson Bobby Grierson Ciss McCreadie

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	<p>North Kyle Master Plan Open Day Thursday 10th November, 7pm Rothesay House, share with other Cumnock groups where possible.</p> <p>Public Toilets at Bus Station Ciss McCreadie advised the public toilets at the bus stance are scheduled for closure as part of EAC cost savings and asked if there were options for consideration around either keeping them open or alternative building use. Arrange meeting.</p>	<p>All</p> <p>Ciss McCreadie</p>
5	<p>Governance & Finance</p> <ul style="list-style-type: none"> • Allan Gray asked to ensure and confirm the board members have signed the appropriate documentation. Allan suggested revision of quorate numbers required but was advised it would require an emergency AGM to do this. • A SCIO declaration form requires to be signed by each individual group member who wishes to be a Trustee. • Janice Hendry confirmed standing balance £797.40 less £100 prize money and £20 to the scouts and fee for CAP website. Current XL spreadsheet to be sent to Bobby Grierson. It was agreed to open the CAP bank account with the CO-OP Bank. The bank account address is usually the secretary's home address. • Sub Group formed to complete the SCIO application forms for OSCR. 	<p>All</p> <p>All</p> <p>Janice Hendry</p> <p>Bobby Grierson, Janice Hendry Lynne Jeffrey Ciss McCreadie</p>
6	<p>Action Group Reports</p> <p>Theme 1 Outdoor Activities & Open Spaces - Neil Given Tesco are donating more than 1200 bulbs for planting around primary location at bus station and Lisalanna banking, time permitting secondary locations the old bing and Dettingen roundabout. EAC Gordon Crockett giving advice on the type of bulbs to give good effect. Jessie Owen volunteered to ask for additional donations from various sources e.g. B&Q, Letter to be provided in support of donation request. Donald McVicar will approach Dumfries House with gardening tools. It was suggested Gordon Neil from outdoor amenities should be contacted for help and advice. Keep Scotland Beautiful may also be able to help with bulb donations or support. Risk Assessment will require to be undertaken for each potential site. Volunteers were requested for each day: 9th Nov – John Senior, Neil Given, Bobby Grierson, Helen Ng. 12th Nov – John Senior, Bobby Grierson, Donald McIver, Allan Gray, Irene Smith</p> <p>Theme 2 Local Economy - Janice Hendry</p>	<p>Jessie Owens Donald McVicar</p> <p>Neil Given Ciss McCreadie</p>

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	<p>Cumnock Business Association meeting 1st November at 07.45am. The YIP work programme has been busy cleaning around the town centre. Consideration to the next events possible Spring Fling and a September Fest. Agenda paper page 11-13 details the progress with the Christmas Festival. Lexy Scott suggested the purchase of balloons with the CAP logo to give out to the kids at the event. Costings required.</p> <p>There was a suggestion of Chase or Play your cards right as an evaluation exercise for the event. Shaun Lowrie will be involved with public engagement on the night and produce Instagram Boards.</p> <p>Theme 3 Better Town Appearance - Allan Gray Brief report due to the involvement with the Christmas Festival. There has been contact with Lawrie Dunwoodie from planning and Keith Stewart from EAC Roads. Discussion around planting at the Pawn Steps, Black/Gold tree gaurds to be cleaned with matting at the trees and signage similar to Kilmarnock at the Bus Station and the Square.</p> <p>Theme 4 Community Facilities, Activities & Events - Mhairi McWilliams No report, but included in Theme 2.</p> <p>Theme 5 Tourism, History & Heritage - Bobby Grierson Discussed the previously circulated funding application to Ayrshire Leader submitted by Adam Geary EAL who is applying for approx. 200k. The content was heavily based on the evidence gathered and contained within the CAP. Discussed the HLF application for Camp 22 Oral History Project.</p> <p>Theme 6 Services - Mandy Harrison No report.</p>	<p>Lexy Scott Shaun Lowrie</p>
<p>7</p>	<p>Community Engagement Opportunities Press and Publicity, article for the Cumnock Chronicle updates regarding the CAP board and bulb planting on Wednesday 9th and Saturday 12th November 2016. The website and Facebook have been updated, although this is a time consuming process. Facebook has had over 4000 hits in related to the Xmas Festival and the bulb planting. Website statistics July-Oct had 698 users and over 3000 page views with What's On In Cumnock being the most popular. Send to Shaun. Precinct hoardings are in place. Bobby showed the CAP designs to be included on the hoarding. Everyone agreed these.</p>	<p>Allan Gray</p> <p>Bobby Grierson</p>
<p>8</p>	<p>Board, Action Groups and Membership Meetings Calendar & Venues Discussion around the sub groups and frequency of the meetings. It was agreed to review the school calendar in line with arranging meeting dates and times to facilitate maximum attendance and participation. Ciss McCreadie advised that Fiona Fodray had offered training for the board members in relation to Charity Trustees. To be confirmed.</p>	<p>Ciss McCreadie</p>
<p>10</p>	<p>AOCB Bobby Grierson reminded the group has still to complete the work from the planning days. Janice Hendry suggested developing an Administration Assistant post to be employed via YIP through the Community Jobs Scotland programme. Janice</p>	<p>All</p> <p>Janice Hendry</p>

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	to explore further. Ciss may have a possible contact that would interested in helping.	Ciss McCreadie
11	Date of Next Meeting Tuesday 8th November, Rothesay House, Cumnock 6.30pm	

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