

Cumnock Action Plan Board Meeting

MINUTES OF MEETING

Tuesday 8th November 2016

6.30p.m. Ceremony Suite, Rothesay House, Cumnock

Present: Allan Gray – Chairperson; Peter Black - Vice Chair; Bobby Grierson – Secretary; Janice Hendry – Treasurer; Neil Given; Jessie Owens; Helen Ng; Irene Smith; John Senior; Carrie Graham; Lynne Jeffries.

In attendance: Shaun Lowrie, Lloyds TSB Foundation for Scotland; Ciss McCreadie, EA Vibrant Communities; Pam Dawson, Lloyds TSB Foundation for Scotland.

Apologies: Eddie Rutherford; Donald McVicar; Mandy Harrison.

	Agenda Item	Action Points
1	Welcome Allan Gray welcomed all in attendance.	
2	Minutes of previous meeting Proposed by Janice Hendry seconded by Bobby Grierson.	
3	Matters arising No Matters arising	
4	Correspondence <ul style="list-style-type: none"> • Email from Sue Wyllie Tesco Bags of help. Following completion of the online Eligibility Checker the email is an introduction to Greenspace Scotland and details of online application criterion. A discussion followed regarding theme leaders considering a project for discussion at next Board meeting. • Invitation from Sandra Rorison – East Ayrshire Council Equalities Forum meeting – Jessie Owens feels that Cumnock Action Plan should be represented, normally she would attend however could not manage on this occasion. Submission of apologies for absence required. Bobby also indicated that Board member should not leave expressions of interest until the meeting. • Participatory Budgeting – Ciss McCreadie provided an overview of the PB. Would like to encourage as many action plan representatives to attend. There is £10,000 in the pot for multi representation. Concept is more applications than money to give. It involves people providing a presentation on what they want the money for. Does not need to be groups that are constituted but they would need a constituted group to sponsor them to apply. Events should take place before end March 2017. Gave examples of Mauchline and Darvel models. Janice Hendry has confirmed attendance for the meeting on Tuesday 15th November in Barrhill Centre at 7p.m. 	Theme Leaders Bobby Grierson Janice Hendry, Peter Black, Neil Given, Allan Gray, John Senior, Jessie Owens, Carrie Graham
5	Table items not on the agenda - none	
6	Board, Action Groups and Membership Meeting Calendar and Venues (moved to priority from action point 10 on the agenda) <ul style="list-style-type: none"> • All agreed to move to monthly meetings and maintain the Tuesday evening. Forecast dates include the following taking into account school holiday periods: 10th Jan, 7th Feb, 7th March, 28th March, 2nd May, 	

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	<p>27th June, 4th July, 1st August, 5th September, 3rd October, 7th November and 5th December 2017.</p> <ul style="list-style-type: none"> • Venue – yipworld will be dedicated venue for meetings – sub group theme leaders may organise alternative venues to accommodate their needs e.g. Fire Station; Millie's Coffee Shop etc. • Action Groups. Shaun Lowrie - spoke of theme leaders providing additional responsibilities for any issues/impacts/funding applications and monitoring for quarterly reports. Allan suggested the Action Group Team Leaders or deputies/stand-ins would meet on Tuesday 6th December at 6.30pm in Yipworld to finalise operational plans and timetables for the first Action Group meetings in the new year. We will also be looking for additional members for each group to support each theme and encourage wider involvement with tasks. • Administration – Bobby requested Minutes of meetings are of the same format to CAP Board meetings. A Pro-forma for presenting a report would be a good idea. <p>A discussion followed about autonomy and responsibilities within each sub group. Peter Black indicated he would like to devolve as much responsibility as possible apart from anything that involves finance as this should be a Board decision. Bobby felt this may be problematic as the priority right now is planning sheets that should be completed that highlight the priorities and when they should be completed as a matter of urgency. Each completed planning sheet should then be submitted to the themed action groups for action and to identify who can assist. Some themes have a lot of action and other do not. The Board's role is to identify what can be carried out by sub-groups. Helen Ng would prefer to work with a checklist. It was agreed that theme leaders should propose an agenda for their own categories. Whilst it is important the themes are finalised it should be noted that they will not go at the same pace. The Board agreed that each Group leader would send the completed sheets to Shaun over the next few weeks.</p>	<p>All</p> <p>Action Group Leaders</p> <p>Theme Leaders</p>
<p>7</p>	<p>Governance and Finance</p> <ul style="list-style-type: none"> • Finance. Janice Hendry provided an overview of the bank account as it stands it has not changed since the last meeting. The application for the bank account from Cooperative Banking has been downloaded. Each representative on the Board will need to complete a section – Janice will send to Board members for completion – there are areas for signature. • Training Ciss suggested Thursday 1st December 2016 @ 7.00pm to deliver Information on Charity Trustees Training @ Rothesay House. • SCIO Application. It was agreed that Ciss Lynne, Bobby and Janice meet on Wednesday 30th November at DW Shaw's for the SCIO application finalisation. 	<p>Janice Hendry</p> <p>All</p> <p>Ciss, Lynne, Bobby, Janice.</p>
<p>8</p>	<p>Action Group Monitoring and Forward Planning</p> <ul style="list-style-type: none"> • Shaun provided an overview of completion of action plan tables – all have been completed with the exception of Better Town Appearance and Community Facilities, Activities and Events. It was agreed that a working group would be helpful. We discussed representation on groups where some members are represented in up to three groups and perhaps this should not be the case to allow progress. Peter Black 	<p>Allan Gray and Peter Black</p>

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	<p>will assist Allan Gray with Better Town Appearance planning sheet. A discussion followed about roles within each group.</p> <ul style="list-style-type: none"> • Community Facilities, Activities and Events has a large number of inputs required. Contact will be made with Mhairi to offer assistance • Janice Hendry provided information on the Cumnock Business Association – Local Economy theme – once the table is complete she will add the CAP to the agenda for discussion. Other information included the offer of training to local businesses as long as a minimum of 12 in attendance. A discussion followed regarding the Christmas Festival and how this has been a positive partnership between four organisations. CAP; CBA; CCC and VC. Janice spoke of Sandra Ahern’s fundraising activities including a holly wreath workshop and raffle prize amounting to approximately £300 not including her costs. A letter to Sandra from CAP was agreed. Janice also informed the Board that Fiona Fawdry, Manager of the Council of Voluntary Organisations would present information on their plans for the Cumnock unit at the next local economy meeting on 1st December. • Better Town Appearance – as above – Neil Given provided information on the bulb planting in Cumnock on 9th November at 10a. and on Sat 12th at 2pm. Tesco is supporting this. Donations of bulbs have been received from Tesco and D. W. Shaw totalling approximately 3,500 bulbs. Janice has offered bulb planters the opportunity to call into yipworld for tea/coffee etc. Ciss McCreadie has spoken to Dumfries House (Gordon Neil) about the Victoria Fountain. Bobby has to provide details of the history of the fountain. A discussion followed regarding the funding allocated to town centre improvements – Allan would like a further meeting. Ciss informed Allan that we are waiting on planning department response and costs from Laurie Dinwoodie for fencing round trees etc. A discussion followed about best value and providing opportunities for local contractors. • Communities Facilities, Activities and Events – Lexy Scott is coordinating the Cumnock Action Plan raffle for the CAP stall at the Christmas Festival – we need fliers; action plans etc. Shaun has an Instagram board to capture people’s comments etc., for evaluation. Bobby Grierson spoke about the impact on shops during the event. Janice informed Bobby that an impact study would be carried out via the C.B.A. Helen Ng; Bobby Grierson; Lexy Scott and Irene Smith will assist along with Shaun Lowrie. • Tourism, History and Heritage – Bobby provided an overview of the successful grant of £10K from Heritage Lottery Fund an oral history project centred around the former Pennylands POW Camp on the Dumfries House Estate. Bobby is meeting with oral history professional that supports the history group in this. Addyman Archaeology and Dumfries House will also be involved in supporting the project. Events are being planned to launch the project before the end of the year. Still working on an HLF application for Cumnock Men and Women who served in WW1 project which will be another £10,000 to extend WW1 research involving both young and older people. 	<p>Bobby Grierson</p> <p>Bobby Grierson</p> <p>Neil Given and volunteers</p> <p>Bobby Grierson</p> <p>Helen Ng; Bobby Grierson; Lexy Scott and Irene Smith Shaun Lowrie – design fliers</p> <p>To be announced</p>
<p>9</p>	<p>Press and Publicity – statistics provided from the website and Facebook pages. Janice informed the Board the Cumnock Chronicle are providing a</p>	<p>Janice Hendry</p>

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	four-page feature sponsored by local businesses. All information to be collated by Friday 11 th Nov for next week's feature. Carrie Graham will set up an Instagram account for CAP as this will engage a younger audience.	Carrie Graham
10	Community engagement – largest interest is in relation to the Christmas Festival – a discussion followed about a diverse range of promoting the event as not everyone is on Facebook and it can be limited to friends of friends	CAP & CBA
11	<p>A.O.C.B. – Remembrance Sunday Parade leaving the Parish Church Hall at 2p.m. on Sunday 13th November</p> <ul style="list-style-type: none"> • North Kyle Forest information evening in Rothesay House • Training for Board Members for Charitable status on 1st December at 7p.m. – venue to be confirmed. • Plans for Woodroad Park and results of planning application have been sourced. • Katie Kelly currently on holiday but would like to meet CAP to discuss public toilets in Cumnock • Lloyds TSB Foundation approached by co-production network which represent Community Development Initiatives across Britain. A co-production week event sharing good news stories is scheduled and they have asked if Cumnock would write a blog, anything 'live' that is happening. Peter Black will draft something to be approved by all. The Eden Project is holding a community conference date in February/March time and have provided two spaces for CAP membership funded for transport, hospitality etc. 	<p>Bobby Grierson and Helen Ng</p> <p>Peter Black</p> <p>Helen Ng and ?</p>
	Date of next full Board meeting: Tuesday 29th November at 6.30pm in Yipworld to discuss Participatory Budgeting and what that will mean for CAP.	All
	Meeting closed 20:45hrs.	