

CAP Board Meeting - Minutes
Tuesday 28th March 2017
Venue: Yipworld, Barrhill Road Cumnock 6.30pm

Present: Neil Given, Bobby Grierson, Donald McVicar, Janice Hendrie, Helen Ng, Eddie Rutherford, Alexa Scott & Irene Smith

In attendance: Shaun Lowrie, Lloyds TSB Foundation for Scotland, Ciss McCreadie, EA Vibrant Communities, Ian McGregor Fresh Air-Shire Smoking Cessation Service

Agenda Item	Communication	Action/ When
1.	<p>Welcome & Apologies: JH welcomed all in attendance. Apologies: John Senior, Peter Black Minutes: Irene Smith. Action: All: Gentle reminder for apologies ASAP.</p>	All
2.	<p>Guests: Ian McGregor Fresh Air-Shire Smoking Cessation Service Ian gave an overview on providing smoking cessation support to individuals or groups. There is a meeting at EACH where group sessions are a Thursday one -one available and also another session on a Wednesday, based on a drop in basis within the Cumnock area. There are various options for treatments to stop smoking approximately 8-9 people attending each of the groups. Cumnock rates are above the national average at 28% for over 16years. The aim is reducing smoking rate to around 5% by 2034. Ian asked the group to sign up to the charter. This will be carry forward to the next meeting due to non-quorate. Agreed it can be advertised on the What's on Page. Local pharmacies are signed up where members of the public can go in for support. A key identifier is areas of deprivation. Action: Item for next meeting</p>	Bobby
3.	<p>Minutes of Last & Previous Meeting: Meeting 7th March 2017 - Carry Forward Proposed: Seconded: Issues with the non attendance impacting on the constitution numbers for meetings to proceed and board being able to make decisions. It was agreed a realistic discussion is required with the board members who are not attending. It is appreciated that circumstances change and it may no longer be feasible for some current members to continue. This needs to be addressed and agreed on the night that a special meeting to be called to address the problem on 2nd May 2017. Resolutions will require to be on the agenda proposals are to lower the board to around 12 and quorum to 6. Already there has unofficially been indicated a possible further resignation from the board. Action: Bobby: Agenda item for next meeting</p>	Bobby
4.	<p>Matters Arising:</p> <ul style="list-style-type: none"> • Phil keen to proceed with recruitment. Board agreed to proceed but CAP needs to be informed with any progress. <p>Action: Bobby: Advise Phil to move forward with recruitment process.</p>	Bobby

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	<p>Bobby: Invite Phil to the next meeting and offer an option to attend the Spring Fling.</p> <p>Bobby: Add as a standing item on the agenda.</p> <p>Shaun: Contact Emma to consider if evaluation evening support Scotland can be moved to Thursday 27th April, RH 17.30 - 21.00.</p>	Shaun
5.	<p>Correspondence</p> <ul style="list-style-type: none"> • Agenda paper 1 - Email Phil Prentice identifying: <ul style="list-style-type: none"> ○ The Plan for the way forward for the next stage ○ The Big Fun Energy Event • Agenda paper 2 - Email Phil Prentice <ul style="list-style-type: none"> ○ Keep Scotland Beautiful • Agenda paper 3 - Email Suzanne Brodie <ul style="list-style-type: none"> ○ Town Centre Monies • Agenda paper 4 - Email Phil Prentice <ul style="list-style-type: none"> ○ Scottish Power Graham Campbell agreed an invite to the next meeting. • Agenda Paper 5 - (not Printed) Email EAC Landscape Partnership HLF Bid - Tuesday 25th April at 6 - 9pm @ Boswell Centre, Auchinleck. Worthwhile going and a representative from each group hopefully will be able to attend. • Agenda Paper 6 - Melisa McCulloch from EAC Landscape looking for 3 board members <ul style="list-style-type: none"> ○ Neil & Bobby keen to attend. • Agenda paper 7 - Janice gave an update from Crowd Funding session in general from Ayrshire Leader's possible project within the themes, there is £250,000 available in £5000. • Agenda paper 8 - Urban Woodland Management Plan circulated for information. • Agenda - Email, Stuart Bates South Ayrshire Common Wheel keen to chat around how CAP set up and engaged with the community. • Agenda - Email, Donald gave an update on feedback from Phil regarding stopping scams. <p>Action: Bobby: Invite Graham Campbell to next meeting Bobby: Contact Stuart Bates to arrange a discussion Ciss: Contact Melisa McCulloch regarding representatives</p>	<p>Bobby</p> <p>Ciss</p>
6.	<p>Table Items not on the Agenda:</p> <ul style="list-style-type: none"> • Ciss working on updating the Theme 3 spreadsheet plan for Better Town Appearance. This requires meeting for use of the monies, waiting on information being passed on from Silver Birch <p>Action: Janice: Contact Allan Gray</p>	Janice
7.	<p>Governance & Finance:</p> <ul style="list-style-type: none"> • Update same as previous waiting on bank • Mackay Corporate managed to get quote for £148 for public liability <p>Action: Janice: Proceed with arranging the insurance cover</p>	Janice
8.	<p>Press & Publicity:</p>	

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	<p>Facebook Reach 5,493. Post engagements 2,376. Page Likes 11. Web Users 110. Top 5 pages.; What's On 26; About CAP; 16. Bus Dir 15; Cap downloads; 9. Meeting dates 6.</p> <p>Action: Bobby: Promote Spring Fling Page on Web Page Bobby: Contact Ruth Patterson to meet and provide her with the information needed to update website etc.</p>	Bobby
9.	<p>Action Group Monitoring & Forward Planning</p> <ul style="list-style-type: none"> ● Theme 1 Outdoor Activities & Open Spaces - Neil Meeting 2 weeks ago A. Freill attended and provided an update on the Woodroad. Gillian Barry will meet with sub group in May. Next meeting in 2 weeks' time, Bruce Davidson will be attending and the plans to be involved with the Spring Fling. A walk about went ahead last Saturday over the Glens area to view options for further planting opportunities. A Keep Scotland beautiful litter pick is planned for 20th May 2017. It is planned to Register Greggs for free food for any volunteers. Helen is preparing proposal for Shankston Bing as a possible peaceful garden for dementia sufferers. Eden Project contacted HN to advise she has been successful and will have a place to attend on behalf of CAP in May 2017. Helen is hoping that she will be able present the Shankston Bing proposal at the event. The Woodroad Group are meeting tomorrow; previous information is available for consideration as a starting point. ● Theme 2 Local Economy - Janice Business Association meeting was 2 weeks ago which was not well attended, Yvonne Anderson advised of incentives to employ young people 50% of the wage, and also if anyone is needing special training support is available. Hoardings are now warping, signage and congestion in Townhead St, around the Timbermills area is becoming a real problem but EAC have put signage up indicating the car park still open for use. Safety is a real concern in the area. Next meeting 13th April 07.45 @ Yip. £60 membership fees due March 2017. Yip has submitted a funding bid to the job forum to support people looking for work with Mental Health issues. Action: Shaun: Refine funding document and send to janice ● Theme 3 Better Town Appearance - Peter No report ● Theme 4 Community Facilities, Activities & Events - Alexa Meeting last Wednesday where the work focused on the Facebook page set up and the preparation of the Cumnock Brochure. Alexa has arranged Facebook training at her house at 6.30pm on Wednesday 5th April. They went through the spreadsheets and each are researching different aspects, DC is sports, JS is Arts & Church activates, AS is Gyms & fitness. The plan is to use Facebook to share and try to Map all activities which will tie in nicely with the community map. The Spring Fling is the next main event and the Cumnock Chronicle will run a 4-page spread. Also possible to repeat Instagram success and do some interviews via the voice recorders. Janice offered bacon rolls at Yipworld for Spring Fling volunteers. 	Shaun

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	<p>Action: Ciss: Bring information on all groups to next meeting Janice: Bacon rolls</p> <ul style="list-style-type: none"> • Theme 5 Tourism, History & Heritage - Bobby The 2-day dig was really well attended, 28 people digging with 12 walk past. The next stage is the interviews to take place, disc base research on Saturday at the Baird. Final exhibition will probably now be at the Baird due to the lack of enthusiasm for the project from Dumfries House. • Theme 6 Services - John No report <ul style="list-style-type: none"> ○ Toilets figures up to end of March 2017, possible 70 - 180 per day. Possible meeting between EAC and the owner from Kiosk this would need to be facilitated. <p>Action: Ciss: Arrange contact with EAC and Kiosk owner</p>	<p>Ciss Janice</p>
10.	<p>Community Engagement Opportunities</p> <ul style="list-style-type: none"> • Shaun has arranged, 2 pop up events Friday 7th April & 20th April Town Centre area 11.00 - 14.00. <p>Action: Janice: Contact Andy McCann to print Spring Fling Flyer Bobby: Design CAP Flyer for event</p> <ul style="list-style-type: none"> • Spring Fling 30th April 2017 <ul style="list-style-type: none"> ○ Spring Fling next meeting Monday 3rd April 2017, 17.15 at Yip ○ Meeting to progress the activities/events everyone welcome as a lead person for each activity will be required. 	<p>Shaun Bobby Janice</p>
11.	<p>A.O.C.B.</p> <ul style="list-style-type: none"> • Ciss & Shaun have split the workload: <ul style="list-style-type: none"> ○ Shaun - Theme 1, 3 & 5 ○ Ciss - Theme, 2, 4 & 6 • Participatory Budget money successful application in support of the Cumnock Brochure. • Stakeholder update event Saturday 13th May 2017 venue will be Town Hall. Meeting next week to progress. 	
12.	<p>Date of Next Meeting Tuesday 2nd May 2017, Yipworld, Barrhill Road, Cumnock @ 6.30pm</p>	

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CAP Meeting Attendance Tracker

Name	10/01/17	07/02/17	07/03/17	28/03/17	02/05/17	06/06/17
Eric Bennett (EB)	X	X	X	X		
Peter Black (PB)	X	√	√	X		
Neil Given (NG)	√	√	√	√		
Carrie Graham (CG)	X	X	X	X		
Allan Gray (AG)	√	X	Resigned			
Bobby Grierson (BG)	√	√	√	√		
Mandy Harrison (MH)	X	X	X	X		
Janice Hendry(JH)	√	X	√	√		
Lynne Jeffrey (LJ)	√	X	√	X		
Mhairi McWilliam (MM)	X	X	X	X		
Donald McVicar (DM)	√	√	√	√		
Helen Ng(HN)	√	X	√	√		
Jessie Owens (JO)	√	X	√	X		
Scott Riddex(SR)	X	X	X	X		
Eddie Rutherford(ER)	√	X	√	√		
Alexa Scott (AS)	√	√	X	√		
John Senior (JS)	√	√	√	X		
Irene Smith(IS)	√	√	√	√		

Name	27/06/17	01/08/17	05/09/17	03/10/17	07/11/17	05/12/17
Eric Bennett (EB)						
Peter Black (PB)						
Neil Given (NG)						
Carrie Graham (CG)						
Bobby Grierson (BG)						
Mandy Harrison (MH)						
Janice Hendry(JH)						
Lynne Jeffrey (LJ)						
Mhairi McWilliam (MM)						
Donald McVicar (DM)						
Helen Ng(HN)						
Jessie Owens (JO)						
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