

NHTT Coordinating Group
20th July 2009
7.45pm Monimail Cottage

Present: Hamid Van Koten, Leilani Van Koten, Andy McKie, Neil Stoddart, Louise Barron, Crispin Hayes, Clare Hamilton-Sturdy, Hayley Mills

Chair: Clare Hamilton-Sturdy

Apologies: None

Agenda

- **Previous Minutes**
- **Matters Arising**
- **Clarification of contracted staff roles and remits Induction**
- **Project Manager Post. What are the implications? How to communicate to CCF - Members and Contacts?**
- **Clarification of Core Group's Role and Remit (TOR) CIC –** When is it happening? Letting members know what is happening? And if not imminent date for AGM
- **Coordinating Group**
- **Distribution Lists**
- **Budget review**
- **Funding –** Longer term thinking/what happens after CCF/5 year plan - becoming self funding, applying for further funding, Bids Group
- **Consensus Code of conduct (rough draft)**
- **Survey**
- **Group updates**
- **CCF bi-monthly update report CCF –** Update on budgets, reports, invoices
- **AOCB**

Minutes

Minutes accepted

Matters Arising

- Andy provided a brief update on the situation surrounding Peter Holt's resignation as Project Manager. Further details of this will be sent in the next bulletin.
- Clarification of Support Worker's workload, what is role and how is SW utilised? It was agreed the workload would be monitored and that it would not be necessary for SW to attend/minute all meetings. If any query arises regarding priorities in workload, SW is to contact Hamid & Hayley to aid with assessing priorities.

How to manage long agendas-This was discussed at a previous meeting on 25th May. The following ideas were raised on 25th May and discussed at this meeting

- Prioritise and Defer
- Longer Meetings
- Go through Agenda quicker
- More Meetings
- Start earlier
- Arrive earlier so that meetings start in time.

It was agreed that these would all be good things to do. It was also suggested that if we have a guest that their item is moved to top of agenda.

It is important to speak out if things are going on too long as even with short agenda meetings can run on. Also limiting the Agenda may leave out items that people want to discuss. However, it is important that the Coordinating Group are discussing things that are their responsibility. Neil highlighted the danger of clock watching inhibiting discussion.

Hayley suggested that the Agenda requires to go out in the bulletin in advance of the Coordinating Group meetings to allow members to be able to participate in organisational decisions, they then can come along to discuss specific items of interest.

It was decided that we would set a deadline of 2 weeks before the Co-or group meetings to set main agenda items, this will then go out in the Bulletin. Members will be invited to suggest agenda items which will then be added to finalised agenda. **AP- Louise to ensure goes in Bulletin in timely manner**

It was also suggested that we set up a Coordinating Group forum, something along lines of Google Group where Agenda items can be posted and discussed. The proposal was for agenda items to be posted up only - but with a paragraph explaining why the item is to be considered at the next meeting - this can include proposals for progression. Actual discussion and decision making would be kept for the actual meeting. This will be mentioned in the next Bulletin to gauge member's thoughts on what will be useful for them. The practicalities of this are something for electronic communication sub group to discuss. **AP -Louise to organise Sub Group meeting for electronic comms.**

Project Managers Post- Issues around PM's departure were discussed. There was an Extraordinary Co-ordinating Group meeting called to discuss. Hayley has put together a paragraph that will be used as communication of what happened along with minutes of this meeting. This was read aloud and accepted by the group.

It was decided that discussion of what next steps are will wait until a later date to allow for a fuller discussion and other opinions to be taken into account. This will be open to all and advance notice will be given to members. **AP- coordinating group to set date for this for next bulletin?**

Clarification of the Coordinating Groups Role and Remit - Terms of Reference- Andy highlighted some issues that he has picked up from members. These included

- Confusion about role of the Group
- Lack of information about the Coordinating Group,
- Feels like a closed group,
- Concern regarding the information flow, where only the minutes come out, no notification of items to be discussed in advance of the meetings to allow members to participate in organisational decisions..

What do we do? Andy suggesting have an AGM where members decide what the role of the Coordinating Group should be.

Leilani gave a bit of background that when the original Awareness Raising Group was dissolved the Action Groups were formed. There were bits of work left over and then people present asked people, who are now co-ordinating group, to do these things. It was highlighted that the group has changed a lot since then and this needs to be reviewed.

Hayley highlighted that people do see the worth and good work done in Coordinating Group it is simply that not enough information has been going out before meetings so as people can assess if they would like to input or not.

It was generally agreed an AGM where this could be discussed would be beneficial. September is the deadline for NHTT having an AGM. 21 days notice needs to be given.

Discussion followed around decision to move NHTT to be a Community Interest Company which is generally agreed to be the best vehicle but members need to be informed about what is happening and why it is the best thing for the Organisation.

A package of information will be put together ahead of the Sept AGM and communicated to Members.

Discussion around what should be on Agenda for AGM- **AP Neil will bring a standard AGM format to the next Coordinating Group meeting.**

If at the end of the AGM the members decide that we should not progress to a CIC then we will not.

If we decide to proceed to CIC then Directors will be appointed. Anyone with an interest in being a Director or wanting to nominate someone should do so 2 weeks prior to meeting. The Formal process will be clarified and sent out to members with other information.

AGM Meeting date set- Sat 26th September, time to tbc, but approximately 4pm with a transition tavern night afterwards. **AP- Neil to obtain licence**

Distribution List- AP Louise is to give Hamid the password for google account so that contacts can be accessed in Louise's absence

Budget Review- Andy is still waiting for Transport and Energy groups to send their projections. Food group have provided projections to March 2010 & need to provide figures to March 2011. CCF invoices outstanding are for Collessie Village Hall (2 bookings) and Sessional work at Collessie gathering (now received and claimed for). Everything else is up to date.

CCF will not fund purchase of alcohol.

Grant from Fife Council for Food festival was successful with £750 being credited to the NHTT bank account. Feedback for Fife Council Award was that it was good to see different organisations applying for funding. Application was well constructed with no additional information required. Original request was for £1300 being the maximum amount Fife Council could award but on the basis of it being an inaugural event & the NHTT were not contributing any funds of their own it was deemed £750 be an appropriate amount for this year.

A discussion followed around our Funding generally and the need for at least a 5 year plan for the NHTT. We need to look at what happens when CCF funds are finished. Hopefully CCF will announce soon that they will extend funding. In meantime it makes sense to look at other pots so considering a meeting of the Bids Sub Group again to consider longer term funding. We can potentially put in the bulletin to try and tap into experience of members and wider community.

Potentially Bid Sub Group does not need to meet again until Jan '10

The communal budget pots are good at the moment but concern was raised as to what the procedure would be if there was any overlap. It was suggested that a meeting would be called to allow members to decide how communal pots should be used. It was suggested that we would not want to get into any conflict situation and if more funds are required then we should apply for more money rather than competing for it. Decision making process around this can be discussed at AGM.

This is unlikely to be a problem unless big event comes up that hasn't been applied for. Events Group has taken up large proportion of the pot for 2010/2011 and with the other groups not providing projections for that year so far there is a potential for a shortfall. Energy Group has applied for further funding to cover potential shortfall caused by Sessional workers.

Look at budgets internally then take proposal out to Special meeting where we spec talk finance and call members in to discuss. The bids group will discuss initially in January and liaise with CCF around monies spent & budgeted in 2009- 2010 and how it impacts on the following year. Once that is clear it will be opened up for member's contribution.

Consensus Code of Conduct- Code of Conduct is to allow for our constitution when NHTT changes to Community Interest Company. Neil and Hamid are very close to final draft and will finish and send out. Hamid proposes that we have internal session (Mon 3rd Aug 8pm-9pm at Hamid/Leilani's house) then send it out with the notification.

Survey- Neil is close to having the basis of the kind of survey that people will be happy with. Need for sub group highlighted with a representative from each Action Group. **AP- link people take it to action groups.**

Survey needs to give us really useful information but it is also about community engagement.

We will need half a dozen people £15/hr to carry out survey. **AP- Survey group will put together a proposal**

Meeting agree a date, Monday 27th Venue and Time TBC.

Group Updates

- Transport Group meets Tuesday 28th July, 8pm at Monimail Church.
- Local Food Group
 - Local Food Festival planning is going well.
 - Apple Press meeting and cider social was very successful a good combination of business and fun!
 - Next Local Food Group meeting Tuesday 21st at Giffordtown Hall.
- Energy Group
 - Nothing happening until after survey
 - Tom waiting to hear back from CCF re CARB application ,
 - Decision has been made re Smart meters and 3 types are being ordered to trial. Final decision will then be made.

CCF Bi Monthly Reports- Report due 8 weeks after request. Request received 9th July. Louise to send out to group contacts 4 weeks before due requesting return 2 weeks later. Andy will work with

Louise is finalising and sending out. Louise is to track the dates for these reports. **AP Hamid is to send templates to Louise.**

Next Meeting- Monday 24th August

Agenda to go in bulletin 2 weeks before so agenda closing date is 7th August and 10th August- Bulletin go out. Call out for further agenda items will go in the bulletin.

AOCB-

- Start at 7.30 for next meeting. Aim for 2 hours.
- Agenda to be sent to Louise.
- Big Tent- Hamid's photos Okayed
- Leaflets and posters, the Group checked in as to whether in CCF terms it was ok to continue to use Katie, Andy confirmed yes, it was appropriate and that we did not require to get a second quote in this instance as relatively small amounts and Katie had also provided CIK work for the group in the past.
- Louise to get date for Flower Show for Local Food Group