

North Howe Transition Town Coordinating Group Meeting 19th Oct 2009 – 7.45pm Minutes

Present – Neil Stoddart, Hamid van Koten (Chair), Hayley Mills, Bill Mathers & Andy McKie (Minutes)

Apologies – Tom Morton

Previous Minutes – Accepted Hamid, Seconded Andy

Agenda Setting- A Forum is to be set up on the website to promote discussion around agenda points and encourage the opening up of the Coordinating Group and to try and encourage further community participation in the Coordinating Group. Bill because he was interested and the meeting was held in Collessie, gave the group his thoughts & also feedback he had picked up from the survey. He felt if the NHTT could deliver a positive tangible event this would encourage community spirit and stimulate participation. Neil agreed and hoped the results of the survey would contribute to this by identifying tangible solutions that NHTT could help with.

Office Bearers- Discussion postponed until all Directors are present

Financial Updates- Claimed to date £27059.70 (not including CARB project) Reallocation of funding from Project Manager hours confirmed by CCF for support workers extra hours until March 2010. Discussion around spreadsheet – consensus is that over all figures are available in community council newsletters, bulletins and that is sufficient. It was also felt that for transparency the organisation's annual accounts should be published. Andy suggested the treasurer's report delivered at the AGM should accompany this. There is to be a meeting set up for mid-end of January specifically looking at finance, where we are with projects, where we will be short of funds for the coming year and where, if projects are not deliverable, the money can be reallocated to supplement other areas that are working. Andy also proposed that due to the large budget for sessional workers, initially bid for as part of the survey project but now not being utilised, (Sessional workers are being paid from Survey budget & CaRB budget) that some of this money be reallocated into publicity & events. He proposed leaving £700 in the sessional budget. Hamid thought leaving some money in the sessional pot was a good idea as could help with the Tavern. Hayley suggested that it would be better to get a projection of what might be required for sessional workers at events to keep within sessional before reallocating money. **Action Point – Events Group to provide projections required for sessional workers until March 2010 by next meeting.**

Sharing of Workloads- Hamid had raised the issue with regards to sharing workloads specifically regarding the CCF projects. There was further discussion around this with the feeling that different action groups & members have different level of engagement and as a voluntary organisation we cannot require from people to hold an overview, in essence this role was to be undertaken by the project manager. It was agreed that it is a difficult subject and the action groups would continue to operate as is at present and that this might be further discussed within each action group.

Status – Members v visitors – it was suggested that if somebody is attending the groups, after 3 or 4 visits we should perhaps be encouraging them to join as members. There was a discussion covering the following points: How do we do this, what about locale i.e. visitors from outwith our specific locale bearing in mind that transition is locale specific & NHTT have set local boundaries as per the constitution. One idea that was suggested was having

associate members and again it was, how could that be introduced when all the groups are at different stages with people looking for different things from different groups? The consensus was that we have introduction leaflets and membership joining forms at meetings & events and continue to monitor & evaluate for the present time.

Date & Venue for next meetings – Louise is organising the bookings for the Co-ordinating group meetings and dates & venues to be publicised. Bill's feedback was that he wouldn't have attended if it had not been in his local hall and it was encouraging to get someone along who is new to the group and provide a different perspective.

CCF Emission monitoring – Passed to Energy Group for further discussion and bring back to other groups for sharing.

In Transition Film – Events Group to discuss date of showing

Group Updates:

Energy – Neil had informed the group that 50 surveys had been completed in the 2 weeks since it started and Giffordtown & surrounding areas were due to be contacted this week. It was noted that there had been good press feedback from Collessie in the Fife Herald. Neil had also found a company that does training in thermal imaging which will be used as part of the CARB project. Hayley had enquired when people would get their smart meters and asked why could we not keep them for longer than a month so that individual households could see the comparisons month on month. Neil explained it was due to the amount of smart meters but will take back to the energy group to see if there was scope for purchasing more smart meters. **Action point: Neil to take to Energy Group to see if more smart meters can be purchased.** He also mentioned that if you are chosen as part of CARB project you log results for 18 months.

Heart & Soul - The first meeting of the Heart & Soul group is to take place on Tuesday 20th October.

Events Group - Age of Stupid film is to be shown in all 3 village halls in the NHTT area– dates arranged and publicity to follow.

Food – Reminder of the Monimail Tower Project Apple Day on the 31st October including demonstration of the NHTT apple presses & crushers. The Green Library project is moving apace and details will appear in the forthcoming bulletin around this project and an official opening day event. Tony Wilson, Fife Ranger Service will be attending the next Food Group meeting and will be giving a talk on mushrooms & wild food – see website, press & bulletin for details & agenda for the November Food Group.

Project Manger Post – deferred to next meeting and agenda heading to change to 'staffing' as it was felt that staffing was the more appropriate subject for discussion as project manager was not necessarily the best route for the organisation(as per outcome at the AGM)

Contribution in kind recording –Hayley raised the subject, as part of the CCF bid was that NHTT would do a significant amount of contribution in kind. There was a discussion around the clarity of what is needed. How are we reporting it to the CFF? When are we reporting it to the CCF? What happens if there is a shortfall? How do we know where we are? Is everybody in the organisation recording their Contribution In Kind? Clarity of what is the need. **Action Point – Hamid to speak to Rebecca & gain clarity around this and bring back to the group for the next meeting.**

Purchase of photocopier – Hayley brought to the Group on behalf of the Food Groups reskilling Green Library project as the office equipment budget is a communal pot. She explained that there had been a request for a very small copier as part of the library as some people were donating books as reference books only (not to be taken away) and people may wish to copy parts of these books (within copyright laws). Some people may also wish to copy some wee bits for info. A query was raised around maintenance & Hayley informed the Group roughly about this and said details and opening date would be forthcoming in the next week or so. Consensus achieved. **Action Point – Hayley to coordinate purchase of copier.**

Treasurer Finance & Insurance – Andy reminded everyone of the need to adhere to the process of the claims as it is a requirement by the CCF. He had also got a quote from the insurers to cover items the organisation has purchased. It is an additional premium of £25.29 up to annual renewal of the policy. Consensus achieved to go ahead. **Action Point – Andy to arrange**

Support Worker – Hamid & Hayley had met with Louise to see how things were progressing for both parties. A positive meeting was had with any minor issues resolved. Hayley has decided to step back from her support role to Louise as she had planned to do this for an induction period only. We are to ask around the other coordinating group members to see who would like to take over from her. Hayley asked that she was still contacted as regards to contractual matters as she has some expertise in this area. It was agreed that clarity as to the support role would be needed for the member 'taking over'.

AOB – Hayley pointed out that the complete CCF report reported in August/September had not been in the bulletin. Andy asked if there had been any feedback from the CCF but Hamid did not think there was.

Andy also raised the point following on from an e-mail from Crispin re the asset lock and MTP if the Company ceases for whatever reason. Hamid explained that this is a default position only and in reality at the time the company stops the Directors will be able to choose who the assets can be transferred to.