

ARBROATH TOWN BOARD MEETING

21 JANUARY 2025 - 6.30PM HOSPITALFIELD HOUSE, ARBROATH

PRESENT: Peter Stirling (PS), Nevada Mitchell (NM), Brian Masson (BM), Lucy Byatt (LB), Lois Speed (LS), Fiona Doran (FD), Jill Paterson (JP), Elaine Fleming (EF), Alex Smith (AS), Jade Mitchell (JM), John Steele (JS), Jack Cruickshank (JC), Victor West (VW), Brian Cargill (BC), Joyce Lawson (Minutes)

APOLOGIES: Steven Gethins, Simon Hewitt, Barry Sellars, Ross Fitzgerald

Agenda Item	Action/Decision	Action Point	Progress
1	Apologies of absence: Steven Gethins, Simon Hewitt, Barry Sellars, Ross Fitzgerald		
2	Peter opened the meeting and welcoming Elaine Fleming who made her proposal to manage the board's media requirements while Katie Webster is on maternity leave.		
3	The Board agreed to Elaine's appointment on a two-month trial period.	Elaine handover from Katie	
4	Confirm minutes from meeting of 17 December 2024, These minutes were agreed by the Board.		
5	Actions from last meeting: <ul style="list-style-type: none"> • PS followed up outstanding expense from Purple Imp - invoice still expected • PS meeting with Elaine and Katie - went ahead in December • Meeting with elected councillors went ahead on 20 January 2025 • Youth Town Board - because of exams, next meeting is expected to be in February • Jill provided a list of vacant properties. 	PS	PS to advise next YTB meeting
6	Agree proposed key target for 2025 - which is our funding plan submitted to government by end 2025 to facilitate first £2M funding by April 2026. PS outlined this target at the meeting and the board agreed this is the primary target / priority in 2025.		
7	Consider/agree strategy to achieve 2025 target <ul style="list-style-type: none"> • There was a detailed document in the Board pack which was issued with the email from Peter sent on 	Benchmark progress	

	<p>17 January 2025. This covered all the community feedback and split funding ideas into phase 1 & 2 work schedules.</p> <p>PS discussed this with the board and the board agreed with the phase 1 & 2 proposals outlined in the PS document. Victor West suggested the board should benchmark on going progress with this document at future board meeting. The board agreed.</p>	with document.	
8	<p>Indication of board member involvement in 2025 work</p> <p>Board members to consider their involvement in phase 1 & 2 projects.</p>	ALL	All board members to email PS their involvement preferences before next board meeting
9	<p>Recruit new project manager/s</p> <p>Discussion around the need for board constitution to allow the board to employ project managers directly. Jill offered to look at job descriptions for this role.</p>	ALL	Consider board constitution and prepare / advertise job briefs. Jill to explore job descriptions around a project manager role
10	<p>Tender design workshop facilitators/planning consultants</p> <p>Brief to be written on each activity on Phase 2 - this work will have to go out to tender.</p> <p>It was noted that workshops and community engagement may need to take place at weekends.</p>	ALL	Prepare / advertise tender briefs. Jill will research bid-writer
11	<p>Update from Brian Masson's Scottish Town board meeting</p> <p>Brian advised that government guidelines to Scottish Town Boards is expected soon. He's receiving good information from these meetings and will continue to attend</p>	BM	
12	<p>Update from PS, BC & NM meeting with Angus Councillors</p> <p>Meeting took place 20 January and councillors have offered their on-going support to the work of the Board.</p>		
13	<p>Community Centre update</p> <p>There is a Council meeting on the use of the community centre is on 28 January. There are currently 1000+ signatures on a petition against the proposed use of the community centre and progression by Angus Council. Discussion also around "common good" term which Jill will check the clarity on.</p>	JP	Jill to check the clarity around "common good" and send any links to PS
14	<p>Proposed procurement policy/financial governance</p>	BM	Further information required and a

	Financial governance was discussed, led by Brian Masson Further information is required to confirm the boards procurement policy. JP also provide information / help with tendering etc	JP PS	proposed draft procurement policy to be presented at next board meeting
15	Angus Council to charge future costs via Ines Triebel salary (c£60K) OR charge directly for Angus Council services Jill will consult with her Council colleagues on a breakdown of this cost, demonstrating transparency. Confirmation of 2025 cost for basic services from Angus Council and what these include.	JP	Jill to email info before next board meeting.
16	Proposed events for 2025 There was an enthusiastic discussion around this item with numerous suggestions. PS has asked the Board members to have a think about these and also what they want to be involved in. It was pointed out that there are two Arbroath Abbey groups and talk was around joining these two groups together which would become "one voice"	ALL	Board members to email PS with event suggestions for 2025 and what involvement they can provide.
17	AOB <ul style="list-style-type: none"> • A Constitution needs to be drawn up - Board needs to decide which format they need for the work proposed • PS stated that Alex Norris will visit Arbroath 29 January but any meetings with him will be decided nearer the time • Fiona requested a multi-mike which would be considered a reasonable adjustment for her to participate in meetings • Interim meetings will be organised by PS and invites to the board will be sent. 	ALL FD PS	PS / JS and others to explore this item PS to organise FD to research and source PS to send invites to interim meetings
18	Date and time of next meeting Next meeting on Tuesday 18 February 2025 at 6.30pm at Hospitalfield House		