

## ARBROATH TOWN BOARD MEETING

Tuesday 18 March 2025 at 6.30pm

Held at Seahills Packhouse, Kirkton Industrial Estate

|   | <b>Agenda Item</b>  | <b>Action Point</b> | <b>Action to Take</b>      |
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| 1 | <p><b>Board Members Attending:</b><br/>Peter Stirling, Brian Masson, Alex Smith, Nevada Mitchell, Jade Mitchell, Jack Cruickshanks, Fiona Doran, Lucy Byatt, Lois Speed</p> <p><b>Non-Board:</b> Jill Paterson, Joyce Lawson (Minutes)</p> <p><b>Apologies:</b><br/>John Steele, Stephen Gethins, Barry Sellars, Brian Cargill, Victor West and Grace Ewing (who replaces Ross Fitzgerald)</p>  |                     |                            |
| 2 | <p><b>Confirm Minutes from last meeting:</b><br/>All Board agreed on these, with no amendments</p>  |                     |                            |
| 3 | <p><b>Action Points from last meeting:</b></p> <ul style="list-style-type: none"><li>• Local upcoming events:</li><li>• Meeting had taken place with Friends of Arbroath Abbey and Declaration Day will happen on 6 April. Numerous market style events are planned within the Abbey grounds, culminating in a procession down the Golden Mile, with a brief stop-off at the Courthouse where people can sign a mock-up of the Declaration before it continues to the harbour area. There will be staging at Mackay's Boatyard.</li></ul> |                     |                            |
| 4 | <p><b>Board SCIO constitution update and approval to accept tender</b></p> <ul style="list-style-type: none"><li>• SCIO constitution. Board agreed to work with EQ who will take the Board through the process for £1000 and for a further £2000 would be prepared to do the first years' accounts. PS will appoint them.</li></ul>   | PS                  | PS to appoint and progress |
| 5 | <p><b>Board Member Trustees of SCIO – min 4, max 8</b></p> <ul style="list-style-type: none"><li>• 4 trustees needed, 8 maximum. Trustees to run everything through the Board / need governance so trustees cannot be a splinter</li></ul>  |                     |                            |

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|   | <p>group from the Board. Current trustees are Peter, Alex, Victor and John, another 3 board members can be trustee – let PS know.</p> <ul style="list-style-type: none"> <li>• PS will ask EQ on the governance of trustee’s / no conflict with ATB.</li> <li>• All other action points cleared</li> </ul>  | PS    | PS will seek clarification on trustee governance |
| 6 | <p><b>Design Workshop tenders – re-tender via PCS to allow 3 companies – PS to declare interest when tenders considered / awarded.</b></p> <p>5 tenders have been received. A lot of discussion on function of workshops and also timeframe to have a funding plan in place and submitted to the government by the end of this year. The increased availability of the governments £400k capacity funding to help facilitate the funding plan was also noted and the exploration and development of the funding priorities with the local community being one of the most important things in 2025.</p> <p>In order to utilise more funding, it was decided to re tender workshop coordinators using quick quote PCS – which JP will help with.</p> <p>This will allow the potential selection of up to 3 companies and an increased cost budget of £20,000 each - £60k total spend + VAT.</p> <p>PS outlined how this would work – each company co-hosting 3 workshops with ATB. Each company being allocated 3 of the communities key funding priorities (from a total of 9). These 3 priorities will be developed out with the community and ATB at each of 3 workshops, giving the community 3 opportunities to explore / develop the same funding priority. With 3 companies each doing 3 workshops, there would be 9 workshops in total, each on a separate date so the ATB and local community can attend all 9 workshops, developing all 9 key funding priorities.</p> <p>Each company would liaise with ATB during the workshop process and submit a summary at the conclusion of the workshops during the summer. ATB would likely then appoint other consultants to explore feasibility / delivery issues etc.</p> | PS+JP | To work on a re-brief on tenders                 |

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|    | <p>ATB aim to present a 1<sup>st</sup> draft funding plan to the community in September.</p> <p>The Board discussed various ways to give the public every opportunity to get involved with these workshops.</p>  |                      |  |
| 7  | <p><b>Design Workshop Strategy and nine key funding categories to develop</b></p> <p>This document was shared in the meeting pack as well as PS talking through it at the meeting.</p>   |                      |  |
| 8  | <p><b>Old and Abbey – approval to use as ATB registered office</b> - where mail is delivered/collected, and meetings can take place.</p> <p>The Church of Scotland are considering selling the church and the church hall to ATB, which would be used as a hub for Arbroath’s charities. Awaiting price, then consider feasibility etc.</p>            |                      |  |
| 9  | <p><b>YTB update from recent meeting</b></p> <p>A joint meeting had taken place with students from the Academy, High School and College and the Board were impressed with the enthusiasm displayed at the young people who wanted to become involved.</p> <p>Elaine will work with the group and publish youth events.</p>                             |                      | EF develop website YTB   |
| 10 | <p><b>Community Centre Update – create a business plan</b></p> <p>Taste of Scotland potentially has £100,000 possible for development. ATB need to help put a business plan together and compile a “user group” on interest he has received for the Community Centre use.</p> <p>PS to meet personnel from Shape to discuss options on shared use.</p> | <p>All</p> <p>PS</p> | <p>Volunteers needed To help advance business plan.</p> <p>PS to contact Shape</p> |
| 11 | <p><b>Interim Meetings/Workshop to discuss volunteering/credit system etc</b></p> <p>On hold currently as Design workshops are the priority.</p>   |                      |  |
| 12 | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>An MSP to be invited on to the Board. Currently there are 16 members although PS</li> </ul>   |                      |  |

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|    | <p>will email Board members to ask if individuals still want to be part of the Board going forward. PS suggested having a YTB member joining the ATB.</p> <ul style="list-style-type: none"> <li>• PS to email board members with proposals for board terms and if they still wish to be a board member.</li> <li>• PS shared the town boundary map which will now extend to the end of the Arbroath golf course. JS to add in new town housing areas</li> <li>• LS enquired about town board funding process for individuals, small groups and organisations who may contact the board/individual board members - could a small grant fund policy be put in place ?</li> </ul> | <p>PS</p> <p>JP</p> |  |
| 13 | <p><b>Date and time of next Board meeting</b><br/>To be held on Tuesday 15 April 2025 at 6.30pm at Seahills Packhouse.</p>  |                     |  |