

ARBROATH TOWN BOARD MEETING – 14 JULY 2025
6.30PM AT SEAHILLS PACKHOUSE, KIRKTON INDUSTRIAL ESTATE, ARBROATH

ATTENDING: John Steele (Chair), Alex Smith, Nevada Mitchell, Lois Speed, Lucy Byatt, Fiona Doran, Jack Cruickshanks

Non-Board: Jill Paterson, Joyce Lawson (Minutes) Elaine Fleming

Guest: Ian Lorimer

Agenda Item	Action/Decision	Action By	Progress
1	Apologies of attendance: Grace Ewing, Stephen Gethins, Peter Stirling, Victor West, Graeme Dey, Jade Mitchell, Katie Baxter, Brian Cargill		
2	Confirm Minutes from last meeting: Approved by Chair and seconded by Board members		
3	Actions from last meeting: - Media contract – done - Skills matrix – some completed - Some items to be discussed further in the meeting		
4	Update on second workshops outcomes – summary of popular projects being formulated - Fiona reiterated that at the meeting in London, the “light touch” approach should be adopted - Need a vision of what information the Board needs before November in submitting its bid. Ian advised that there is a lot of guidance available in pulling together a plan which he will provide.	IL	To send briefing
5	Confirm last combined workshop Thursday 28 August Between 3pm and 7.30pm at the Old and Abbey Church		
6	Plan to visit schools again first week after the holidays w/c 18 August to get their comments/votes on 3rd workshop proposals - From previous schools visits, it was thought that the Academy students had more time to reflect on the presentation. - Lois asked if the full sweep of comments from first workshops could be shared - Potential workshops for younger people if possible. JP has a list of names who may be able to help.	JP	To send current list

	Engagement – could the window still be open for people to comment on workshop content if they have missed workshops?		
7	Suggested summer engagement events, supermarkets, beach park etc. - Targeted groups with young people. LS and JC to come up with a plan on who/how to target young people's groups. - Leaflet drop - Ian to forward UK government engagement piece/guidance - Friends of Arbroath Abbey are holding a quiz on 1 August – Board invited to enter a team - Pop-up. 18 October at new Home Bargains outlet	LS + JC IL	Work on a plan to target young people To send govt briefing
8	Date for Angus Council stakeholder workshop event (end July/early August) Ian to reach out to Council and suggest two dates when most people will be available and when all 3 workshop co-ordinators are available. Aiming for this meeting to happen ahead of the final workshop	IL	To contact stakeholders on a date for meeting
9	July Finances – Jill P – copy with board papers - Discussion around expenditure. One costing missing – Westminster trip but Jill will add this - Board member wanted a breakdown of costings on council spending of £97,000. - Ian can provide more detail on council spending - Board should try and forecast spending in order to allocate spending. - The Council and Board agreed to have a working meeting. - Ian will devise a paper on the mechanism on clarity ahead of any meetings.	JP IL IL	Add London costings More detail on council spending Paper to be provided on clarity ahead of meetings
10	Approval required to proceed with tender for cost consultant – draft with board papers - Discussion around the need for a cost consultant. It was thought by some that the Board do not need anyone in this role at the present time - Jill has a framework/checklist with more detail on the role required which she will share with the Board		

		JP	To share framework with Board
11	Using capacity funding for engagement/event funding – Arbroath Music festival funding approval, consideration for other events • Andreous planned music and food festival taking part on 23/24 August, aiming to sell 1000 tickets. Nevada asked if the Board could release funds to help this event in the town. Council asked how engagement would be recognised during this event. If successful, could mirror the success of the MOFest in Montrose. Council staff not on board to release £15,000 to help with this event. • Council thought the organiser had been overwhelmed with trying to organise this event with no assistance and is getting bogged down in paperwork for licences etc. Nevada will have a chat with him to see how he is proceeding with plans • UK government funding may help with this event – Ian will check • Pop-up gazebo could be in attendance • Our Arbroath could be a sponsor for the event • Town people need to see things happening with funding and it may be an opportunity for the Board to be active in supporting this event in some way	NM IL	To talk to Andreous asap Check UK govt funding
12	Harbour Christmas Event, apply for licence • Alex stated everything is in place for this event which will take the same form as last year. No need for road closures etc. Just looking for volunteers.		
13	Next Board meetings • Monday 18 August, Seahills Packhouse		
14	AOB • Any complaints, feedback and correspondence should be considered with Angus Council and appropriate actions taken if required. • Laptop for Fiona – Jill will push the request for this forward • Drafts on “do’s and don’ts” on guidance around the Board and the Council to be shared by Ian • Drop-in UK Government event – Teams call on 21 July • LS raised concerns around ATB not having an application pack or process in place with criteria that matches UK Gov capacity fund criteria and asked that this be considered to ensure all groups	IL	To send guidance to Board

	have the equal opportunity and that any funds released match UK Gov requirements.		
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