

TOWN BOARD MEETING – 22 DECEMBER 2025
6PM AT SEAHILLS PACKHOUSE, KIRKTON INDUSTRIAL ESTATE, ARBROATH

ATTENDING: Peter Stirling (Chair), Nevada Mitchell, John Steele, Brian Cargill, Alex Smith, Fiona Doran, Stephen Gethins, Graeme Dey, Katie Baxter, Lois Speed

Non-Board: Ian Lorimer, Joyce Lawson (Minutes)

Guest: Lucy Nicholl

Agenda Item	Action/Decision	Action By	Progress
1	Apologies of attendance: Jack Cruickshanks, Victor West and Grace Ewing		
2	Confirm Minutes from last meeting Approved		
3	Actions from last meeting: Completed		
Guest	- Lucy updated the Board on the Town App. Arbroath app is said to have had the best launch in the UK, apart from Nottingham. - Lucy shared figures of the uptake of the app by businesses in the town and how many downloads it had had. - More businesses are expected to sign up after the busy festive period. - There will be app exclusive offers - Lucy has approached two local printing companies so that she can get posters and leaflets printed and Board members will help with distributing these - Questions arose around the privacy policy on data held on people signing up to the app and Lucy will check on this with Loqiva. UPDATE received 23 December: Jill has read the privacy policy for signing up to the App and it appears that the policy is clear to those registering - Huge thanks from the Board to Lucy for all the work she has put in on getting this app up and running before Christmas.		
4	Outstanding Invoices to be paid update/council costs Jill gave a report on outstanding invoices.		

	- Previously agreed procurement policy was discussed and will be resent out by the Council for further discussion - Fiona had a query on, when the Board starts to receive the UK government funding, what happens to the interest. Ian had no answer to this so the question will be posed to the appropriate Council department. - The Board needs to factor in how long bid briefs will take to produce and the overall tender process for future costs and projects. - Board needs to know what Angus Council's costs were for 2026. Also likely costs for 2027.	JP IL IL	
5	Community Centre closing date offers - The Community Centre had been put up for sale with a closing date, which was not disclosed to the board. However, bids were disqualified due to post closing date submissions. The Council is now putting the building back on the market. - Jill will put Peter in touch with Alix Dewar (Head of Estates team Angus Council) and Graeme Dailly as Peter asked if it would be possible to hold off selling it until 6 April when the Board's UK government funding will be available.	JP PS	
6	New board members and manager - The Board agreed they needed more board members with the ability to work for the board out with board meetings. We also need a manager who can help the board carry out tasks in 2026. The Board will consider further. - John will contact Charles Farrer and Tom Unter from the UK government regarding the SCIO and its ability to employ a Project Manager and the SCIO's ability to manage funded projects. - Jill can give the Board a breakdown on team costs on other town boards.	JS JP	

7	Board member allocation to sub-groups • Peter highlighted three main projects (sent out with previous minutes) and there was a discussion on how many people could be considered on each sub-group and it was thought that six to eight people (including Board members) would be needed on these groups. • Further discussion needed at next meeting.		
9	AOB • None		
10	Date of next meeting Monday 19 January 2026 at 6pm at Seahills Packhouse, Kirkton Industrial Estate		