

ARBROATH TOWN BOARD MEETING – 12 AUGUST 2024 AT 7.00PM

Hospitalfield House, Arbroath



Present: Peter Stirling (PS), Nevada Mitchell (NM), Brian Masson (BM), John Steel (JS), Victor West (VW), Brian Cargill (BC), Lucy Byatt (LB), Fiona Doran (FD), Alex Smith (AS), Barry Sellars (BS), Jack Cruickshank (JC), Lois Speed (LS), Stephen Gethins (SG), Ross Fitzgerald (RF), Jill Rennie (JR) (substitute for Susan Spink), Jill Paterson (JP) (Angus Council), Ines Triebel (IT) (Angus Council).

Apologies: Susan Spink (SS), Jade Mitchell (JM).

Agenda Item	Action/Decision	Action By	Progress
1	Apologies of absence Susan Spink & Jade Mitchell		
2	Introduction of guest, non-board members Everyone introduced themselves around the room.		
3	Town Board governance requirements - Annex A paper Paper had previously been issued to the group. PS took the group through the primary areas of the paper. Group agreed to accept these governance arrangements.		
4	Signing up to the Nolan Principles Paper accepted by the group. Question raised about how agreement to these principles are signed off? An email from all board members to say they are all happy to sign up to the principles would be acceptable.	ALL	Action this when board policy documents are being signed.
5	Conflicts of interest policy This was discussed by PS and all board members agreed to sign up to a forthcoming policy document.	ALL	Provide a conflicts of interest policy document.
6	Code of conduct policy JP (AC) is going to look out a sample code of conduct policy and send it onto PS for using. Highlighted that the board is not constituted at this time but can become so if they wish, an option. LB raised a point around the impact decisions made on group being constituted or not could have on VAT, business or not for profit. Lots of discussion followed with these main points coming through: Angus Council has a network of town boards which can be shared with the group. Some towns are much further ahead of Arbroath, so lots of good examples available to review and possibly use. PS suggestion to join Coastal Town WhatsApp group. Funding SG updated the group about the new government looking at all funding that was previously agreed, but he will keep the group updated. JP did confirm on the back of SG comment that a letter is being submitted from depute leader of the Council to say what good work is being done.	JP PS	Consider whether to be constituted or not. Get examples of policy documents used by other town boards Join Coastal Town WhatsApp

7	<p>Terms of reference policy</p> <p>JP explained what this was but most of what is required is already included in the PS governance document.</p> <p>PS going to get some more information on this from JP and check that everything required has been included.</p> <p>A suggestion was made about the Board keeping a library of documents – may consider allowing access to the public, decision on this is for later.</p>	PS / JP	Update the terms of reference policy document (board governance policies).
8	<p>Proposed board governance policy</p> <p>PS ran the group through the main points of this policy, with some points to have further consideration / amending:</p> <p>The board agreed with PS proposed 50% quorum, the requirement for minimum of 50% of members at a board meeting to enable a legitimate vote.</p> <p>If PS is not able to attend, one of the vice chairs will run the meeting, PS also gave his reasons as to why he had picked the vice chairs.</p> <p>If anyone is not able to attend a meeting the board may agree to invite people from sub committees as substitutes. Non board members will not have a vote at board meetings.</p> <p>PS informed the group of a possible additional board member, Simon Hewitt D&A College. An update will be provided when available. T</p> <p>here was also discussion around having younger people involved as the town plan develops.</p> <p>This was followed by lots of interesting discussion and ideas on how this could be considered:</p> <ul style="list-style-type: none"> - consider this through public engagement and design competitions. - bring in ethnic groups from the area. - contact the youth parliament. <p>It was agreed that board minutes would summarise all agenda points, actions, and any conflicts of interest etc.</p> <p>The finalised minutes will be posted on the board's website.</p> <p>The meeting then continued with discussion around social media / website, with PS confirming that Katie Webster has been appointed to manage the board's media communications, social media, updating the website and press releases.</p> <p>Discussions then moved onto the term of office point in paper:</p> <p>It was agreed that a maximum term time of 5 years, 50% of the 10 years funding.</p> <p>Any board member looking to go longer than that would require to go to a public vote.</p> <p>It was also agreed that members holding public office who were automatically selected to be a member of the board would lose their membership if they no longer held their public position.</p> <p>Update / revised document to be brought to the next meeting given points discussed for further consideration.</p>	PS	Meet with Simon Hewitt, principal of D&A College and the possibility of joining the board.
9	<p>Latest update on confirmation of funding and submission deadlines</p> <p>Waiting on further guidance from AC.</p>	JP	

10	Arbroath Town boundary map - update on availability Waiting on further guidance from AC.	JP	
11	Requirements to enable the completion of the Town Board Governance Form This is the first submission document to the government, includes all the policies discussed above, board members with bios and showing website is up and running etc. PS - looking to get this submitted ASAP as this crystallises the board and then allows access to the first £200k of funding once accepted. Deadlines for bios as and when completed submit to PS. PS going to confirm with Barry at Purple Imp to see if there is a limit to words for bio. Suggestion is 2-3 paragraphs. The purpose is to give the public an insight into the member, what they do and what they can bring to the board. Looking to get videos of Arbroath uploaded to the website, BC to contact David and Cammy. Good idea to record events when they start happening so would be ideal to have people locally who would be able to facilitate this for the board.	ALL PS BC ALL	
12	Annex B policy toolkit discussion Toolkit discusses what powers the board has. Reasonable powers for the board. RF highlighted some of the documents / powers not relevant to Scotland. JP - Scottish guidance has not been released yet but will be passed on as soon as available.		
13	Future board meeting dates PS to send all the dates by email to everyone and then members to respond their availability. Interim half-day meetings - 22 or 23 August and 28 or 29 August, to be confirmed by PS. Discussion then led onto the website. LB suggested a printable newsletter. The Community Council has three boards the town that could be used. Other suggestions were the library, sports centres, are there potentially other areas? Suggestion also that the group rent a unit somewhere in town that could have information and possible drop-in times?	PS ALL PS PS ALL	
	AOB PS showed a demo of the website as it was to date. Discussion followed around: - suggested names for the website - Our Arbroath, Our Future Arbroath. PS going to ask Katie and Barry (Purple Imp) for their views and if they are happy with Our Arbroath that is what it will be. Group agreed. - the website mission statement and vision - after much discussion it was agreed to let Katie and Barry provide these for the board's approval. - go back to web designer, see more options for Arbroath (colour) and font on front screen. Thought and discussion was then given to what our first public engagement / event should be?	PS PS	

