

## EXECUTIVE COMMITTEE MEETING

7.00pm 25<sup>th</sup> July 2019

Duffus Park Bowling Club, Cupar

### MINUTES

#### Attendance Present:

Rona McCraw – Chair  
Hilary Lumsden – Secretary/Treasurer  
Elspeth Wallace – Fife AC  
Mandy Strachan – Tayport Tennis Club  
Lynne MacKenzie – Active Schools  
Margaret Kennedy – Councillor  
Jamie Moffat – Community Sports Hubs  
George Sharp – Duffus Park Bowling Club

#### 1. Welcome and Apologies

Rona welcomed the attendees. Apologies came from A Arbuckle, I Bell, R Nellies.

#### 2. Minutes from last meeting

Corrections: point 4 May not Mat; point 11 change constitution to Articles of Association.

The minutes of the last meeting on 16 May 2019 were approved; being proposed by M Strachan and seconded by R McCraw.

#### 3. Matters Arising

There were no matters arising.

#### 4. Secretary/Treasurers report

The Secretary commented on membership, stating to date there are 77 total members, of which 58 are paid, 2 are to pay, 11 are not yet affiliated and 6 have not responded in the last 2 years (the latter includes 2 clubs of which have EFSC committee members). It was agreed to contact the 6 who have not responded to inform them of the lapse in their membership and that under the terms of GDPR we are not able to keep their contact details on record.

Grant applications were submitted by:

- St Andrews Angling Club for assistance in purchasing a wheelyboat, accessible to two wheelchairs - approved; totalling £500. Local publicity to be arranged in September by the club.
- Ladybank Bowling Club for assistance in funding ladies team of 4 attending the Scottish National Bowling Finals in Ayr - approved; £100/player, totalling £500.
- Newburgh Bowling Club for assistance in funding one player attending the Scottish National Bowling Finals in Ayr - approved; totalling £100.
- Freuchie Bowling Club for assistance in funding bowls x12 gatherers to help less able participants take part. The committee have asked for more information regarding the club's delivery plan and ask if 12 are necessary.

#### Income and Expenditure

The Treasurer presented accounts up to July 2019 and confirmed a balance of £21,994. Most activity in the accounts has been affiliations coming in; a late awards expense to DSF, grants to St Andrews Sailing Club and Angling Club, SALSC affiliation and Bowling Competition, Howe of Fife room hires, a late stationary fee to Viking and the secretary's wages. A copy of the 2018-19 accounts had been circulated in advance of the accounts going to Henderson Black on Fri 26 July.

## 5. Correspondence

Elaine Forbes from St Andrews Table Tennis Club wrote to the Chair with a complaint after its funding application was turned down. The club had applied for funding for facility hire for a new section of the club in a new venue. The key issue is the wording in EFSC grant criteria regards 'Start-up costs (new club/section) and development costs', and also 'initial facility hire'. Previously a funding application from AM Soccer for facility hire for a new section was turned down on the basis it is not a new club. The Chair commented that as EFSC has 77 potential members and if each club applied for facility hire then EFSC could not fund this, also the consideration of the different amounts required depending on the club and facility it hires eg. a swimming club's hire would be considerable. Jamie commented that he would speak to the NEF area team about the local community planning budget and respond. The Chair then to respond to the club.

Fife Council Physical Activity & Sport Development Plan has been sent out to consultation and has been sent to members.

Aldi's Sport Fund is now open for awards to registered charities up to £500, link has been sent to our members.

## 6. Sports Development Officer Report

Jamie Moffat commented about Active Fife's very successful holiday camps:  
Bell Baxter, 45 attending supported by Howe of Fife and NEFBA  
Waterstone Crook, 53 attending run by Active Fife team  
East Neuk, 61 attending run by a number of local clubs; there were 10 referral attendees included.  
Golden Tickets were offered to all attending to use for free sessions with the local clubs.  
Anstruther Tennis Club offered one of the referral attendees a year's subscription.

Jamie also stated that the Hubs would be looking at the referral system in more detail and how clubs can offer more taster sessions to encourage new members.

Duffus – Cupar Golf Club and Elmwood to discuss developing junior golf

Waterstone Crook – Wormit Football Club working on a tournament proposal

East Neuk – East Neuk Golf Forum, using Crail Golf Club as an example of developing juniors.

## 7. Active Schools Report

Lynne MacKenzie commented that it was now a quiet time of year, but the Young Ambassadors and Young Leaders had been chosen from the cluster schools and were taking part in training currently. The AS team have received funding for the next 4 years so are now in the process of planning.

## 8. Constitution - proposed changes

The Chair confirmed the proposed changes to the constitution had been made to mirror some of the changes to the SALSC Articles of Association – in particular Partners, to help clarify how meetings work and to also take a lead from some of the changes made to K&CSC constitution. This was circulated to the committee at the end of June, with comments back from Margaret Kennedy relating to work by the East Area Committee Anti Poverty Working Group and amends were made. The Chair stated that in order to update the constitution this year that the changes would need to be agreed at an EGM to be held just before the AGM in September. See point 12.

## 9. Volunteer Training Workshops

Thanks to Jo Whittet, Bell Baxter have offered to supply rooms for the workshops we hope to run on Saturday 2 November 2019 at a cost of £67 (janitor and cleaning):

- CWPS (Child Protection) – Anna Tizzard has confirmed she can run one course at 10am on date given at a cost of £105+VAT + 35p/mile (Glenrothes)
- In Safe Hands
- First Aid
- FA Afloat (water safety) – *check if water course requires water?*

- Club governance
- Marketing & promotion, incorporating social media
- Training volunteers and pathways for younger volunteers into coaching/volunteering
- Lifeguarding training, especially younger members (16yo+).

Club feedback has been a lot of interest in the CWPS/In Safe Hands courses, this will be confirmed in August when most clubs will be back and running after the summer break.

## **10. Website Agreement**

Payments to the current website provider Alpha Tango include:

Feb 2017 £720 – website payment 1 (no invoice)

Nov 2017 £1629.52 – incl website payment 2 and various assoc. costs, wordpress and hosting (£300)

Dec 2017 £144 – email set-up

Sept 2018 £72 – ?

Oct 2018 £384 – wordpress and hosting

There does not seem to be a signed agreement for this.

It is proposed to move this agreement to Scothosts (Grieg Hopcroft), which is based in Edinburgh and has been operating since 2000. They would provide hosting for our website and would also host the email, which would minimise email issues. Also they would provide updates and support for Wordpress for £150+VAT (£100 – 50% disc for hosting + £100 Wordpress).

Agreed to contact Alpha Tango, confirming if there is an existing agreement.

## **11. EFSC/FC Sports Grants**

See point 5. Proposed to add to Agenda for the next sports councils meeting with Emma Broadbent in September.

## **12. AGM preparation**

Book Howe of Fife RFC for AGM, with tea/coffee and biscuits.

See point 8. Committee comments on the constitution changes to be sent to the Secretary by 12 August 2019; the clean proposed constitution will then be sent to members at least 21 days before the date of the AGM.

An EGM will be held for the constitution changes just before the AGM.

The Chair comments that if no one else will take over this position then she is prepared to continue for one more year but at that time she will need to step down, as this will be a 4<sup>th</sup> consecutive year, which contravenes the constitution but was agreed in principle at the 2018 AGM.

## **13. AOCB**

Mandy Strachan reported the Tayport Hub progressing well, opening will be delayed slightly to October. Also that Wormit Boating Club had run taster sessions that were going extremely well with a lot of interest, especially from older participants – they would be hosting more at the Tayport Gala on 10 August 2019.

## **13. Date of Next Meeting**

**Thursday 3 October 2019 at 6.30pm** for the grants committee (as required) and **7.00pm** for the full committee. Venue – Duffus Park Bowling Club.

### **Dates for 2019**

5 Dec

AGM 19 Sept – this has been changed from 11 Sept

Quiz Night 8 Nov – this has been changed from 15 Nov