**EXECUTIVE COMMITTEE MEETING**

**7.00pm 09 May 2023**

Duffus Park Bowling Club, Cupar

**MINUTES**

**Attendance Present:**

Martin Turnbull – Chair

Robert Winter – Vice Chair

Rona McCraw – Hon President

Hilary Lumsden – Secretary/Treasurer

Elspeth Wallace – Fife AC

Sharon Hedley – Step Rock ASC

Margaret Kennedy – Councillor

Stefan Hoggan-Radu – Councillor

Tegan Kazeze – Active Schools Coordinator

Grant Stevenson – FSLT

Jamie Moffatt – Fife Council

Gary Grieve – Scottish Clubsport

Elise Methven – East Fife Triathlon Juniors

1. **Welcome and** **Apologies**    
     
   The Chair welcomed the attendees and Gary and Elise who were joining the meeting, introductions were made. Apologies came from Ellis Jaffray, Gillian Paton, Rowan Geary.
2. **Minutes from last meeting**

The minutes of the last meeting on 6th March 2023 were approved; being proposed by Rona McC and seconded by Robert W.

1. **Matters Arising**

Get Fit Falkland social prescribing project awaiting a response from NHS Fife to Cllr Kennedy.

Individual member funding, particularly for talented athletes competing at elite levels. East Ayreshire SC looking at this and FC looking at performance athletes, agreed this is to become an Agenda point.

AM Soccer’s access document for FSLT/Fife Council – Jamie M to update.

DP Skatepark – contact with Ben Kinnear, no further progress but he has good contact with local young skaters who are keen for a committee to be formed. Lack of responses for people to commit to committee roles. Guidance appreciated, arrange time to discuss also with Gina Logan (Cupar & District CSH) and Norma Graham (YMCA).

Await a reply from Maree Todd, Minister for Sport, to our letter of 6 September re issues around accessing funding to sport projects, swimming particularly, delivered during school hours. Gary G asked to resend the original email and copy him in as he will be seeing the Minister soon. Cllr Hoggan-Radu will also follow this up.

Contact continues with MSP Willie Rennie and Cllr Clark re access to swimming lessons in E Fife; Cllr Clark also confirmed a closure due to a sewage issue after heavy rain at East Sands has been followed up satisfactorily.

1. **Young People’s Panel**

There is no update from panel, agreed to arrange a sub-committee meeting to discuss sustainability as pupils finish school (3 of this year’s 4 have now left) and to identify projects to focus on that will help the young people gather the voices of the their peers, which is one of the main aims. Also Important to grow school club links. Communication continues to be a challenge. Tegan K commented Active S is about to launch Leadership pathway recruitment, which is changing slightly. Gary G suggested looking for non-sporting links too, especially skills like marketing, comms and accounting, eg. Young Ambassadors. Elise outlined the Young Activators program she runs at EF Triathlon Club and how she would like to discuss this with other clubs as it is so important to retain the 14-18 age group in their sports, by training eg. officials, coaching. This takes a Youth Work approach; she will produce a proposal of how to take forward.

1. **Secretary/Treasurer Report**

EFSC Membership for 2023–24, to date 67 of 84 members have responded and 66 have paid. In 2022-23 there were 3 members did not pay the affiliation fee. One has reaffiliated, but I propose to follow up with the other 2 that if this is not renewed by the end of May 2023 that their membership will be withdrawn.

Fife School Aquatic Group met twice in March. NPLQ training was offered to all BBHS pupils and over 30 applications were received for only 12 places. Thank you goes to Hayley S and Grant S for holding interviews and making the difficult selection for the places. The first of two courses at Cupar SC ran during the Easter holidays, when 5 pupils gained a qualification and some already have interviews with FSLT; 1 pupil was delayed and will complete the course at a later date. The second course will run in July. The group met at the end of March to discuss the final part of project this year – 6 places for SSTQ swim teacher training have been offered to pupils at BBHS, Waid and Madras, and the course is planned to run in autumn 2023.

Falkland Estate – I continue to work with the clubs on this, they are currently reviewing a proposed letter which requests availability of alternative land on the estate to develop a community sports hub facility, which could include other clubs and activities in the area.

St Andrews Pickleball Club has made very positive progress with Community Use and Madras College, where a lot of work has been put in to set up outdoor space for 3 courts, and there are discussions about how to improve the sites and how these could be used more widely including by the school.

I met with Grant S and Emma Walker last week to catch up about our partnership and the increased hours at Cupar SC and East Sands. There was discussion around holding a member event in partnership with FSLT to open up discussions around maximising use and footfall of the extra opening hours at the centres and to keep local momentum of this positive news. There are pros and cons to this and it would need careful planning. This will be planned with Grant S, starting with a sub-committee to lead an event proposal. Gary G suggested this is also a great time to encourage clubs to join the sports council when they can see how it advocates for the needs of the area. Cllrs Kennedy and Hoggan-Radu support this idea and encouraging conversations around best use of the facilities, and that questions received ahead of event could mitigate unproductive discussion.

Awards sub-committee met to debrief (see Minutes attached), which was extremely helpful, covered in point 10.

I met with the Chair, Robert W, Rona McC to discuss the SWOT analysis, covered in point 11.

St Andrews University athletics track – I spoke at length with Kirsteen Durkin from Fife Council re following up after first meeting of stakeholders, which was to establish interest in trying to develop athletics facilities in St Andrews after the loss of the track at St Andrews University. There is keen interest, and Station Park is an area of focus but there are now a number of questions that will need to be answered. The University, St Leonards School and Madras Rugby Club are keen to arrange next meeting and Fife Council is keen to help support and to liaisse with Scottish Athletics. Now time to arrange next meeting.

EFSC Policies – I met with Rona McC to review and update the 7 policies we have in place. We propose 3 new: Unacceptable Actions and Reserve Fund policies plus Disciplinary Procedure. These were emailed to the Executive Committee earlier today for comment before being added to EFSC website. There will be two changes proposed to the Constitution in September to reflect the new policies. I will cover Reserves Fund in the Treasurer report.

Sadly OSS had to cancel its second summit in June 2023, after losing its main sponsor.

Await confirmation date for another First Aid course in summer from Meg Buchanan.

Elise M proposed EFSC hold a local event for women coaches to coincide with Women in Sport week in October, to celebrate and support women and girls in sport in E Fife. With keynote speakers who will encourage discussion of the range of positives and challenges. This should also welcome and inspire younger women who are making decisions about their future and how they might build a career in sport. The Chair warmly supported this, as did Tegan K (esp for new Leadership candidates who tend to be majority girls), and it was agreed a sub-committee will meet to take this forward.

**Income and Expenditure**

The confirmed bank statement balance of £42097.44 (ringfenced £13300 CDF + £3214 FSAG) is dated 14 April 2023. Balance in account on 4 May 2023 is £41165.13.

Income (£8518) - FC Recurring Grant (£4103), FSAG Grant (£3000), Awards sponsorship, OSS refund, Affiliations (£990)

Expenditure (£15030) - Awards costs (£3665), FSAG payments (£6924), Grants, SCS Membership, Wages.

We are delighted to be awarded a 3-year funding deal by Fife Council of £16413.60, a letter of thanks will be sent to FC.

A donation of £175 was agreed, for Disability Sport Fife, from the Awards Ceremony on behalf of the Master of Ceremonies.

Reserves Policy – in accordance with the latest SLA (2018-21), point 10, EFSC will maintain sufficient reserves to ensure their operations continue for 12 months. This is proposed as £18,850 (breakdown in document).

1. **Correspondence**

Richard Brickley sent warm thanks for his Life Membership and for a successful Awards.

Elmwood 25th Anniversary of the Golf Course to be held on 1 July 2023, request sponsorship or donation of trophies, prizes and welcome bags on the day. As we are a membership-based organisation it is not possible to support members in this way, but as the club is a member it can apply for grants for other work. Grant S offered support from FSLT.

Fife Council’s Community Use Plan 2023-27 has been circulated.

**7. Sports Development – Jamie Moffatt**

* Staffing Update
  + Sports Development Officer – Bill Hogg
  + Physical Activity Coordinator – Amy Hickman
  + Community Sport Hub Officer – Kate Crawford
* Club Fife – Newly Accredited Clubs
  + Ladybank Bowling Club
  + Ladybank Golf Club (in process)
  + Howe of Fife Rugby Football Club
  + Lundin Sports Club
* Duffus Park Community Sport Hub
  + New hub officer in post, as stated above
  + Hub has changed its name to ‘Cupar & District Community Sport Hub’ to better represent the membership of the whole of Cupar and surrounding communities
  + New action plan being drafted with Kate and Gina
* Physical Activity Social Prescribing
  + Not in the area, but I am working with a GP Practice in Lochgelly who are keen to explore social prescribing through physical activity. All of the sporting professionals in the area (Fife Council and FSLT) are helping to facilitate cost-effective adult provisions alongside community organisations such as Cowden in the Community. The hope is that longer-term, this type of work can be replicated across other GP practices in Fife.

**8. Active Schools Officer Report**

**Report from Tegan Kazeze**

There are a number of link projects including between Madras and the Links Trust, which is offering golf to primary age children so there is no barrier to participation. At Waid there are 9 primary school also benefitting from access to golf through the EN Junior Golf Development Group and there is an open day and competition planned; also tennis events being planned. BBHS is working with various partners on a project called Punch Beyond for S2/3 pupils who need support taking part in boxing sessions with Quinns Boxing at Springfield. Falkland Cricket Club are taking a new approach to working with primary schools, around wider wellbeing and equity priorities, rather than drop in sessions, they are targeting groups of children who can most benefit from access to activities. Duffus Park and Falkland Tennis Clubs are planning a event for primary 3-6s. Otherwise, NE Fife planning day is due, and the Leadership program will be discussed as some structure will change. The Chair raised a point about a discussion that he heard at a parliament meeting last year about access to sports facilities for young people, yet he witnessed teenagers trying to climb into a fenced Astro pitch at Madras being chased by a FC Communities van – we must find better ways. A discussion around this included insurance issues and ways to help such as a ‘hole in the fence access’ (Grant S), this needs raised at a high level.

**9. FSLT Report**

The consultation about opening hours was a great success with over 1000 taking part. In Cupar option 2 was decided with Mon/Wed/Fri full opening and remaining hours added to the other days. In St Andrews, option 1 gives the centre back its pre-covid opening hours so it will not be closed during the day Monday to Friday. Staffing and recruitment will be the next focus, which will take time but will bring new positions to both centres and in St Andrews a staff link with Waterstone Crook will benefit this centre too. It is hoped the centres will move to new timetables by 21 August. There will be a continued focus on the staff development program, where staff are trained into positions and this was supported by a staff roadshow which happened in April/May and over 170 people attended. There were other local partners invited to these including Andy’s Man Club. The NPLQ courses are running at Cupar again, there will now be a greater focus on swimming ability for these courses; it is hoped a course will run at East Sands soon. There is a SSTQ course planned, with 6 places for FSAG, which will also be open to public and FSLT staff. The Wave Project has a base now at East Sands in the café area. There are inflatable sessions being planned, with World of Parties. Cllr Kennedy commented on the positive impact of the consultation and all the great work happening, encouraging FSLT to work with Cupar Now to publicise news as it has wide local reach. Sharon H asked about more hours at East Sands at weekends for families and if one of the two centres will open at Christmas. Grant S confirmed currently there is no scope for more hours but he will feedback query re Christmas.

**10. Awards 2023/4**

This year’s awards were a great success. The Chair and Cllr Hoggan-Radu asked for thanks to be minuted for the hard work put in to organise the event, especially by the Secretary and Sharon H. Thanks also to the sub-committee who were very helpful and who met to debrief after the event, which was a great chance to review and plan for next year (see Minutes sent previously). It is intended not to change the event as it works well, and plans will be covered in more detail at the July meeting. There had been a discussed to try and secure a celebrity speaker such as Gavin Hastings, if anyone has contacts this would be much appreciated. Cllr Hoggan-Radu asked that we discuss access to the the stage for guests with disabilities.

**13. SWOT Analysis Review**

At the meeting between the Chair, Robert W and Rona McC the areas of discussion were around an event for members and the possibility of partnering with FSLT on this. The event proposed by Elise M around Women in Sport. Also media, comms and social media for the sports council, and relationships with partners within sport and potential links with partners outside of sport. There was a discussion specifically on volunteer protection and how safeguarding works strongly for under 18s, but that adult volunteers have far less support, this will be looked at further.

The Secretary and Robert W will meet to review this, as funding has been agreed for 3 years. It is also nearly a year since it was first created so it is a good time to adjust and take forward. The Chair also asked if any of the committee can help with specific areas of this it would be appreciated.

**12. AOCB**

**Grants Sub-committee** discussed and agreed a funding application from –

Step Rock Amateur Swimming Club for a Development Grant for £500.00, to fund a project to introduce a Distance Championship as part of the club’s annual competitive calendar in order to widen access and support the development of distance swimming in both the pool and for the open water swimmers.

**13. Date of Next Meeting**

Tues 18 July at Duffus Park Bowling Club

**Dates for 2023**

Tues 3 Oct in person

Tues 5 Dec on Zoom

**AGM** Tues 12 Sept

**Quiz** Fri 10 Nov