Largo Communities Together Board Minutes – Monthly Trustee Meeting (80)

Monday 31st August 2026

Venue: Largo Library and Community Hub 7-9pm (recorded via Zoom)

Attendees: Lou Robb (Chair), Stan Green (Vice Chair), Emily MacDonald (Treasurer), Jill Miller (Sustainable Development Lead), Ross McIntyre (Greenways Lead), Carol Duff (Friends of Largo Bay Lead), Brendan Diamond (Trustee and Community Council Link), JP Easton (Resilience Lead), Greg Smith (Editor, Largo Links), Gail Green (Heritage Lead), Morna Ramday (Trustee), Colin Orr (Attendee) Priya Logan (Attendee)

Apologies: Nora Conlin, Laurie Scott

No.	Agenda Item	Minutes/Key Points	Actions	Owner
1.	**Welcome and Apologies**	The Chair welcomed all and noted a near full attendance. Apologies received from Nora and Laurie. *Morna was asked, and agreed, to take the minute at the September meeting.* The minute-taking role will continue to be shared among trustees, using the Zoom transcript alongside notes taken in the room. The Chair noted that a number of actions from the previous meeting remain outstanding. The action list will be circulated with these minutes and trustees were asked to pick up items they are able to take on.	Circulate action list with minutes. Trustees to review outstanding actions and take on items where possible.	Chair / All
2.	**Approval of Minutes – 29th June 2026**	Minutes of the meeting of 29 June 2026 were approved. Proposed by Carol Duff, seconded by Stan Green. It was noted that a previous action to publish minutes on the website is still outstanding. Redacted minutes will be needed for the website [redacted]	Publish redacted minutes on the LCT website.	Priya / Chair
3.	[redacted] **Sustainable Development Group**	[redacted]	[redacted]	Chair / Sus. Dev Sub

No.	Agenda Item	Minutes/Key Points	Actions	Owner
		[redacted]	[redacted]	Group / Brendan / Priya

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		[redacted]		
4.	**Governance Update**	Laurie has advised that she is stepping down as Governance Trustee due to work and family commitments. Trustees recorded their thanks for the significant and very important work she has done in a short time on policies, statements, agendas and action plans, and behind the scenes. Laurie does not want to lose touch with LCT and may stay connected with one area of work (possibly Greenways) rather than Sustainable Development. Ross will contact her about Greenways. Lou and Priya will meet Laurie for a handover so it is clear where everything is held and what gaps remain. **A replacement Governance Trustee is needed as a priority. Legal and IT experience are helpful** but not essential; the key need is someone able to keep policies and statements in order. *All trustees were asked to keep an eye out for suitable candidates, including newer people appearing in the community.* Jill raised the importance of accuracy of trustee records held by OSCR and banks, citing another charity where mismatched names and dates of birth led to a bank account being closed for four months. Trustees agreed to carry out a quick review of LCT records (names, dates of birth, trustees listed) with OSCR and the bank to ensure consistency.	Meet Laurie for governance handover and identify gaps. Arrange thank you gift for Laurie. Ross to contact Laurie re staying connected with Greenways. All trustees to look for a Governance Trustee candidate. Review trustee details held by OSCR and bank	Chair / Priya / Ross / All / Priya

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			for accuracy.	
5.	**Treasurer / Fundraising Group Update**	**Pier Group funds**: the Chair authorised the transfer of the remaining Pier Group balance (£1,088) to the new Harbour Regeneration Group bank account today. *Trustees confirmed this is in line with the decision minuted by trustees approximately 8 to 9 months ago, that the balance would transfer once the Harbour Regeneration Group was fully constituted with its own bank account, and that LCT would meet expenses until then (none were claimed).* The Pier Group operated under LCT and the decision rested with the trustees. Email confirmation is held from Duncan Campbell. The old account can now be closed. **DTAS grant:** the first instalment of the new DTAS grant, which funds Priya and the community development work, was received at the end of June. Costs are being tracked against it for quarterly reporting. **Year end:** the financial year ended 30 June. Documents and bank statements are being uploaded to the accountant (Lauren). The aim is to have draft accounts for the AGM in November. As a SCIO at LCT's scale the accounts require independent examination, not a full audit. **Budget:** Emily is preparing a one-page budget summary for the board with two parts: operational costs of running LCT, and planning for known upcoming projects. A first draft will come to the next meeting. Trustees agreed they should review finances at least quarterly. Good practice is to hold three months of operating costs in unrestricted reserves; LCT is currently above this. The main challenge is identifying what is restricted versus unrestricted. At year end there was approximately £5,000 unrestricted, to be reconciled. The Chair suggested a rolling annual cycle of meetings with some quarters	Close old Pier Group account. First draft one-page budget summary to next meeting. Draft accounts ready for AGM. Quarterly finance review to be built into meeting cycle.	LR / EM

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		focused on finance/budget and others on comms or strategy.		
5a.	**AGM**	The AGM was originally scheduled for 30 November but the Chair is unable to attend that week**. Trustees agreed to move the AGM to Monday 23 November 2026.** This replaces the November trustees meeting. Venue not yet decided. It has not yet been publicised. An AGM group will be set up. Accounts are the main item; Local Place Plan matters and the communications work will feed in. Notices are now mostly by email with a reducing number posted. Carol proposed inviting the Blue Communities team (Stirling University) to present their findings at the AGM following their well-received presentation at the Blue Communities roundup in Edinburgh, which Carol and Andy attended for Friends of Largo Bay. Largo was one of three communities involved alongside North Berwick and Cramond. Trustees agreed: run the formal business briskly and make an evening of it. Carol to join the AGM group. [redacted]	AGM as agenda item next month. Set up AGM group (Carol to join). Invite Blue Communities team to present at AGM. Confirm venue and publicity.	Chair / AGM Group / CD
6.	**Largo Links / Community Events and Communications**	The new edition (48 pages) goes out this Saturday. Greg reported no issues. There is a small deficit each time the edition runs to 48 pages due to printing costs, offset by reserves and underspend. Greg does not want to increase advertising rates (currently £30 to £40) but this will be reviewed if printing costs rise further. **The next deadline is end of October for the December edition. Content wanted includes Selkirk/Crusoe 350 celebrations, Blue Space/Blue**	Content for December edition to Greg by end October. [redacted]	GS / PL

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		Communities, Creating Connections, the care home planning, AGM [redacted]. *The comms workshops identified Largo Links as LCT's best asset. Feedback from the community, including younger people, has been very positive. Trustees recorded heartfelt thanks to Greg and the whole Largo Links team.*	[redacted]	
7.	**Comms Update**	Jill reported on the two communications workshops held on 20 and 21 August facilitated by Marlene (The Emerald Agency). Seven reports arrived this afternoon: a summary of findings, an action plan workbook, brand and identity paper, communications plan with timescales, content calendar spreadsheets, a relationship database template, and a backstory/storytelling document. Jill will circulate all seven tomorrow**. A summary of findings has already been sent**. **Key findings:** LCT is a community movement and the custodian of that movement, anchoring and at times spearheading community activity (Crusoe 350 given as an example). Purpose is rooted in community wellbeing. The campaign concept that emerged was "Imagine a Connected Community", which each subgroup can adapt (e.g. imagine a clean sea). Other themes: telling the backstory, mapping who LCT talks to, a relationship database recording who holds which relationships, a review of channels (Largo Links, Facebook, MailChimp, newsletters), and recognising that some parts of the community will not be reached directly. Marlene described LCT as one of the most mature of the groups she is working with. Trustees who attended (Brendan, Stan) found the sessions positive and constructive. Stan noted one correction needed in the backstory: the one-acre food enterprise referred to was not an LCT project. *The reports are working documents and not for distribution beyond trustees at this stage. Marlene will return within around six weeks to meet subgroup*	Circulate all seven reports to trustees. Trustees to read reports and give time to them. Arrange follow-up meeting of trustees on the reports. Arrange Marlene session with subgroup chairs (within ~6 weeks). Submit DTAS application (~£10K). Ask Ronnie Graham re Marlene's	JM / All / JM / Priya / Priya / LR

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		chairs. ***In the meantime she has asked trustees to observe and talk to the community about what feels missing***. **Funding:** an application to DTAS for approximately £10,000 is being prepared by Priya to cover two years of ongoing support; this will go into the RRP fund again some cost will need to be met up front. As an aside Marlene runs a history book club and podcast and would like Ronnie Graham to appear. Lou will ask Ronnie. Related discussion (from item 10 and AOCB): Gail suggested an LCT banner for events; Morna suggested subgroups add the LCT logo to their own flags and materials to show connection. Trustees agreed branding, and when to use LCT versus subgroup identity, is part of the comms plan work.	podcast.	
8.	**Changing Places Toilet / Beach Wheelchairs**	The facility is still not open. Fife Coast and Countryside Trust (FCCT) has taken it on, but Fife Council remains responsible for the building handover and there appears to be an unresolved issue between the Council and the installing contractor. It was understood to be very close two weeks ago. Trustees will keep pushing. A running group arrived early one morning and found all toilets closed. Opening hours will not be all day; once handover is complete there will be a conversation with FCCT about opening times. Emergency markers: a Facebook post claimed the emergency location markers were wrong. Jill reported this was investigated with RNLI, FCCT and the police, all of whom confirmed the markers are correct and suitable. The markers on the Chain Walk, where most incidents occur, have just been completed. The post arose from a misunderstanding.	Continue to chase Council/FCCT on handover and opening hours.	JM
9.	**Grow Largo**	Not discussed. To be covered in more detail next month. List of those	Grow Largo on	PL / CO /

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		interested continues to grow.	next agenda.	JM
10.	**Sub-Group Updates**	***i) Greenways*** Ross reported the group last met on 8 July and meets again next week. Communication with Fife Council remains slow; the group is waiting on responses from two officers regarding core path upgrades (path to the school) and active travel routes. Robbie Blythe has been responsive and may offer training and small funding for path maintenance volunteering. Ross is trying to obtain the summer path works schedule from Richard Brown (grounds maintenance team manager). A Greenways piece is in the new Largo Links (page 14) with a QR code and link to the LCT website. This is the first community-wide engagement by the group. The web page links to: the path audit (ownership and surface, generalised for public use), the Fife Core Paths map, and a short survey (which paths people use, which are important, problems, and improvements wanted). Trustees were asked to click through and respond. The website will also be used to direct social media complaints to the survey. The poor condition of the path to the school under the viaduct was raised by Gail, which has deteriorated badly, is difficult with a pram and poorly lit. A site visit with the Council is proposed. Ownership is unclear; Ross will discuss with Brendan how to obtain title information through the Land Register before any surface work is done. Next stages: path maintenance involvement, improved signage, and QR codes linking to heritage content. ***ii) Resilience*** Fuller discussion deferred to next month. The Lower Largo Friendship Group	Trustees to respond to the Greenways survey. Obtain path maintenance schedule from Fife Council. Site visit re viaduct path to the school; check ownership via Land Register. JP to meet Cammy and Nora; check Warm Welcome costs with Emily. Consider applying for community local planning budget for Warm Welcome.	All / RM / RM, CO, BD / JP / JP, EM / JP

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		has received a personal donation and donations from groups. JP is meeting Cammy shortly and has suggested Ian Anderson (parent, council employee and trained community worker) joins to share the load. **Warm Welcome:** Priya met Nora. The volunteers are keen to run it again, probably from mid-November; trustees suggested mid-October if possible. Costs (food, then premises) exceed the small amount of donations received. JP to check with Emily what it cost versus income. Fundraising ideas: a thrift or jumble sale, talks or workshops with proceeds donated. Emily noted the community local planning budget (approx. £500 to £1,000) has not been applied for in recent years and could be applied for. Stan suggested contact with Colinsburgh community fridge/veg for surplus food. Trustees noted Warm Welcome is a good opportunity to show LCT presence in Upper Largo, and that many attendees may not know LCT organises it. This is another comms opportunity. ***iii) Culture & Heritage*** Gail reported a very successful Heritage Festival / Crusoe 350 week: around 720 people visited the exhibition, over 100 of Ronnie Graham's books were sold, and all events were well supported, with the school, young people and many community groups involved. Trustees congratulated Gail and the team on the organisation. Summary reports have been forwarded to Emily. ***iv) Friends of Largo Bay*** Carol confirmed the next beach clean is 19 September and the quarterly general meeting is Tuesday 22 September, 7pm, at the Aurrie Mor Hall, all welcome. See item 5a for the Blue Communities proposal.	Fuller Resilience update next month.	
11.	**Creating Connections**	Greg outlined the event: a series of workshops (art, music, word, nature and a	Complete event	GS / PL

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	(2–3 October)	Saturday science session) at venues around the area, culminating in an evening event where everything created during the day is shared. The theme is based on The Lost Words / Spell Songs. Musicians include Yvonne, Greg, Robin Bell (organ) and Claire (oboe). On the Friday there is a film screening featuring the Spell Songs performers. Priya is building the web page on the LCT site linked from the QR code in Largo Links. The event is now an LCT-sponsored music, art and poetry event. Trustees suggested inviting local press to cover it as an example of community-led creativity.	web page and promotion. Consider press coverage.	
12.	**AOCB**	**a) Former school building** Colin reported the citizen subcommittee has concluded there is not enough community resource to make viable use of the building. Elspeth Cook has written a report setting out the reasons and covering childcare provision. Brendan reported Fife Council's architects do not consider it worthwhile for social housing and the Council's legal team will not restrict the sale to affordable housing providers, wanting to maximise return. Brendan is continuing to press through the Community Council, citing the Local Place Plan action plan, and Kingdom Housing (Director of Planning) remain interested and think three units could be achieved. It was suggested Brendan contact Cllr Judy Hamilton (Housing and Communities) and Lou will forward the Kingdom Housing contact. **b) Harbour Regeneration** Stan attended the community meeting at Montrave Hall. The group has secured £150,000 to develop the project and seek further funding. The budget is now around £4 million (previously £2.5 million), with philanthropic donations a key part of the plan. It is a three-stage project: stabilise, build, and finish. No engineering work yet. LCT continues to support Duncan with background	Contact Cllr Judy Hamilton; forward Kingdom Housing contact. Consider cultural events programme within comms planning.	BD / CO / Comms Group

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		information while the group runs its own affairs. **c) LCT-sponsored cultural events** Carol suggested LCT sponsor a programme of events across the community's venues (Simpson Institute, Durham Hall, Montrave Hall, Aurrie Mor) to bring people together, building on the strong musical community. Colin noted local bands (e.g. a band member playing at Glenfest) could be approached for hall events. Trustees agreed this fits the comms plan aim of reaching new audiences, noting resources are limited and best value would need to be considered. Creating Connections is a first example. **d) Next meeting** Monday 28 September 2026.		

LCT ACTION SHEET

Board Meeting No. 79 – 31 August 2026

No.	Action	Owner	Due
	CARRIED FORWARD FROM 29 JUNE 2026 (status in brackets)		
CF1	Pass the new Heritage Group Committee names to Laurie for the spreadsheet. (Not reported; Laurie stepping down, transfer to Priya.)	Gail / Priya	Next meeting
CF2	Follow up with the Council on the Friendship Group funding and explore	JP	Ongoing

No.	Action	Owner	Due
	alternative support. (Ongoing; donations received, see item 10ii.)		
CF3	[redacted]	Lou / Priya	ASAP
CF4	Share Creative Connections event details with Emily to confirm insurance cover. (Not reported.)	Lou / Greg	Before 2 Oct
CF5	[redacted]	Priya	Next meeting
CF6	Respond to Jenny Gilruth clarifying LCT's supportive but separate role on harbour regeneration. (Not reported.)	Stan	ASAP
CF7	Research ownership of the passageway and steps at 18 Main Street. (Not reported.)	Ross	Next meeting
CF8	Redact and update minutes on the LCT website. (Outstanding.)	Lou / Priya	September
CF9	Subgroup chairs to consider WhatsApp groups for communications and mobilisation. (Not reported.)	All subgroup chairs	Next meeting
CF10	Hard resilience discussion. (Deferred from August.)	JP / Trustees	28 Sept meeting

No.	Action	Owner	Due
CF11	[redacted]	Priya / Sus. Dev Subgroup	Next meeting
CF12	Seek funding for communications expertise. (In progress: DTAS application c. £10K.)	Priya / Fundraising Group	September
CF13	Meeting with Action Porty on their communications plan. Done	Priya / Jill / Lou	Next meeting
	NEW ACTIONS FROM 31 AUGUST 2026		
1	[redacted]	Chair	Before 28 Sept
2	[redacted]	Priya	Next meeting
3	[redacted]	Brendan / Peter/Priya	Ongoing
4	Meet Laurie for governance handover; identify gaps	Lou / Priya	ASAP
5	Ross to contact Laurie about staying connected with Greenways.	Ross	ASAP
6	Identify candidates for Governance Trustee role.	All trustees	Ongoing
7	Review trustee details held by OSCR and	Priya / Trustees	Autumn 2026

No.	Action	Owner	Due
	the bank for accuracy and consistency.		
8	Close old Pier Group bank account.	Emily / Lou	Next meeting
9	First draft one-page budget summary to trustees.	Emily	28 Sept meeting
10	Draft accounts for AGM.	Emily	November
11	AGM on next agenda; set up AGM group (Carol to join); confirm venue and publicity for 23 November.	Chair / AGM Group	September
12	Invite Blue Communities team to present at the AGM.	Carol	October
13	Content for December Largo Links to Greg[redacted].	All / Priya	End October
14	Circulate all seven Emerald Agency reports to trustees; trustees to read.	Lou/Jill / All	September
15	Arrange trustee follow-up meeting on the comms reports and a session for Marlene with subgroup chairs.	Jill / Priya	Within 6 weeks
16	Submit DTAS application (c.£10K) for ongoing comms support.	Priya	September
17	Ask Ronnie Graham about appearing on Marlene's podcast.	Lou/Gail	When convenient

No.	Action	Owner	Due
18	Continue to chase Fife Council / FCCT/Jan on Changing Places handover and opening hours.	Jill	Ongoing
19	Grow Largo on next agenda.	Priya / Colin / Jill	28 Sept meeting
20	Trustees to respond to the Greenways survey.	All	September
21	Obtain path maintenance schedule from Fife Council grounds maintenance.	Ross	Next meeting
22	Site visit re viaduct path to the school; check ownership via Land Register.	Ross / Colin / Brendan/Stan	Next meeting
23	Warm Welcome costs versus income with Emily; consider community local planning budget application and fundraising.	Priya/ JP / Emily	Next meeting
24	Complete Creating Connections web page and promotion	Priya / Greg	Before 2 Oct
25	Contact Cllr Judy Hamilton re former school site; Colin to forward Kingdom Housing contact to Brendan.	Brendan / Colin	ASAP
26	Consider LCT-sponsored cultural events programme and LCT branding/banner within comms planning.	Comms Group	Ongoing
27	Start to talk to the community at large about what's missing, etc., in line with comms.	All.	Ongoing.

No.	Action	Owner	Due