

**Minutes of the  
Extraordinary General Meeting, and  
Annual General Meeting  
Both held on 7<sup>th</sup> December 2017**

1. The Chair, David Kirk, welcomed Trust members and members of the public to the second Annual General Meeting of the Trust.
2. The Chair informed the meeting that the Speaker on Digital Towns, Richard Watson, had to send his apologies but indicated he is willing to provide a talk early next year.

**Extraordinary General Meeting –**

There were two proposed resolutions for amendments to the Articles of Cupar Development Trust, both circulated in full in the Notice of the meeting: Article 98: change of heading to “Conduct of directors and procedures at meetings of directors” and replacement of wording of Article 105 (see attached Appendix I).

Resolutions agreed unanimously by the member attendees.

Proposer: Bill Pagan   Seconded: Jennie Hughes

3. **Annual General Meeting**
4. **Minutes of the last AGM December 2016.**

Minutes agreed as true record. Proposer: Jim Hair, Seconded: Des Montgomery.

5. **Annual Report 2016/17.**

The Chair described the activities pursued by the Trust over the twelve months from December 2016.

The Trust is a community-based organisation which has the purpose of promoting strategic but practical steps for the improvement of Cupar town centre. The Trust is entirely reliant on volunteer effort.

The Board of Directors, a total of eight, has remained unchanged over the past year. Jennie Hughes agreed to take on a new role of managing communications to ensure that members of the Trust and the wider public were kept informed of the Trust’s activities and progress.

The Board has met on twelve occasions over the past year.

At its First Annual General Meeting held on the 1st December 2016, two major initiatives were described. These were:

- the 'Inner Court' concept for an ambitious re-development of an extensive area of town centre back-land
- The town centre charrette 'Cupar Could' which engaged the local community in identifying what they considered to be of real value about the town centre, and produced ideas for place improvement.

### **The Inner Court Development**

The design plans of the 'Inner Court' concept to redevelop an extensive area of back-land to the rear of Crossgate and Bonnygate had gained popular approval at consultation exhibitions in 2016.

The Kingdom Housing Association, Fife Council and the Development Trust agreed to work together to help deliver the concept, and the plans have been further refined.

Fife Council has secured Vacant and Derelict Land Funding of £400,000 necessary for site clearance and has acquired the out-standing title for the Bonnygate gap site.

Kingdom Housing is progressing proposals for the housing development of around 25 two-bedroom flats.

With grants received from Fife Council earlier this year, the Trust commissioned a feasibility and costing report for the refurbishment of older properties in George Inn Pend and derelict buildings attached to the rear and fronting the adjacent close. The design plans showed potential for a hub for creative industries - probably digital in nature, and likely to find benefit from being co-located. The design also provided for a common space and meeting room.

Application was made to the Heritage Lottery Fund for a development grant to fund preparations for planning approval and researching the history of the Inner Court site including carrying through an archaeological survey. However, following a panel meeting of Heritage Lottery Fund in September, the application was not awarded funding at this stage, and further refinement of the application is needed.

### **The Cupar Town Interpretive Plan**

Chair reported that throughout the past year the Trust has been working with Cupar Heritage to develop a Town Centre Interpretive Plan. The Trust, and Cupar Heritage jointly decided that an Interpretive Plan was required to guide the future development of the rich heritage of the town centre, and to identify the steps necessary to establish Cupar as a visitor destination.

The Trust secured an "Activating Ideas" grant from the Scottish Government. Heritage consultants CMC Associates were commissioned to develop a strategic framework of the community-led heritage-related proposals.

The Working Group has met on a regular basis with the Consultants, who continue to advise on the development of the Plan. Meetings with many other local groups involved in the heritage of the town, in a quarterly Forum, have proved valuable opportunities for reporting and consulting.

Specific topics for heritage exploration and for storytelling have been selected for the initial community-based projects. The Plan also identifies a co-ordinated, strategic approach that policymakers and funders can back to secure the longer-term goals of vitality and commercial sustainability of the town centre.

### **Governance**

The Board had approved a suite of governance policies and procedures assembled by Bill Pagan.

### **Communications**

The Trust's website had been maintained throughout the year and Face-book 'shorts' introduced. Two newsletters had been prepared and issued by Jennie Hughes.

The Annual Report 2016/17 was approved. Proposer: David Kirk Seconded: Bill Pagan.

### **Treasurer's Report.**

The Treasurer Jim Hair spoke regarding the Trust's Financial Statements for the period from 4<sup>th</sup> April 2016 to the 31<sup>st</sup> March 2017. He indicated that the Statements had been partly prepared to reflect the requirements of the Accounting and Reporting Charities Statement of Recommended Practice (SORP 2015) as well as meeting other statutory accounting standards and in accord with the special provisions for small companies set out by the Companies Act 2006.

He indicated that the Trust had only initiated projects where it had secured funding to cover any costs to be incurred. He described how that the Trust had received income of £ 29,535 and had met expenses of £29,763 during the accounted period ending 31 March 2017.

The Treasurer's Report was accepted. Proposed: Jim Hair Seconded: Violeta Ilendo

## **6. Election of Directors and re-election of the existing Directors.**

An application to serve as a Member Director had been received from Kate Hughes. It was recognized that she will bring considerable experience and knowledge to the Board. Her election to the Board was unanimously supported.

Proposer: David Kirk Seconded: Jim Hair

Two existing Directors, Chair David Kirk and Des Montgomery expressed an interest in continuing to serve on the Board, and were re-elected. Proposer: Jim Hair Seconded: Violeta Ilendo.

Jim McLeish stood down from the role as a Director but will continue to be a member of the Trust. The Chair thanked Jim McLeish for his contribution to the development of the Trust and in particular his commitment to promoting the Inner Court Development, noting

that he had been instrumental role in forging excellent working relationships with other organisations.

7. On behalf of the Trust's Board the Chair thanked the individuals, local groups and the public bodies who had supported the work of the Trust over the year and had made the activities and results possible. He also thanked Janice Laird, David Grove, Ian McCrory, Guthrie Hutton, Ian Copland, Robert Graham, and other Trust partners.
8. Bill Pagan proposed thanks to David Kirk for his tremendous efforts on behalf of CDT, and this was met with acclaim.

David Kirk

Chair, Cupar Development Trust

7<sup>th</sup> December 2017