

Kirkcaldy Area Sports Council

Meeting held on

13 November 2006

3 East Fergus Place, Kirkcaldy

1. Present: Marilyn Livingstone (Chair), George MacDonald (Secretary), Mark Bramwell (Vice Chair), Alistair Robertson (Treasurer), Jen Small (Fife Council), Kevin Murphy, Ken White, Gary Innes, Graeme Scoon, Darren Hope, Jenny Anderson, Jennifer Collins

2. Apologies: Bill Brand, Helen Kuzyszyn – George informed the meeting at this point that he was unable to make contact with Dave Paton & James McPherson. Jen informed that Helen Kuzyszyn will be attending in place of Linda McKnight of Adam Smith College. Marilyn agreed to write to D Paton and J McPherson. At this point the minute of the meeting held on 16 October, with the addition that the Affiliation Fee is set at £10 for the year, was agreed as a true record, moved by Ken White and seconded by Gary Innes.

3. Adoption of Constitution: Jen distributed a further draft of the constitution with the proposed amendments from the previous meeting.

Amendments to:

Section 3.1 (c) – Agreed

Section 4.1 – Agreed with a further inclusion of the words *‘but may be exempt from funding depending on the policy of the funding body.’*

Section 5.1 – Agreed with a further inclusion of the words *‘sexual orientation’*.

Section 10.6 – Agreed to adopt the following paragraph – *‘Public notification of Sports Council meetings will be given. Members of the public may attend all meetings in a non-voting capacity, can request any points they want raised to the Chair, by giving written notification of such points at least 7 days in advance of the meeting, which may be raised at the Chairs discretion. Management Committee only meetings are possible for operational, confidential and financial business.’*

Section 12.1 – Agreed and to add *‘12.2 If there is no AGM or no notification of an AGM in any 12 month period, the association shall be deemed to have been dissolved.’*

Jen to send final draft to Secretary and Vice Chair for final approval and once approved will be placed in Marilyn Livingstone’s office at 3 East Fergus Place, Kirkcaldy for all to sign. Marilyn will then inform all concerned of the opportunity to add their signature.

4. Treasurer’s Report: Alistair reported that while initiating the opening of the Kirkcaldy Area Sports Council bank account, he was informed by the bank that some monies were in another bank account of a previous Sports Council. After discussion it was agreed that Jen would take the matter up with Jim Douglas and seek a way forward for this money.

Jen to Action. In the meantime it was agreed that the Treasurer proceed to open an account with the Royal Bank of Scotland and organise the authorising signatories.

Treasurer to Action. Further discussion was held on possible grants to the Sports Council. These included grants from Fife Council Voluntary Grants Budget, Growth Bid and Seedcorn Grant. It was agreed that Jen would seek out further information on available grants and report back. **Jen to Action.** Jen asked that a member of the committee seek out the information and application process for the seedcorn grant. Mark Bramwell agreed to do this. **Mark to Action.** The Treasurer asked if the committee were

agreed that payment of items should be done by cheque and asked for approval to hold an amount of petty cash to pay for incidentals. After general discussion it was agreed that most items would be paid by cheque and that a float of £30 of petty cash be held.

Treasurer to Action.

5. Membership Issues: Discussion was held on those sports that did not have a governing body under SportsScotland. Discussion was held on this subject and Marilyn agreed to write to SportsScotland about the sports, Roller Hockey, American Football, and Fitness Gym. Marilyn asked that a member from each of these sports assist her with the formation of the individual letters. Agreed that Graeme Scoon, Mark Bramwell and Jenny Anderson would assist. **Marilyn, Graeme, Mark, Jenny to Action.** Jen informed the meeting that she would be meeting with Kirsten Collin soon and would also discuss this matter. Darren informed the meeting that after discussion with the Secretary it was agreed that he would be better represented on the committee as a member from his football club, Beveridge Rovers

6. Future Meetings/Way Forward: George MacDonald asked on the process the Sports Council should go through in achieving its own identity with letter headed paper etc. and how it becomes recognised by Fife Council and funding bodies. Mark intimated that he had constructed a mock website (www.fifefire.com/kasc) with a logo he had created and had asked for feedback. Mark asked if anyone had photographs that had no copyright, so that he could use these for further examples of logo/header. **George and Mark to Action.** Ken White suggested that a further meeting be held to 'tie things up' and that a full Sports Council Meeting be held early January. Jen suggested that each member come back to the next meeting with 3 suggestions/ideas of what the Sports Council should be doing. Marilyn informed that she would look into media liaison with a view to having a regular report in the press. **All to action.**

Suggested agenda for next meeting to include; Minutes of previous meeting, apologies, Treasurer's report, website/headered paper, affiliation form, update on membership issues, priorities/ideas, aocb.

7. AOCB: Mark Bramwell/Jen Small asked if there was any knowledge of how the Association achieves charitable status. After discussion it was agreed that Mark and Jen would look further into this and possibly get in touch with CVS Fife. **Mark and Jen to Action**

Date of next meeting;

Monday 11 December 2006, 6pm, 3 East Fergus Place, Kirkcaldy