

Dunbar and East Linton Area Partnership Meeting
24th June 2024 at 19.00 – 21.00
Bleachingfield Centre, Dunbar

Meeting Chaired by: -

Alasdair Swan, Vice Chair of the Dunbar, and East Linton Area Partnership (AS)

Members (and substitute members) present:

Gill Wilson, Dunbar Community Council (GW)
Anne Lyall, East Lammermuir Community Council (AL)
Andrew Ashton, West Barns Community Council (AA)
Scott Marjoribanks, Small School Parent Councils (West Barns) (SM)
Nigel Bird, Dunbar Grammar School Parent Council (NB)
Danny Wight, Dunder Community Council (DW)
Pippa Swan, Dunbar Community Council (PS)
Kath O'Brien, West Barns Community Council (KO'B)
Mike Shaw, Dunbar Shore & Harbour Neighbourhood Group (MS)
Mitch Stevenson, VCEL, Locality Officer (FO)
Jo Waddell, Dunbar Trade Association (JW)
Margaret Middleton, Monksmuir RA (MM)
Liz Kerr, Monksmuir RA (LK)
Jo McNamara, Sustaining Dunbar (JM)
Christy Pryse Hawkins, Innerwick Parish Welfare Association (CPH)
Frances Allan, Co-opted Member, non-voting (FA)

Others in attendance

Stevie McKinlay, ELC, Connected Communities Manager (SMc)
Jacqui Bell, Day Centre (JB)
Laura Chant NHS(LC)

Apologies

Allison Cosgrove, Chair (AC)
Cllr Lyn Jardine, Elected Member ELC (LJ)
Linda Shaw-Stewart, Dunder Community Council (LSS)
Stephen Bunyan, Dunbar Community Council (SB)
Suzie Fletcher, Innerwick Parish Welfare Association (SF)
Hayden Thomas East Linton Climate Action (HT)

| Ref | Item | Action |
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| 1.00 | Welcome AS welcomed everyone to the meeting and the meeting was declared quorate. | |
| 2.00 | Apologies Apologies as recorded above. | |
| 3.00 | Notification of Declaration of Interest Nil | |
| 4.00 | Minutes of Meeting – May 2024 | |

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| | <p><u>Amendments</u></p> <p>Item 6 – VCEL requested that the note be amended to make it clear that they help to facilitate training but do not deliver same and the package on OSCR training is still under production.</p> <p>DTA requested that the note be amended to remove reference to a pre-existing town centre development plan.</p> <p><u>Adoption</u> of the minutes was proposed by PS and seconded by KO'B and the minutes were adopted subject to the above changes.</p> | |
| 5.00 | <p>Management of 2024 AGM</p> <p>Andrew Ashton had asked to speak to members about the management of the 2024 AGM and AS thanked him for his patience in waiting until the June meeting.</p> <p>Andrew spoke to prepared notes summarised as follows:</p> <ul style="list-style-type: none"> • The AGM had not been run well and had been squeezed into a meeting that should have been AGM only. • Office bearers should have been asked to provide reports for the AGM. • The election of new office bearers was rushed. • Nobody knew or understood what was happening as the evening progressed. • The delayed notice of the appointment of office bearers and members to the day following the AGM was not good and notice should have been given that night. An independent counter/adjudicator could have counted votes and this would have helped. • Past office bearers should be retained for at least a year as DELAP members so that knowledge could be retained at the table. • Election and membership rules were changed by SMcK for 2024 without consultation with members, and without notice, just 2 or 3 days before the AGM. • AA had attended every DELAP meeting and there had never been any dissatisfaction expressed about the way last year's AGM had been handled. • DELAP members and not SMcK should change the rules if and when members believe this to be appropriate. • Minutes of sub-group meetings are never circulated. • Changes to sub-groups should be decided by DELAP as a whole and not by office bearers and/or SMcK. • DELAP members should decide together how the business of the group should be managed. <p>SMcK stated that he did not recognise reality in any of the actions attributed to him by AA.</p> <p>The change to allow a delay of notification of office bearers and members to the day after the AGM followed last year's AGM where the outcome had resulted in considerable distress to some candidates. Voting can be emotional for candidates who put themselves forward and the delay offered time for new and past office bearers to assimilate revised status. This change was agreed with both the Chair and Vice Chair of DELAP, JB and AC.</p> <p>The agenda, timings, speech slots and all aspects of the AGM meeting were in accordance with DELAP Standing Orders and were discussed and agreed with the DELAP Chair and Vice Chair, JB and AC.</p> | |

The 'market place' format that preceded the AGM allowed members and the public to understand what DELAP had been up to in the past year and where funding had gone. This took the place of a Chair's Report. This 'reporting' format, including the publication of the event, was agreed with the Chair and Vice Chair, JB and AC.

In short, and in answer to a POI question, SMcK confirmed that the whole evening had been planned and agreed with office bearers. SMcK and Lorna McLennan had then done all the work to make the event happen – with no support from any DELAP member or office bearer – and it had been very well received on the night.

AS invited discussion on how future AGMs might be improved, if, indeed, members felt that change was necessary.

Members views were:

- The 'market place' idea was a good one, offering an opportunity for DELAP to showcase all the good work that it supports.
- Consideration might be given to more effective promotion of the event to reach a wider audience
- At the AGM, time should perhaps be given to allow for questions to candidates once the statements had been made.
- It was appropriate for office bearers to make decisions about how DELAP business is managed – it is the principal task of the office bearers to lead the partnership.
- Consideration will be given to including a formal Chair's Report next year.
- Consideration will be given to timings so that the evening is not unduly rushed.

Members were invited to vote on whether or not they wished to see the AGM and Market Place/Public Info session as a single event or two separate events. ***By a majority of 8 to 4, members agreed that both the AGM and Market Place should happen as a single event.***

AA was invited to take a lead on developing an improved plan for next year's AGM but he declined the invitation. AC and AS as current Chair and Vice Chair will therefore take these ideas forward, with support from SMcK.

DTA asked how community bodies that had missed the deadline for consideration as DELAP members might now be considered for membership. SMcK advised that any group could approach the Chair at any time and consideration would be given to bringing forward a vote.

6.00

DELAP Funding Applications

Papers for all funding applications for consideration at the meeting were circulated in advance and it was expected that members would be completely familiar with the detail of same. All applications are considered by the DELAP Scrutiny Group before being put forward for consideration by members. AS invited members to note that all applicants seemed to be targeting a sum of £5k and members were reminded that they could support projects to a reduced sum, as they saw fit.

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| | <p>6.01 - <u>The Space Youth Work and Community Building</u> The application was considered at length with helpful contributions from members. There was widespread recognition of the potential value of the Space and a real appreciation for all that Adrian Girling is doing to make a difference to young people in Dunbar.</p> <p><i>Members voted unanimously to support this project in the sum of £5000.</i></p> <p>6.02 – <u>Richmond’s Hope – Bereavement Counselling for Children and Families</u> Members recognised the there was a relatively high incidence of suicide in East Lothian and that untimely death in any family can have a serious impact on children and young people. There was widespread support for a programme that offered local support to local people when it was needed, and Richmond’s Hope was supported by local people who currently have to deal with these impacts on families.</p> <p><i>Members voted unanimously to support this project in the sum of £5000.</i></p> <p>6.03 – <u>Karele – Equine-facilitated Learning for Children</u> Several members were familiar with Karele and their raison d’etre. Karele had received money from Haddington and District Area Partnership for an identical project that was to have been complete by June 2024 but no courses had been run nor children placed. The per person rate requested from DELAP by Karele had almost doubled for an identical programme, with no reason given. There were perceived shortcomings in the way the facility and its courses were managed and members were not persuaded that a DELAP area need had been identified.</p> <p><i>With one abstention, members otherwise voted unanimously to provide no support for this application. Consideration may be given to offering support as and when the course offered to children in the Haddington and District AP area had been delivered and its value independently assessed.</i></p> | |
| 7.00 | Comfort Break | |
| 8.00 | <p>Proposal for revised format for DELAP Funding Applications A draft of a proposed revised funding application form was circulated to members prior to the meeting, for review.</p> <p>SMcK explained that the proposed change has been brought about by a long held view that the current form is too long and cumbersome for both applicants and members. There was little perceived value in rehearsing elements of the Area Plan and it was felt that members would appreciate being able to get straight to the essence of any funding application. The form offered to members is being used by other Area Partnerships in East Lothian.</p> <p>Members commented as follows:</p> <ul style="list-style-type: none"> • The proposed change to the application form was welcomed • It was agreed that the form should be adjusted to make a clear difference, on the front page, between the organisation and the project name/purpose. • It was agreed that the contact name and any web address should be included on the front page • At Question 2, the words “e.g example” are to be deleted | |

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| | <ul style="list-style-type: none"> • At Question 3, the wording is to be amended to read – ‘<i>What are the main goals of your organisation...</i>’ • The wording at Question 6 should read – ‘<i>Are volunteers, or could volunteers, be involved in this project and in what way(s)?</i>’ <p>Subject to the above adjustments, the new format form was adopted and will be used for all future funding applications to DELAP.</p> | SMcK |
| 9.00 | <p>DELAP Communications Update</p> <p>A proposal paper on a new approach to DELAP communications, prepared by Frances Allan with agreement from DELAP Chair and Vice Chair, was circulated to members with meeting papers. Members were invited to support the proposals that DELAP should have:</p> <ol style="list-style-type: none"> 1. To transfer £200 to Dunbar Community Council to enable it to pay for the IT required by DELAP, such sum to be accounted for at each meeting to the Area Partnership, and to be used only on DELAP business. 2. To authorise the setting up of a DELAP domain name of “delareapartnership.org.uk for £7.20 per year 3. To set up a DELAP dedicated website on Our Locality for a cost of £144 per year on a local Wordpress platform/ 4. To set up email addresses with the new domain name for office bearers, communications, manager and the administrator. 5. To transfer the administration of the DELAP Facebook page to a delareapartnership.org.uk address, and to place the emphasis on the work of the Area Partnership when posting news. 6. To introduce a quarterly digital, newsletter, with paper copies available at the library starting in September 2024. 7. To develop a private website over the summer for final sign-off by the Area Partnership at its September meeting, after which it will become public. <p>FA, who is an experienced journalist, would like to move towards plain English to explain the work of the Area Partnership and how it sits in the wider East Lothian plan system. FA, AC and AS would like the Area Partnership to be better publicised and be seen to be more public facing. All members will be expected to be working to shared goals and to be mutually supportive in any media.</p> <p>JB reminded members that she had grown the current Facebook Page to a following of some 1800 followers and an offer was made to FA to join that page as Admin. FA/AC/AS will give consideration to this but the current thinking is that a new Facebook page with a new identity, and admin would be preferred.</p> <p>MS offered to support FA to progress this comms programme.</p> <p>The proposals were unanimously supported and will be actioned.</p> <p>FA called for members to begin to supply her now with articles that could be included in the quarterly newsletter.</p> | <p>SMcK</p> <p>AS</p> <p>AS</p> <p>AS</p> <p>FA</p> <p>FA</p> <p>FA</p> <p>All</p> |
| 10.00 | DELAP Sub-Groups (AS) | |

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| | <p>There are currently three DELAP sub-groups:</p> <ul style="list-style-type: none"> • Scrutiny • Travel and Transportation • Health and Wellbeing <p>The Scrutiny Group has is currently effective and it was proposed and agreed that this sub-group should be retained.</p> <p>The Transport Group was originally established to look specific travel issues in the area and these have either been dealt with or no longer have relevance. The group has not met for some time.</p> <p>The Health and Wellbeing Group has moved on from its detailed work to analyse future community health care needs and a significant group of people involved in health and wellbeing in the community, and wider afield, now meet periodically to share information in a general way.</p> <p>AC and AS would like to move to a system whereby any DELAP sub-group is given as specific remit for a piece of work to be delivered within an agreed timescale.</p> <p>It was therefore proposed that the Transportation and Health and Wellbeing Sub-groups be disbanded in their current form. It is envisaged that the current Health and Wellbeing Group will reconstitute outwith the Area Partnership to allow for informal exchange of information and ideas to continue.</p> <p>Consideration will be given to the formation of any new sub-groups at the September meeting.</p> <p><i>This was agreed.</i></p> | |
| 11.00 | <p>Area Plan – Key Projects (AS)</p> <p>A draft Area Plan was circulated to members earlier this year for comment. AS reminded the group that the current draft, is based upon the previously adopted format and conforms with the requirements of the current East Lothian Plan. The Local Area Plan document is a framework that supports deliverable projects. It does not limit practical ambition, nor does it preclude changes to the 'shopping list' of projects over time. Members are in the Area Partnership because they are deemed to have a good understanding of the needs and aspirations of the community. The current draft is largely based on the wisdom and the experience of the last decade.</p> <p>This draft Area Plan will be re-circulated to members over the summer, seeking in particular any items that members are uncomfortable with. New ideas are always, and will always be welcome</p> <p>Key projects are still to be agreed and members were invited, again, to share ideas with AS. This can include any projects identified during the Civic Week Pop-up Shop and Fun Day sessions, but any project put forward has to be SMART (specific, measurable, attributable, realistic, and time bound), Lying within the capacity of DELAP to deliver or support. 'Community Champions' will be needed for every project for the project to be attributable. A consideration as to whether any identified projects are currently covered by</p> | <p>AS All</p> <p>All</p> |

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| | <p>the aims of the draft Area Plan may help members to identify any shortcomings in the current draft.</p> <p>There was some discussion over the need for further consultation and review before any Plan could be published, with differing views over the value of same, given the impact it would necessarily have on any meaningful work being progressed.</p> | |
| 12.00 | <p>Next Meetings</p> <ul style="list-style-type: none"> ○ 9th September 2024 ○ 25th November 2024 | |

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