**Dedridge Regeneration group**

**Note of meeting held on**

**Tuesday 21st June 2022, 6pm Crofthead Community Education Centre**

**& virtually on Microsoft TEAMS**

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| **Agenda items**  | **Notes**  | **Actions** |
| **Welcome****Apologies**  |  Karon Langan, John Hepburn, Joyce Campbell, David Liddell, Eddie Miller, Elayne Young?, Cllr MacAulay, John WardropeCllr Fitzpatrick, Cllr Heggie, Cllr Shemilt, Ruth Hutchison |  |
| 1. **Notes of last meeting & matters arising**
 | Notes agreed by those present at the last meeting as a true reflection of the last meeting  | **To be noted**  |
| 1. **Dutch barn & cycle track PB funding**
 | **Old Barns:** demolition starts 4th July and should take 2 weeks **Cycle track;** the Contract is out to tender through Contract Scotland and should take around 3 weeks  | **To be noted**  |
| 1. **Survey link - activities being held in Dedridge**
 | Survey designed link to be sent to Joyce and Lorrain for comment before going live for completion. Some changes are required Anacronyms removed. CR to make changes before going out for services and organisations to complete.Agreed to keep it open until end of August for schools to complete | **Joyce/Lorrain/Lesley**  |
| 1. **Crofthead community garden growing /planting**
 | Crofthead Mc are unable to apply for investing in communities. The work that has been undertake to date on the funding application is being worked up into a lottery application.Green gym, HYPE- CLD youth team back in working within the garden, rouigh landscaping course back in with Oatridge. A greenhouse has been donated form a local coupleThe management Committee are researching into the possibility of keeping laying hens within the estate to support food insecurity initiative’s and as a learning opportunities. Summer activities during the school break – gardening event, plant sharing, Arts and crafts, growing etc . 2 weeks’ notice at least needs to be given to organise an eventCan we possibly organise two activities – during the week/weekend?  | **To be noted** **all** |
| 1. **Litterpicking update**
 | Lorrain to pick up posters from the school to promote any activity. Prizes organised. Discussion arose on how the Litterpicking team can link more closely with the schools. And to engage the parents/carers get involved in the school litterpicks. Joyce to organise a pull of people | **Lorrain/Karon****All****Joyce** |
| 1. **Golden tickets & cooking courses**
 | Golden ticket – looking for additional ideas from the group on how to reach those that might benefit from the meals availableLorrain to update On how many Dedridge PS have been given out /how many redeemed? Enquire about processes with potential users to improve process and systems. Baptist church to be approached again. Possibly community payback team, and Anocher House and homeless unit  | **All****Lorriane/David/Kath****Kath/David** |
| 1. **Underpass project/handrail project – Town centre fund**
 | Town centre funding was awarded to the handrail project for a second handrail and to the underpass project. Any funds used from the handrail project is to be redistributed to the underpass project. The rail project is being put together as a’ job lot’ with other jobs. Th e litterpickers were not awarded any funds – if additional funds become available we would then look at supporting the WLLP through Karon and her team  | **To be noted**  |
| 1. **Gala Committee**
 | Elected members have expressed that they are supportive of a Dedridge Gala Day ***Here is few things to think about when starting up*** * Constitution/Type of organisation
	+ Insurance – Speak to WLC insurance officer Kenneth Howley he will put you in touch with Zurich (see if it covers any liability here perhaps?)
	+ Liability – Probably better to be a SCIO so the liability is not on the committee members
* Child Protection
	+ PVG’s or disclosures for the committee or nominated persons who will have contact regularly with children. PVG’s will report back to the employer if there are offences whereas disclosures are only accurate the moment they are printed. This will need updated regularly, normally every 3 years.
	+ Safeguarding policy / training –safeguarding policy and measures in place. Possibly training even if is just ensuring volunteers know best practice, 2 adults at all times etc.
* Finance
	+ Bank Account in the name of the Gala – See if there are any with better offers, easier to access etc.
	+ Debit cards – Does the gala need a debit card for purchases and if so how much would this cost? Look at control/monitoring measures.
		- Some groups just have a cheque book and the committee buy items and reimbursed by the group by cheque.
* GDPR
	+ Have a privacy policy in place to comply with GDPR
	+ Look at where information is stored e.g. google drive/one drive etc that is easily accessible to the committee
		- Make sure you have a main email account e.g. DeridgeGala@ and then give access to each members gala email address who requires it. Make
			* Have 2 step verification set up on every account. This means you will get a text with a number you have to input. If using Microsoft you can also use Microsoft authenticator app.
		- Create separate emails for correspondence and use these to communicate e.g. DedridgeGalaSecretary@ or JaneDedridgeGala@ etc. This ensures that no personal information, names address etc may be sent accidently to a personal email.
			* Set up the main Dedridge gala account as a back up in case of forgotten passwords for all individual emails.
	+ If someone leaves the gala committee remember to remove access
* Photographs
	+ Photographs are considered personal data under GDPR. You can take photos of public events under the argument of legitimate interest but it is worth having a signs up to say “Photographs will be taken at this event. Please let us know if you do not wish to have your photo taken.”
* Health & Safety
	+ Make sure you have carried out risk assessment for the event and any activities taking place. The Health and Safety Executive have developed and published a guide for voluntary groups that put on public events i.e. galas. It is called "Guidance On Running Events Safely" and you can open it here <http://www.hse.gov.uk/event-safety/>
	+ You must consult and inform the emergency services that you are holding a gala or event.
	+ You must also provide first aid cover for your event
	+ Look at having a lost child procedure and forms for the day of the event.

For constitutions look up: <https://www.voluntarysectorgateway.org/organisation-support/resources/><https://scvo.scot/support/setting-up-a-charity/write-your-constitution>CR advised that the incorporated route is advised and as a SCIO in the first instance as this will open up more opportunities for funding and doesn’t make trustees personally liable ***For WLC gala funding there is only a few things you need, to be eligible:*** * Must apply for a gala or other similar traditionally large scale event
* Must take place during the Gala Season – May to August
* Must link to a town, village or locality (Dedridge would be a locality)
* Must be constituted
* Must have a bank account in the name of the organisation.
	+ At the time of applying for funding they should be able to provide
		- Copy of the Constitution or Memorandum of Association
		- Most recent accounts
		- Most recent bank statement (dated within 3 months)
* Risk Assessment of gala/festival items
* Insurance Cover

If they need assistance with the event they should contact Stewart Ness, Events Co-Ordinator on 07703 161565 or e-mail Events.Westlothian@westlothian.gov.uk.Also here is the link to our webpage, at the bottom is a resource pack which includes examples of risk assessments, lost children forms, etc. It would be worth a look through.Update at next meeting  |  |
| 1. **Local plan update/Jamboard**
 | See Jamboard updates: <https://jamboard.google.com/d/1Hqd_8hpH6hlx4Ba2E0Yl6cMPyyANlEGaturiZCzpXtM/edit?usp=sharing>Please update with activities and nos attending new involvement etc  | **all** |
| 1. **Updates from groups and services**
 | **Advice shop –** David is speaking with the Advice shop to host a drop in clinic within Crofthead to support the new activity, do we need to promote this? Can we promote through our networks and social media page? | **David****All** |
| 1. **AOCB**
 | **Wave Pond –** member discussed that the Wave pond is overgrown and could do with some attention. Covered in weeds, reeds need thinned, stairs broken in places- Cleaner Communities to undertake a site visit and report back Com council to speak again with Livingston Round Table who were keen to do something at the Wave pond to see if the offer is still there **Community Council** – 2 new members were co-opted onto the community council  | **John****Joyce/ Lorrain****To be noted**  |
| 1. **Date and time of next meeting**
 | **Tuesday 16th August 2022****6pm****blended meeting on TEAMS and physically within Crofthead CEC**  |  |