

FRASERBURGH COMMUNITY WEB

MINUTES

Wednesday 21st February 2007

Present **Stephen Brown (Chair)** **Andrew Macmillan**
 Andrew Kellock **Andrew Kerr**
 Tiago Alves **Marie Wallace**
 Margaret-Jane Cardno **Jill Bonner**
 Kathleen Littlejohn **Gwen Urquhart (Minutes)**
 Neil Hepburn

AGENDA

- 1) Welcome
- 2) Apologies
- 3) Minutes of previous meeting
- 4) Planning Permission
- 5) Kitchen Layout / Equipment / Suppliers
- 6) Bank Account Signatories
- 7) Logo / Signage / Image
- 8) Website Update
- 9) Incorporation
- 10) AOCB
- 11) DONM

		Action
1	<u>WELCOME</u> Stephen opened the meeting and welcomed everyone.	
2	<u>APOLOGIES</u> Pamela Munro	
3	<u>PREVIOUS MINUTES</u> The previous minutes were read and agreed although date is to be inserted.	
4	<u>PLANNING PERMISSION</u> I The next Council meeting is on Tuesday 6 th March where the application will be discussed again, Stephen to speak to Darren Ross, Planning Officer before then. II Stephen stressed the fact that if the planning permission did not go through it would not be the end of FCW.	Stephen
5	<u>CAFÉ</u>	

I	KITCHEN LAYOUT	The redesigned kitchen plan was distributed and discussed; all approved.	Gwen
II	COFFEE MACHINE	Gwen had investigated options of Coffee Machines and had been in discussion with supplier – all present agreed that the Bravilor Bonamat machine was the best – it would cost between £1800 - £2300. Gwen to investigate of anyone in the area used this machine to see if they had any problems with it. A similar one is used in RRRC Coffee Bar and it was good.	Gwen
III	COFFEE	A discussion followed on which kind of coffee should be sold in the café and it was felt that Fairtrade was the way to go – Gwen to investigate Fairtrade Coffee Suppliers. Margaret-Jane is to speak to colleagues in Ellon who are using a lot of Fairtrade produce.	Gwen Margaret-Jane
IV	SMOOTHIE	It was discussed if Smoothies could be made in the Café as there is no-one else locally doing it, it may be a good selling point. Gwen is to investigate and see if this would be feasible.	Gwen
V	SUPPLIERS	It was agreed that it would be good if we could source as much of our produce locally as possible. Gwen to contact local bakers/ butchers & suppliers to see what they could supply.	Gwen
6	<u>BANK ACCOUNT SIGNATORIES</u>	Stephen has the form and is in the process of completing this.	Stephen
7	I <u>LOGO / IMAGE / SIGNAGE</u> IMAGE	Margaret-Jane suggested Anne Lynch who is a young person in the area that has recently set up her own design business. Stephen is to meet with her to discuss options with her and see what our budget would need to be.	Stephen

8

Names for the Café were discussed and the word Connect was discussed – any good ideas would be appreciated.

Committee

Margaret-Jane is to give us details of a contact who organised the competition for the Banff Marina Logo to see how they did it.

Margaret-Jane

UNIFORMS

II

Gwen is to look into suppliers of uniforms for the café staff – all staff is to be responsible for the upkeep and cleanliness of their uniforms.

Gwen

WEBSITE

Tiago and Gwen met with Graham Anderson – Boxportable and the following points were opened up for discussion _

I

WEB SHOP

Boxportable could set this up at a one off cost of £800 - £2,000 depending on the style of design we required. Items sold would be from local suppliers with a commission being charged by FCW.

Margaret-Jane said that a grant might be available through Aberdeenshire Council of a minimum of 50% of the total cost. Ian Gossip – Employment Development Officer would be able to advise us on this.

The committee felt that this could be a good venture and more investigating needs to be done.

II

BEACH CAM

This could be situated at the beach with a live – non recording link to the website. Young’s factory would be a prime site for the camera and Tiago is to contact them about this.

III

FAMOUS BROCHERS

Discussion was opened about a web page on famous brochers – the Heritage Centre is to be contacted about this – Ian Rankin and Chris Reid. Margaret-Jane will give contact details to Tiago.

Margaret-Jane
Tiago

IV

JOBS DIRECTORY

This is to go ahead

Tiago

V	CITIZENSHIP	The school pupils are coming in on the 2 nd March between 1.30 and 3.30pm to input their data on the web pages.	Tiago
		Margaret-Jane needs and invoice for the use of the equipment from FCW.	Tiago
VI	MIDNIGHT PROWL	The new webpage about the Midnight Prowl has been very successful and there have been 100 registrations since it went on line 5 days ago. There will be several press releases leading up to the event and they will all mention that the event is being supported by FCW.	
VII	EVENTS	The group are going to try and source more local events from other areas e.g Waves community calendar	Tiago / Gwen
9	<u>INCORPORATION</u>	Stephen met with George McRae yesterday as there needs to be a slight adjustment in the Memorandum of Association – which is now in the process of being done. Hopefully this will mean that it will soon be completed.	
10	<u>AOCB</u>	Margaret Jane is leaving her post on the 12 th March –there will be a gap until the post is filled again. As the Administration Assistant is also leaving the office may be closed for a few weeks until posts are filled. Stephen thanked Margaret-Jane for her support in the past and said how valuable her knowledge was for the group as it had been shown today. He wished her all the best in her new post.	
11	<u>DONM</u>	The next meeting will be held at Robertson Road Centre on the 28 th March 2007 at 2pm.	