

North Howe Transition Toun Initiative
Food Action Group Meeting 21st April 7.30pm

Present: Hamid, Andy, Kirstin, Hayley, Fred, Katie, Elly, Becky and Adam.

Agenda:

1. Minutes - March 16th 2009
2. Fife Council Allotments Coordinator Post Update
3. Fife Diet: Food Mapping/Food Brochure
Mike Small - Talk - 19th May
4. Big Food Event!! Let's make it happen!
Who will do what?
Patrick Holden Soil Association - possible speaker
Press for Big Food Event
5. Bid Success! - How do we take projects forward?
How the monies work: Apple/Cider Press - £1725
Garden Supplies Bays - £3450
Food Storage Feasibility - £3000
Bakehouse Feasibility - £1500
Training Facilitators & Allotments - £5000
Next Bid dates - 3rd June panel meets 22nd July & 23rd
September panel meets 11th November.
6. Raising the profile of the Local Food Group and food agenda -Letham Nights
Info Stall
7. Community Bulk Ordering
8. Pig Update & Pig Diary
9. Bartering Update
10. How do we get more people involved from wider communities?
11. AOB
12. Next Meeting date/Dates for next 6 months

1. Minutes - March 16th - Matters Arising

1. Charlie is looking into the participation of Letham School at the Big Food Event, he is not at the meeting so **(AP) Hayley will e-mail him to find out what is happening.**
2. It was suggested that Dunbog School may also like to be involved. **(AP) Kirstin will invite them to get involved.**
3. Hamid reported that the puppet show will not be available for

the proposed August date (will return to this).

4. Hamid also suggested that the one of the aims of the Big Food Event should be expressly to promote the aims of NHTT.

2. Fife Council Allotments Coordinator Post Update.

1. The council are on the verge of giving the go ahead to this post. They will then have a recruitment process. It was suggested that when the person is in post that they may wish to see projects up and running and may want to visit the community allotment at MTP as an example of things happening in a different way to individual plots.

3. Fife Diet: Food Mapping/Food Brochure.

1. Mike Small could not make this meeting but is being very supportive and hopes to make the next one.
2. The extent of the Fife Diet's website was discussed, it was agreed that whilst it has a lot of information there are still things not on there.
3. It was proposed that the NHTT works in partnership with other interested organisations (WECAN, Fife Diet, Centre for Stewardship, Fife Council) to put together a comprehensive Brochure of local producers. This brochure could also include information about NHTT and details of events and meetings etc. It was proposed that the brochure should be available in time for the Big Food Event (BFE) either to hand out on the day or to serve as an advert for the BFE. There is money available for putting the brochure together from the Publicity Budget. This would probably involve two bit of work; the information collating and the design. It is necessary for us to get at least two quotes for all paid work. It was agreed that the Brief will be advertised and then the Food Group will discuss the tenders as a group. If any of the group wishes to tender for the work then they will have to step out of any discussion that is related to them. **(AP) Hayley to design brief.**

4. This discussion led on to point 5 of the agenda: Bid Success!

1. Key messages:
 1. We have received money for year 2 and 3 of the CCF , year one has already passed.
 2. This year £48,000 must be draw or we loose the money, we

can however draw on money for next year.

3. For transparency and audit purposes we must receive at least two quotes for the work regardless of amount. We must prepare quarterly reports and accounts.
4. Claims for funds can be made by email, most claims will be retrospective however there is a procedure for receiving money before purchase. The funds will arrive within a week, these will be cheques made to NHTT.
5. We have received money for a Project Manager post and a Support Worker. Hayley and Hamid are working on the recruitment process.

2. How the monies work - Food Group.

1. Apple/Cider Press - £1725. James has begun researching possible models or designs of press. It was agreed that he should bring his research to the next meeting where we will discuss the best option. (We continue the rest of this discussion later as per Agenda).

5. Big Food Event!! Let's make it happen!

1. Date: it was agreed that 19th or 26th of September would be better than 29th August for BFE. **(AP) Andy to contact Hall and (AP) Hayley to email everyone when date confirmed.**
2. A concern was raised as to whether the work in Letham Park will be finished. It was agreed that when the council is notified of the date of the BFE we should stress that the work needs to be finished. **(AP) Hamid to contact council.**
3. Who will do what? Jobs were undertaken by different members. See Action Plan.
4. Patrick Holden Soil Association - possible speaker. It was agreed to ask him at a later date.
5. It would be good to have an apple press demo at the BFE, possibly alongside James' home-brew stall. At this point it was added that we could have an on-line booking system for the press and that it would need a decent cover, lid or shed. We discussed whether it would be better to have a very mobile press which could be moved easily or to have a larger more static one which people brought their apples to. It was suggested that this could be a fun event. It was agreed to return to this discussion at

next meeting.

6. Bid Success! (Continued from earlier):

1. Garden Supplies Bays - £3450. The time-line for this is from June to Feb, the money must be spent by March. Tenders are to be in by August. It was suggested that MTP could do the work. It was also suggested that the building could be made into a workshop. It was agreed that we need further discussion of how this will work and also a brief for the work and a design for the site. **(AP) Elly to organise a meeting of appropriate people to get this together.**
2. Food Storage Feasibility - £3000, Bakehouse Feasibility - £1500 and Training Facilitators & Allotments - £5000. It was agreed that we would return to these next meeting.
3. The next bid dates are 3rd June, the panel meets 22nd July & 23rd September panel meets 11th November.

7. Raising the profile of the Local Food Group and food agenda.

1. Letham Nights Info Stall. It was agreed that it would be good to have more awareness stuff at the Letham Nights events. We discussed the possibilities of having pop-up banners and leaflets and beer mats. Claire can organise a pop-up banner. We discussed the possibility of having a set of these which each represent the different groups and can be used together or separately. **(AP) Claire to arrange.** It was also thought that a small leaflet for the tables at Letham nights would be good. **(AP) Hayley to write up.**
2. The Events group are struggling with the organisation of the Celebration event. The vision for this event is a large scale awareness raising and discussion event. Hamid asked if the food group, which is large and vibrant would be prepared to take this on. It was agreed that the food group did not have the capacity to do this. In order to hold this event at all all the groups will need to provide some bumpf about their group. **(AP) Hayley to collate this.**
3. We discussed the danger of people being overstretched and burning out. There is a lot to do. Hopefully this will ease once the paid staff are appointed. But there is a lot of good stuff happening already.

8. Community Bulk Ordering.

1. We discussed a proposal to have a bulk order distribution of things like washing up liquid etc. Either sourced through Kyle or direct from suppliers. **(AP) Hayley to organise a pilot scheme.**

9. Pig Update & Pig Diary.

1. The purpose of this item is to record the experience of Andy and Dan's exploits so that they may be used to help others also wanting to keep pigs and possibly to help a funding bid for the fixed costs of a community-wide scheme.
2. Diary: The pigs have arrived, and are lovely, and will be dead by September so no getting too attached! More next meeting.

10. Bartering Update.

1. Hayley and Kirstin have been having a great time bartering for all sorts of things and wanted to share the experience to encourage other people to try it too.

11. How do we get more people involved from wider communities?

1. We will discuss this next meeting.

12. AOB

1. Andy and Hayley need egg boxes.
2. Cecilia needs jam jars.

13. Next Meeting date/Dates for next 6 months.

1. **(AP) Hayley to email round suggestions.**