

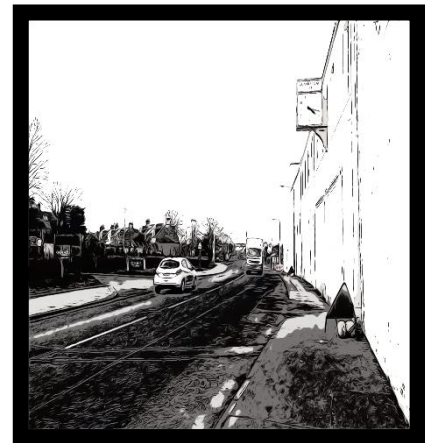
BUSINESS PLAN

MARCH 2019

1. OVERVIEW

Guardbridge Community Development Trust (GCDT) is a non-profit distributing charitable company limited by guarantee which aims to support the development of the Guardbridge Community in Fife and the surrounding Community Council catchment area, with the postcode sector KY16 0 as defined from time to time by Fife Council. The company's principal objects are:-

- a) The advancement of citizenship and community development by encouraging community co-operation, development and resilience through promoting activities that will assist in improving quality of life in the village of Guardbridge;
- b) The advancement of the arts, heritage, culture or science by conserving, preserving and protecting local assets for the benefit of the Guardbridge community;
- c) The provision of recreational facilities, or the organisation of recreational activities, with the object of improving community participation and inclusion for the persons for whom the facilities or activities are primarily intended.



Formed in December 2017 from an original steering group guided by Fife Voluntary Action, GCDT has made progress towards its overarching goals. The GCDT will work with the Community Council, University of St Andrews and Fife Council's various departments to make improvements in the village where it can.

2. DIRECTORS

There are currently six Directors with a wide range of experience and skills that will be useful in the everyday running and development of the Trust.

Cath Dyce – Retired Hospitality Manager, University of St Andrews. Experienced in event management, budgeting, staff selection, management and training, financial reporting, marketing, health and safety and food hygiene.

Susan Gay – Sub Editor at The Courier for 25 years, now works for Fife Council. Has been Secretary/Treasurer of St Andrews and District Celtic Supporters' Club for the past 15 years.

Peter Gibson – Retired Engineering Manager. Has a background in mechanical engineering, with knowledge and experience in Building Services, Health and Safety, Marine Engineering, Paper Manufacturing and Healthcare, managing 70 staff involving all trades at Ninewells Hospital, Dundee.

Barbara Mitchell – Employee with Fife Council. Nearly 40 years' experience in secretarial/administration roles. Has held several Office Bearer positions with Guardbridge Bowling Club and closely involved with the everyday running of this.

Melanie O'Brien – Musician and Music Teacher – Wide experience working with different cultures and communities, concerts and events planning and co-ordination.

Alan Sturrock - Film Maker – Self employed with own businesses from start up. Newly appointed as Director in March 2019 and has contributed and been heavily involved with the Trust since the steering group was created.

3. MARKET RESEARCH

Guardbridge has a current population of around 650 and, with over 400 homes in the pipeline over the next 10 years, the village will grow substantially. Most aspects of village life were previously dominated and supported by the Mill. When the Mill closed in 2008, much was lost.

The Trust carried out a survey of all households in Guardbridge in early 2018, the results showing a desire for a community hub, a men's shed, and various groups and activities. It is hoped that in the longer term a community hub might be achieved, but in the short and medium term it is felt wise to concentrate on smaller ventures to first build up interest and support from the village population.

4. PROJECTS SO FAR

Bite 'n' Blether – monthly luncheon club for the over 60s with home cooking, friendship and entertainment. Now self funding, this group has provided a much needed first step to reducing social isolation in our senior community.

Quarterly Prize Quiz – this simple project has increased awareness of the GCDT in the village, is supported by local businesses and is a small but reliable fundraiser.

Annual Photography Competition and Calendar – encouraging participation across all age groups, local business sponsorship was sought and winning photographs were used to produce our first 2019 calendar. This proved popular and we plan this to be a regular event and fundraiser for the Trust.

Bulb Planting – 'Grow Guardbridge' – an easy idea to involve school and village, encourage planting and brighten Guardbridge, daffodil bulbs were given out across the village in October 2018. Planting was done at the school, bulbs taken home and a planning event organised at the Community Garden. More planting plans are underway.

Bike 'n' Blether – regular cycle group, always encouraging more to join them. With no community building or facilities, the Trust is looking for more ways to encourage fitness and companionship in the village using the parks and outdoor spaces that we do have.

Park Seating – extra seating provided at the park by the Trust and installed by Fife Council.

Christmas Lighting in Main Street and at Motray Crescent – modest lighting in the Christmas periods 2017 and 2018, currently making plans for Christmas 2019, seeking advice from 'Lighting Up Leuchars' who have had a successful and popular display this past Christmas.

Proposed New War Memorial – although this project could not be completed, much was learned through the process of design, submitting funding bids and publicity.

5. PROPOSED PROJECTS

Men's Shed – From the survey forms collected in 2018, it was apparent that there were approximately 30 residents interested in the activities of a Men's Shed. The Trust is in the early stages of looking into the possibilities of this and gathering evidence to support how this project may be taken forward. Director, Peter Gibson, is leading on this consulting with the Scottish Men's Sheds Association of which he is also a member.

We contacted interested residents and posters were displayed on Facebook, noticeboards and in the local shop with the invitation to attend an informal coffee morning session on Saturday, 2nd March, thus giving us a sense of interest, skills and knowledge of potential members and ideas to take forward.

We would now like to look into the possibility of obtaining, leasing, or using some property, land or space within Guardbridge so that we can take this issue forward.

'Grow Guardbridge' – we are currently planning further workshop ideas, working alongside Helena Simmons from the University of St Andrews, to encourage growing for produce, wildlife, and brighten the village, engaging with all sections of the community.

6. POSSIBLE FUTURE PROJECTS

Working alongside Guardbridge Community Council, if they wish us to do so, there are a couple of events which may take place.

This year sees the 600th anniversary of the building and opening of Bishop Wardlaw's bridge across the River Eden. It is understood that an event may be organised to commemorate this later in the year.

It had been suggested some time ago that a Gala Day for the village be resurrected and this may be an event which the Trust can assist with if the Community Council decide to take this forward.

7. WORKING RELATIONSHIPS

The Trust is keen to explore and strengthen relationships with individuals, the local school, businesses and community groups, the University of St Andrews and the Community Council.

Guardbridge Primary School – the Trust implemented bulb planting at the school with the children, giving bulbs to take back to their homes as well as planting in the school. Pupils have visited the Bite ‘n’ Blether lunch club to entertain guests. The Trust has supported school events and will continue to do so.

Guardbridge Bowling Club has been very supportive of the Trust, providing a venue for meetings and activities.

We would welcome closer contact with the University of St Andrews, who have made offers of help and guidance in the recent past – it is with their pledge of a financial gift to the community that the setting up of the Trust became a reality. It is hoped that, following a new agreement being signed with the Trust, the generous £7,000 per annum being offered by the University can be used to create new opportunities, places and activities to help bring back a vibrancy to village life.

There are three local Councillors for our area who regularly engage with the community and are kept up to date with any progress that the Trust is making.

Fife Ranger and Fife Coast and Countryside Trust – the Trust supported the Eden Estuary event in September 2018 and looks forward to any future events in which to participate.

Local businesses have been supportive of the Trust so far through sponsorship (see photograph on last page of this Plan in acknowledgement of all who contributed towards the production of the 2019 calendar). Several of these businesses also agreed to sell our calendar and quizzes from their premises. A generous donation was received from Jodi’s Hairdressing/Beauty Salon who ran a Christmas raffle with the proceeds being split between the Trust and the primary school. Dan’s Goods held an event for its ‘1st birthday’ and our collection tin benefited from this. Dan’s Goods also provided catering for the Christmas tree switch on event.

8. MEMBERSHIP AND PROMOTION

Currently there are nearly 60 Full Members and 2 Associate Members in the Trust. Members are updated with news and progress by means of a quarterly newsletter and by e-mail/post.

Meetings will be held monthly, alternating between solely Directors’ meetings and meetings for Directors, Members and members of the public. Notices of such meetings will be placed in the noticeboard at Miltonbank Crescent and in Dan’s Goods as well as detailed on our website. Members will be provided with agendas/minutes as necessary.

Our new Facebook page is updated at least weekly.

The Trust website is now live – www.guardbridgecdt.gov.uk and will provide an online presence so that documents such as membership forms, minutes, articles, etc and news are easily available and also provide links to other relevant websites.

9. HOW WILL WE ENGAGE WITH THE COMMUNITY?

It is important to have reach with all sections of the community, their individual needs and collective needs considered. Newsletters, social media, posters, word of mouth – all and any means must be used, to encourage and listen to people from school age to seniors, to remain open to ideas, and always be mindful that we represent a public voice and face of the Trust.

Ideas and opinions should be sought, considered and then taken forward if agreed. Projects should be from the grass roots level rather than top down and cater for the community that we have.

Applications are welcome from local organisations or individuals who would like to access funding from the Trust to promote projects in Guardbridge. These will be considered by the Directors and if approved appropriate monitoring will be carried out and receipts obtained.

Social events could be excellent opportunities to garner ideas and support from different groups within the community.

10. FINANCIAL

Currently there exists a Service Level Agreement between the University of St Andrews and Guardbridge Community Council whereby the grant of £7,000 is managed by Fife Voluntary Action. This Agreement expires on 31st March, 2019, whereupon it is hoped that a similar agreement will be reached between the University and the Trust.

Current expenses are limited to items such as insurance, occasional rent paid, office sundries, provisions, raffle prizes, etc.

Funding Strategies – dependent on the projects that the community support, we would look to secure funding from appropriate sources and look for possible fund matching opportunities.

Fundraising – in the simplest sense, the Trust has started to do small but reliable fundraisers in the past months. As support and interest from the community widens, we would hope and expect this to grow.

Local Business Support – we hope to nurture relationships with local businesses that have already shown support to the Trust and look for opportunities with other businesses locally, acknowledging their assistance through press, social media, newsletters, etc.

Localities Budget – this has been a source of monies in the past. The Trust has just been advised earlier this month that our bid for funds of £560 to produce promotional material has been successful.

11. SUMMARY OF ACCOUNTS

The table below contains approximate information on our income and expenditure since the Trust was established:-

INCOME	AMOUNT		EXPENDITURE	AMOUNT
LCPB – Bite ‘n’ Blether	650		Rent for Bite ‘n’ Blether	600
LCPB – Bike ‘n’ Blether	175		Purchase of Calendars	420
Sale of Calendars	595		‘Grow Guardbridge’ Daffodil Bulbs	80
Sponsorship for calendar	275		Provisions for Bite ‘n’ Blether	515
Raffle - Bite ‘n’ Blether	490		Christmas/Gifts for Bite ‘n’ Blether	290
Meals for Bite ‘n’ Blether	1,110		Raffle prizes	115
Eden Estuary Day	340		Christmas lights	35
Quiz and collection tins	270		Equipment/Hardware etc	210
Donations (Hairdresser/Beautician)	175		Insurance/Training/Fees	55
TOTAL	£4,080		TOTAL	£2,320

Our current bank balance is approximately £1,900 which includes £650 funding received from the Locality Fund for the Bite ‘n’ Blether. This money is ring fenced and will be used in future towards any projects or events which we wish to take forward with the residents who take part in this venture.

Having paid £200 rent for the first four months of using the bowling club, the lunch event is now self-funding. After deducting the cost of provisions and rental for the hall from the income from diners and the raffle at each lunch, we still manage to make a profit every month. Out of these funds, we have also provided gifts for the participants especially at Christmas, Easter and any special events.

With regard to the sale of calendars and sponsorship provided by local businesses, we made a profit of £450.

Income from quarterly quizzes, although perhaps only £30-£40 per time, continues to bring in a small regular amount of funds.

Without having received any of the funding being provided by the University of St Andrews, we have managed to raise approximately £1,200 from various initiatives and projects.

CONCLUSION

The Trust's aim is to continue to develop, consult and support initiatives and activities which will advance and improve the village and bring back a vibrancy to the lives and wellbeing of all residents.



GCDT 2019 calendar

Thank you to all our sponsors.

AJS Video Services - Club Cars
Dan's Goods - Edenside Motors
Guardbridge Bowling Club
Guardbridge Inn
Malcolm Antiques and Collectibles
Remote Services Scotland
St Andrews Memorial & Stone Carving
Something Different & Jodi's Boutique
The Studio Kitchens & Bathrooms

All calendars were sold! Looking forward to
creating the 2020 calendar.