PiP Meeting Action Log - Minutes dated 03 07 2026

Item	Action	Lead
The board members selected from the community are listed in the minutes along with the area they live.	SA is required to provide a 'pen portrait' of each board member to MHCLG by Friday 17th July 2026.	SA
GW suggested that the board considers appointing a vice-chair to support GW and to cover when he's not available.	The board agreed and will discuss this at the next meeting (14th July 2026).	The Board.
Communication between Board members / preferred method.	SA offered to share each board member's email address and their names. GW also suggested the creation of a WhatsApp group.	SA GW to create a WhatsApp group.
Recruitment of Project Manager and Support role.	Both posts to be advertise internally and externally for 3 weeks. SA to also post on MyJobScotland. The detail of both jobs can be included in adverts and must make clear that occasional evening work will be required for both positions.	SA
Boundary Amendment to include Cairneyhill.	On proposal no.1 the board agreed unanimously to request a change of boundary to match the West Fife Villages Ward boundary.	SA to submit new boundary suggestion as part of 17th July PiP portal upload.
Action Summary	SA to compile a note and action of the first meeting, with a view to finding an interim arrangement for secretariat until Admin role is recruited.	SA