Cardowan Community Meadow

Annual General Meeting (AGM)
7-9pm, Wednesday 22 October 2025
Happy Hub, 12 Dorlin Road, Cardowan

MINUTES

Summary of Actions from this AGM:	**Lead:**
All funding ideas are always welcomed by the Trustees	Members
CCM is still seeking a Secretary – please contact Annmarie if interested	Members
Make videos that celebrate CCM's work available online	Trustees / Shona
Any financial queries to be directed to Treasurer Bill Blackstock via CCM	Members
Update Constitution as agreed and advise OSCR of the update	Annmarie / Shona
Accounts for year ending 30 June 2025 to be submitted to OSCR	Bill
Arrange for interested local residents to meet and organise re. playpark	Trustees
Put up the playpark sign adding a QR code to encourage donations	Trustees
Next AGM agreed to take place in October 2026	Trustees

1. Welcome, Everyone Present, and Apologies

Annmarie welcomed everyone to the Cardowan Community Meadow (CCM) AGM.
Those present were:

Trustees: Annmarie Kirkland (Chair), Bill Blackstock (Treasurer), Roseann Corbett, Kellyann Eadie, Carol Quinn. 8 community members + 1 attendee from outwith the community

Apologies received from: Louise Blackstock, Claire Williams.
It was agreed that Shona Thomson (CCM project worker) takes the AGM minutes.

2. Minutes of the previous AGM

Annmarie updated the meeting on the actions from the previous AGM minutes:

- Funding update: a number of applications have been made. Those successful:
  - Time for Me / North Lanarkshire Carers Together for the Thursday Health and Wellbeing Group
  - National Lottery Awards for All for running the Hub and volunteer support
- All funding ideas are always welcomed by the Trustees (***ACTION***).
- Accounts for year ending 30 June 2024 will be presented at this AGM, item 4.
- The Constitution was changed to remove membership fees as agreed by members and the Scottish Charity Regulator (OSCR) was notified of the change.
- CCM is still seeking a Secretary (***ACTION***).

- Trustees had agreed this AGM should take place once funding was in place for the next year. It's still within the constituted 15 months of the last AGM.

Printed copies of the minutes of the previous 2024 AGM were circulated to all at the meeting. These minutes were proposed as correct by Annmarie and seconded by Roseann.

3. Chair's Report on the activities of the organisation since the last AGM

Printed copies of the Report were available and on display at the meeting.
Annmarie talked through the Report adding the following:

- **Frankfield Park Pump Track** – The Trustees have now successfully managed to have it added to the North Lanarkshire Council (NLC) Local Development Plan but NLC haven't assigned any funding to it as yet.
- **Kilpatrick Drive Playpark** – Alongside the excellent maintenance work CCM volunteers have been doing, the Trustees are keen to encourage more local residents to have a voice in how the Playpark develops and is maintained in future.
- **Dewar Road** – Again, the hard work of local volunteers has been a real catalyst here. The Trustees are continuing to confirm with NLC as to who is responsible for bringing the road up to the correct standard for adoption.
- **Summerlee Museum of Scottish Industrial Life** – Trustees are working to get more resources for the Playpark via the museum.
- **Joost Right** – This was a new initiative with existing participants in the Tuesday Peer Support group. Members took a 10-day solid food vacation taking only homemade cold-pressed juices. Most felt benefits such as improving mood and weight loss. This project has the potential to be a community catalyst initiative.
- **Protecting Vulnerable Groups (PVG) Scheme** – Thanks to a lot of work by Trustee Louise Blackstock, CCM was able to meet the recent legal changes in the Scheme.

Action: It was suggested to make videos that celebrate CCM's work available online.

Annmarie added that CCM volunteers had been supporting more community members experiencing real-life struggles. Annmarie thanked all the volunteers who had worked so hard with CCM throughout the past year.

4. Financial Update

As Treasurer, Bill Blackstock provided the update including his written report copies of which along with the accounts were available at the meeting. Bill advised that as a registered charity, CCM must have the accounts verified by an independent auditor for the annual submission to OSCR by 31 March of the year following the accounts.

a. **Accounts for year ending 30 June 2024** – The accounts were available from the auditor in February 2025. With reduced time for an AGM before submission to OSCR by the end of March, the accounts were approved by Trustees as:
    - Income of £31,885 from successful funding applications.
    - Expenditure of £28,391 with a full breakdown in the report and accounts.

- This left a surplus of £2,898

b. Accounts for year ending 30 June 2025

- Income of £28,386 from including the remaining unrestricted funds from the Coalfields Regeneration Trust, and the remainder of the Growth Pot Fund.
- Expenditure of £21,962 mainly in rent, utilities and insurances.
- This left a surplus of £6,424 with reserves of £16,651.

Bill noted credit to Annmarie for negotiating with Scottish Power to ensure the correct billing and for confirming charity exemptions from water and non-domestic rates. The Trustees agreed a Depreciation Policy on the assets.

ACTION: Once approved year ending 30 June 2025 accounts to be submitted to OSCR.

c. Financial report on current position

Bill advised the funding climate is different; CCM have had some application rejections. Though having proper financial procedures in place will help as funders are more demanding. Therefore Bill maintains the accounts each month and provides a quarterly report to Trustees.

Bill provided copies of the CCM budget going forward – the first time CCM has had this in place. The budget will be regularly monitored by Bill and the rest of the Trustees. As it is a guide, adjustments will be made as needed. Expenditure is very frugal. Reporting is continuing to receive the Time for Me funding. The National Lottery award covers running costs until 31 August 2026 including engaging project workers Caroline Carr and Shona Thomson to expand activities and identify more funding opportunities. CCM is in a far more favourable position with more control over how funds are used.

ACTION: If anyone has any questions or suggestions regarding this report, please contact Bill. Contacts available via CCM.

Members at the meeting thanked Bill for taking CCM's financial procedures to the next level, relieving a lot of pressure from the volunteers.

The accounts for year ending 30 June 2025 were approved.
Proposed by Annmarie and seconded by Carol.

5. Update to Constitution

In reviewing the CCM Constitution as being fit for purpose in this period of growth and consolidation, the Trustees took advice from the Scottish Council for Voluntary Organisations (SCVO) on the length of term for elected Trustees. Currently, one term is three years and elected Trustees can sit for two consecutive terms (i.e. six years) before they have to retire for at least one year. For a smaller charity like CCM, SCVO advised adding the following at clause 42. If approved OSCR should be notified (their approval isn't needed):

"In exceptional circumstances a further two-year extension may be applied (i.e. a Trustee can serve a total of 8 years)."

Members were asked to vote on this update: 13 members FOR / 0 members AGAINST
Proposed by Roseann and seconded by Kellyann.

ACTION: Shona to update Constitution and Annmarie to advise OSCR of the update.

6. Election of Charity Trustees

Annmarie handed the meeting over to Shona to run this agenda item as she would be retiring and standing for re-election at this meeting.

Retirals: Shona advised the Constitution states that one third of elected Trustees should retire at each AGM. They are able to stand for re-election at that same AGM as long as their term is still within the agreed limits (see agenda item 5 for details). This is to ensure members have the opportunity to have a say in who are Trustees of Cardowan Community Meadow. Louise Blackstock and Annmarie Kirkland retired at this meeting.

Re-election: Both Louise Blackstock and Annmarie Kirkland confirmed they wished to stand again as Trustees and Annmarie in the role of Chair also. The re-elections were put to the vote of members present.

For Louise to be re-elected as a Trustee:
11 members FOR / 0 members AGAINST / 2 ABSTENTIONS
Proposed by Carol and seconded by Roseann.

For Annmarie to be re-elected as a Trustee and in the role of Chair:
12 members FOR / 0 members AGAINST / 1 ABSTENTION
Proposed by Kellyann and seconded by Bill.

New Elected Trustees: There was a call for anyone who wished to stand as a new elected Trustee. No-one came forward.

Co-opted Trustees: The Constitution also states that co-opted Trustees must retire at each AGM, they can also stand for re-election at that AGM. Claire Williams retired and was re-elected as a co-opted Trustee. No member vote was required.

7. Any Other Business

a. Dewar Road

A community member asked who will be dealing with the maintenance required on Dewar Road, who will be liable?

Annmarie advised that both NLC and the developer Crowwood Estates both knew about the subsidence before CCM purchased the land. A road bond was attached which means NLC holds some of the developers' money to ensure the road it brought up to an adoptable standard. NLC have confirmed they wish the road to stay open and they wish to adopt it. So CCM have had meetings with NLC Roads and the NLC Deputy Chief Executive to find out a. NLC info on the road bond covering the work required, and b. the final title deeds from

Crowwood Estates to confirm Dewar Road is within them. CCM is still waiting but continuing to pursue NLC about this and remaining watchful about other proposals to build on the greenbelt connecting the other end of Dewar Road to the road to The Fort Shopping Centre.

b. Kilpatrick Drive Playpark
A community member asked about who has public liability over the playpark.

Annmarie advised CCM has got sufficient public liability insurance as owner of the playpark. It was confirmed none of the residents in the estate are paying any fees for this – as previously with the factor. From discussions with that factor, residents' factoring fees amounted to £30,000 but with very few upgrades since it seems only a small percentage of this money has been spent on the playpark by the factor. This is wholly unfair.

The community member questioned why only one of Cardowan's playparks is community-owned. Surely it should be all of them. Discussion followed about how the playpark offers an opportunity for the community to make the most of its greenspace.

Annmarie advised the CCM volunteers have a limited capacity – as the Chair's Report for the AGM shows all the work currently being done by them. CCM is wanting the local residents to take the lead on moving forward with the playpark and the opportunity it offers. CCM can offer advice on how to do this since the Trustees did this with the meadow originally in 2020. A survey undertaken by the Stepps and District Community Council showed that local people had ideas like creating a dog run, making the playpark more inclusive and accessible. But these ideas cannot be progressed without more support and volunteers.

ACTION: CCM to arrange a time for interested local residents to meet and organise themselves.

There was support for putting up a sign that had already been made about taking care when using the playpark. Bill reiterated CCM's public liability insurance would cover the playpark. A community member stated that most residents don't see it as community-owned as CCM owns it. Annmarie confirmed that as an open membership organisation with a Constitution that includes the Crowwood Grand estate, CCM owning it means that the community of Cardowan does own it. Another community members stated that encouraging more residents to join as members and volunteer to help out will strengthen this.

9 members of the 13 present voted to put the sign up in the playpark.

ACTION: CCM Trustees to look to put the playpark sign up adding a QR code to encourage donations towards the maintenance and community development of it.

c. Quad bikes issue
Bill noted the major issue every Sunday for 6-8 hours of quad bikes. Highlighted the survey NLC have advertised on lampposts by the train station. Annmarie advised the meadow owner Strathclyde University had failed to put up anti-bike barrers as promised.

ACTION: CCM to reproduce poster and display in Happy Hub window – to note, the survey closed on 10 October 2025.

8. Date of Next Meeting

Trustees and members agreed an annual AGM would be reasonable and would fit with OSCR's timeline for submission of accounts by end of March 2027.

ACTION: The next AGM will take place in October 2026. Members will be advised of the date, time and place in advance.