Trustees Meeting

7pm, Wednesday 14 January 2026
The Happy Hub, 12 Dorlin Road, Cardowan

Agenda Item	Actions + Agreements
1. Welcome + Apologies 	**In attendance**: Bill Blackstock, Louise Blackstock, Roseann Corbett, Kellyann Eadie, Annmarie Kirkland, Carol Quinn, Claire Williams **Project workers**: Caroline Carr, Shona Thomson. No apologies.

2. Actions from the last meeting 	• **Kilpatrick Drive Playpark** – Whatsapp group being used. **Action**: Shona to arrange core group meeting end of Feb/start of March. **Agreed**: Signage discussed at AGM to be decided by residents.
	• **Dewar Road** – Developers' legal team advised NLC that since the land has been disposed, their interest has ended. NLC checking road bond, land ownership details, and estimated cost of works needed. Still want to adopt the road and will keep us informed. **Action**: Shona to check title numbers and chase Land Register.
	• **Finance** – Budget format reviewed. **Agreed**: Hub rental rates:
	  ○ Un-funded groups + projects - £10 per hour
	  ○ Funded groups + projects - £20 per hour
	  ○ Statutory Service Providers / Commercial - £30 per hour or more as agreed by Trustees on a case-by-case basis, depending on volunteer time and resources required.
	• **Bank account** – Signatories now Annmarie and Bill, Claire is removed. Bill now has access to RBS digital banking. **Agreed**: Annmarie can approve up to £500. Bill also approves over £500.
	• **PVG** – On this meeting's agenda at item 4.
	• **Peer Support Group** - **Action**: Submit Local Activity Fund application asap. Further discussion recorded at item 5.
	• **Active Travel Hub** – Costs re-allocated. **Action**: Record project worker hours to ensure National Lottery funding covers them.
	• **Community Garden** – Discussion recorded at item 5.
	• **Fruit Barra** – St Paul's advised they don't have staffing capacity just now. **Agreed**: To shelve the idea for now.
	• **Communications** – **Action**: Claire to share journalist details and Our Green Space website logins with Shona.
	• **Trustees, Constitution, Lease, Awards** – all actions completed.
	• **Fire assessment** – **Action**: Shona to arrange meeting with Tam and Bill to create risk assessment plan.

3. Finance update: £	• Thanks to Bill for providing the finance report he talked through: As at 31 Dec, the £24,088.27 in the bank is better than budgeted for due to funded activity starting in September rather than August. The rest of Time for Me funding was received. • Bill talked through the budget. Green and Yellow sections are specific funded projects. Blue section is unfunded and based on last year's spend. • Main underspend is in volunteer expenses. Up to now, these have had to be just enough. The current funding means the crucial volunteers' expenses can be covered by CCM. • **Action**: Bill, Annmarie and Shona to discuss re-allocating previously unfunded costs to funded project costs, e.g. tea, maintenance, volunteer team t-shirts, travel. • **Action**: Trustees to advise on other volunteer expenses towards making the Hub a warm, safe and usable space for everyone. • **Action**: Bill and Annmarie to discuss providing a simpler budget for Trustee meetings to help monitor project spend effectively.

4. PVG Scheme Update 	• The question was raised whether all Trustees need to be PVG registered due to new rules. Louise was previously advised not. If so, the following actions would be required:
	  ○ New: Kellyann, Carol
	  ○ Updates to CCM: Roseann, Claire
	• Shona asked if she needed an update to CCM too.
	• **Action**: Louise to check-in with Disclosure Scotland to confirm.

5. Plans for the Winter 	**a. Re-starting the New Year** • All activities have re-started. Active Travel Hub is on Saturdays. • **Peer support group** – Trustees shared the group has recently moved away from its original purpose. Now that the group has been established on a Tuesday evening, there was discussion about ways to review and update the group's structure and ensure new members continue to feel welcome. Suggestions were made of: doing more focused facilitation, having a group agreement, drawing on other resources (e.g. for young people), doing some sessions around emotional intelligence. Also discuss what group members have a need for: peer support or a social. **Action**: Involved Trustees to review and discuss with the group. • **Community Garden** – **Agreed**: Still an interest to apply to Corra but keep separate from Kilpatrick Drive. **Action**: apply to Corra

	Foundation Boost Fund for gardening/land maintenance project in Spring. Look into corporate volunteers for start of the season. **b. OSCR Register of Charity Trustees** • Shona explained OSCR now require all charity trustees to provide contact details. Only first names and last names will be online. Other information will be held and used by OSCR internally. • Exemption is possible if publicising names "is likely to jeopardise the safety and security of a person or premises". More info: https://www.oscr.org.uk/managing-a-charity/managing-charity-trustees/apply-for-an-exemption-from-publication-of-trustee-details/ • Bill, Louise, Roseann, Kellyann, Annmarie and Claire agreed. **Action**: Caroline to update OSCR records. Carol to review and advise on her decision. **c. Project 42 Proposals** • Annmarie advised two proposals were received for a. outdoor activities on the meadow once purchased, and b. digital skills group for local teenagers. It was felt they misunderstood where CCM is at and what we do. **Agreed**: To shelve for now.
5. The Jar of Joy 	• **Action**: Jar to be emptied, 2025 notes of joy safely stored, and the jar is re-started for 2026.
6. Any Other Business 	• **Community Engagement Fund** – Claire advised around £3100 is available for CCM to run forest school on Friday afternoons. Plus it's planned to run an intergenerational community event as part of the larger project. NCCV must spend funding by 28 Feb 2026. **Action**: Claire to confirm final figure and CCM to invoice NCCV. • **Culture for Climate Scotland** – Claire advised CCM has not been formally attached to this project as yet. Artist interviews are taking place. Annmarie was clear CCM should be involved in decisions at all stages of projects attached to the CCM name. **Action**: Annmarie and Claire to discuss further to confirm detail.
7. Date of next meeting 	**Action**: Next meeting to be agreed for March 2026