Trustees Meeting

7pm, Thursday 10 September 2026
The Happy Hub, 12 Dorlin Road, Cardowan

Agenda Item	Actions + Agreements
1. Welcome + Apologies 	**In attendance**: Bill Blackstock, Roseann Corbett, Kellyann Eadie, Annmarie Kirkland, Carol Quinn, Claire Williams. **Project workers**: Caroline Carr, Shona Thomson. **Apologies:** Louise Blackstock.
2. Actions from the last meeting 	• **Communications** – Shona is working on a simple web presence. • **Fire assessment** – Action: Shona to arrange fire extinguisher training in early October on a Thursday. • **Title Deeds** – Agreed: contact Community Land Scotland after the AGM to discuss how we can confirm what land CCM owns. No response from Greenbelt as yet. • **Finance** – Bar charts have been updated. JustGiving set-up and tested. Actions: JustGiving to be promoted at the AGM. Annmarie contacting Vic about signing off the accounts. • **PVG** – Taken at item 4. • **8 August** – Actions done. Its success will be shared before AGM. • **Playpark** – Land maintenance is ongoing. Photos sent to Claire. • **Postcodes + Database** – Both taken at item 5.
3. Finance update: 	• **Current status** – Bill provided a detailed finance report which he talked through: as at 31 August, there is £14,774.67 in the bank. • National Lottery Community Action funding of £95,060 over 3 years has now been confirmed after meeting the conditions. It is backdated to start 1 September 2026 and the first 6-monthly payment of £14,929 is due by 18 Sep. • No progress report requested for Awards for All as yet. Action: Shona to prepare for this request when it comes. • Bill shared how each funding income stream is currently sitting. Actions: Revise NC Water Fund to £200 for the water tank and remove as a CCM asset. CCM invoice numbers to be updated. • Bill advised there was a funding gap in August but expects allocation of existing funds to offset use of the reserves. Actions: Bill, Annmarie and Shona to confirm allocations. Reserves policy to be drafted. Bill to look into higher interest bank accounts.

	• Still to hear on Councillor's Award for lock-up rent. **Action**: Annmarie to pay for lock-up in full. If still not heard, contact NLC in 6 weeks to be submitted for next round.
4. Safeguarding 	• After recent very difficult events on social media and in-person, Annmarie stated how proud she was of all trustees, volunteers and project workers remaining strong and resilient throughout. It has been an awful time with false and damaging information circulating; staying calm throughout has protected those involved as per the CCM values of care. The situation showed the need for caution around social media and protecting Trustees, volunteers and project workers involved in CCM. Sadly, it was noted this isn't uncommon across the third sector. • **Actions**: Invite community police to the AGM to thank them for their support. Draft an anti-bullying and harassment policy. Explore a code of conduct for members for the AGM. Create a volunteer welcome pack including key CCM support contacts. • **PVG Update** – **Action**: Kellyanne, Roseann, Carol, Claire and Shona to send copies of two forms of ID (one with photo and one with address) to Annmarie for Louise to check/sign.
5. AGM Planning 	• **Date** – Agreed as 7pm on Wednesday 21 October. • **Agreed**: Announce National Lottery funding at start of meeting. • **Minutes from previous meeting** – All actions completed. • **Chair's report** – **Action**: Annmarie and Shona to work on this. • **Treasurer's Report** – **Agreed**: Bill will include motion to not have the accounts audited as not needed and due to cost. **Action**: Shona to amend dates on agenda. Bill to provide draft accounts to Shona for inclusion on new website. The link will be sent to all known ordinary members by 1 October. • **Constitution Update** – **Agreed**: To extend the definition of community to include Blanefield, Red Deer and Crowwood Grange. **Action**: Annmarie to advise on postcodes for papers. • **Retiral/Election of Trustees** – Roseann advised she wished to retire at the AGM. **Agreed**: Roseann, Carol and Claire will retire, Carol and Claire to be nominated/seconded for re-election. • **Promotion** - **Action**: Posters for promoting from 1 October.
6. Any Other Business 	There was none.
7. Date of next meeting 	**Action**: To be agreed.