

BISHOPTON Community Development Trust

Directors Meeting Agenda

18 March 2025, 7pm, Bishopton Sports & Social Club

Agenda Item 1 - Welcome

Attendance

Graeme Adam (Member Director and Interim Chair)
Jim Blair (Member Director)
Andy Fraser (Member Director)
Lynne Hutchinson (Member Director)
Derek McGowan (Member Director)
Mike Tomenson (Member Director)
David Woodrow (Member Director)
Vanessa Ewing (General Member) - Minute

Apologies

David Lightbody (Member Director)
Janis Logue (General Member / Coopted Member)
Allan Scott (Member Director)

Agenda Item 2 – Minute of previous Directors meeting

A draft minute of the Directors meeting held 19 February 2025 was circulated prior to the meeting and accepted by all in attendance as an accurate record of the meeting.

Action: VEwing to publish approved minute on Trust website within 14 days.

Agenda Item 3 - [Action and Decision Log](#)

Action log reviewed and updates recorded.

Re A20250219-004: DMcGowan confirmed he had obtained a hard copy of the documentation confirming transfer of Holmpark land from BAE Systems to Bishopton Community Development Trust and keys to drains on the site. DMcGowan will retain the keys to drains.

Action: VEwing to scan documentation and ensure electronic version is filed.

Minute Approved at Director meeting held 15 April 2025.

Item 4 Directors Update

GAdam confirmed forms removing the following former Directors from the Trust: Hayden Sutherland; James Gordon and David Young, have been submitted to Companies House.

GAdam counter signed AP01 forms confirming the appointment of Jim Blair; Lynne Hutchinson and Andy Fraser on 19 February 2025 as Member Directors to the Trust.

Action:

VEwing to ensure forms to be posted 1st class to Companies House on 19 March 2025.

Agenda Item 5 – Financial Update

Mark McRae provided an update on the financial position of the trust at 17 March 2025:

Corporate Reward: £3,291
Corporate Bonus: £132,927

DMcGowan highlighted an outstanding invoice to be paid for clearing the Burn in 2024 for £4,000. MMcRae confirmed this would be paid by end of March 2025.

DWoodrow highlighted the outstanding transfer of £10,000 grant to Bishopton Tennis Club which Directors agreed to support at the previous meeting held on 19 February 2025. The grant will support the Tennis Club to generate funding to install floodlights on the tennis courts. MMcRae confirmed that an instruction from the Trust, copied to all Directors, attaching the minute of the decision and confirmation of the amount and bank details for transfer would suffice to transfer this grant.

Action: VEwing to issue request from Directors to MMacrae for the transfer of £10k to Bishopton Tennis Club, copying minute of meeting where decision taken.

Agenda Item 6 – Unaudited Statements

MMcrae circulated an unaudited set of accounts for the year to 30 June 2025. MMcrae confirmed verbally that these accounts were exempt from audit under section 477 of the Companies Act 2026 however they had

been independently examined by a qualified accountant as stated in the report.

Directors noted the legal requirement to file these with Companies House and OSCR by 31 March 2025.

Following discussion, the Directors confirmed they were content to approve the accounts for the year to 30 June 2024 and instruct Mark McRae to arrange for these to be filed with Companies House and OSCR to meet the required deadline.

An AGM has been arranged for Sunday 6 April. Directors agreed that these approved accounts, and the accounts for the year to 30 June 2023 will be tabled (having been filed) for General Members to consider retrospectively at an Annual General meeting to be held on 6 April 2025.

ACTION: VEwing to issue public notice calling AGM to be called for Sunday 6 April 2025 with agenda and links to accounts available for inspection in advance of the meeting.

VEwing to upload accounts to 20 June 2024 to BCDT website prior to AGM.

Agenda Item 7 – Maintenance of Holmpark

The Directors discussed the maintenance requirements for Holmpark. There are three current maintenance requirements:

- Maintenance of the perimeter of the field
- Maintenance of the grass/ground
- Maintenance of the Burn

GAdam reminded Directors that the Rugby Club maintains the grass on Holmpark on behalf of the Trust. In 2024, the Trust purchased a tractor, cutting deck and slicing machine to aid the Rugby Club with this maintenance, at a cost of circa £10,500. This equipment remains the property of the Trust and is being hosted by the Rugby Club. A bespoke canopy/shed is being erected by the Rugby Club to protect the equipment when not in use.

MTomenson updated that he had made several attempts to contact the previous contractor who maintained the perimeter of the field (Billy Mason) with a view to finalising the specification of required maintenance prior to inviting contractors to note their interest and quote for the work. MTomenson confirmed he would review the previous specification himself, which includes cutting and trimming of hedges around the field perimeter. DWoodrow confirmed that in previous years this has cost somewhere

between £3-5k per annum however it had been some time since a contractor had been appointed and quoted.

Directors discussed the maintenance of the Burn, which cost £4k to dredge in 2024 following a significant build up. Lack of maintenance causes flooding to the field and damage to the ground. Directors agreed that there was a requirement to arrange dredging more frequently to avoid this build up in the future. The requirement for the next dredge will be kept under review to identify the optimal time for appropriate maintenance works to be undertaken.

In addition to the maintenance costs outlined above, there is a cost associated with Public Liability Insurance for the field. The costs of this insurance were not available to the Directors at the meeting. This will be identified and reported to a future Directors meeting.

Actions:

GAdam to engage with previous Chair, Scott Wilson to identify current Public Liability Insurance policy, costs and renewal dates.

MTomenson to draft spec for maintenance of the field perimeter and issue appeal to community for interested contractors to note their interest and quote for this work. Quotes to come back to a future Directors meeting for discussion and decision.

Agenda Item 8 – Grant application

DWoodrow confirmed that a grant application had been submitted to the local partnership for £3000, to recoup some of the costs of the dredging of the burn in 2024. DWoodrow will inform Directors once he knows the outcome of this application. Directors thanked DWoodrow for his proactivity and efforts to submit this application.

Agenda Item 9 – Communications

Directors agreed that there were a number of communication requirements flowing from their meeting, including:

Public notice calling Annual General Meeting with a minimum of 14-days' notice to all Trust Members.

Appeal to community for suitably qualified individuals who might be willing to consider Treasurer directorship.

Actions: VEwing to draft AGM calling notice for 6 April 2025 and circulate to Directors for approval to issue before Sunday 23 March 2025.

VEwing to draft communication, appealing for a suitably qualified individual who may be will to support the trust by adopting all responsibilities required of a Treasurer. To be circulated to Directors for approval to issue to Trust membership and wider community.

MTomenson to finalise maintenance specification for the perimeter of field and issue appeal to the community calling for interested contractors to express an interest and quote for the work.

Agenda Item 10 - AOB

VEwing highlighted that there has been an email to the Trust from a member of the community who is an Engineer with British Gas and lives locally. British Gas offer all employees community volunteering days and he was making contact to offer his skills. Directors welcomed the contact and asked VEwing to respond and explore this further. There is an outstanding requirement to map the drainage of the field to assist with adequate drainage maintenance and this may be a suitable project an engineer could support.

Action: VEwing to respond and report back to Directors.

Next Directors meeting to be held on Tuesday 15 April at 7pm at Bishopton Sports and Social Club.

The meeting concluded at 8.50pm.