

Bishopton Community Development Trust

Minute for Directors meeting

17 June 2025, 7pm, Bishopton Sports & Social Club

Item 1 Welcome and attendance

Attendance:

Jim Blair (Chair / Member Director)
David Woodrow (Member Director)
Derek McGowan (Member Director)
Lynne Hutchison (Member Director)
Mike Tait (Member Director)
Mike Tomenson (Member Director)
Graeme Adam ((Member Director)
Vanessa Ewing (Secretary / General Member).

Apologies:

Andy Fraser (Member Director)

Item 2 - Minute from Directors meeting held 20 May 2025

JBlair proposed one correction to the draft minute of the previous meeting relating to an update at Item 3 (Action and Decision Log) reinforcing that the Trust's Directors had no objections to Bishopton Football Club utilising the training field and surrounding areas. With this correction the minute was approved as a true and accurate record of the meeting.

Action: VEwing to arrange publication of the minute on the Trust website.

Item 3 - Action and Decision Log

Action log reviewed and updated.

Actions:

- JBlair to explore whether the tractor can be added to the Trust Insurance policy due to be renewed on 29 June 2025. Annual cost excluding the tractor is currently £438.00 which covers public liability insurance and legal expenses.
- VEwing to promote the One Lottery arrangement in place to generate funds for the Trust in the next update to be issued from Directors to Members/community.

Item 4 Directors Update

JBlair reported that the form submitted to Companies House, terminating former Director Allan Scott had been returned as incorrectly complete. This had since been resubmitted.

GAdam reported that the form submitted to Companies House, appointing Andy Fraser as a Director has also been returned due to an error, and required to be resubmitted.

Action: VEwing to resubmit AP01 form to Companies House for Andy Fraser.

Item 5 Financial Update.

JBlair confirmed that he and DWoodrow had met with Mark Macrae recently as part of the ongoing efforts to address a block on the Trust Accounts by Santander. JBlair reported that the block had recently been lifted and related to a number of checks the Bank was conducting on the account which are routine. The block has since been lifted while checks remain ongoing. This has allowed two outstanding payments (a grant to Bishopton Tennis Club and payment of an invoice to a contractor for works concluded) to be made.

Mark Macrae provided updated statements for the Trust accounts confirming account balances at 13 June 2025 of:

Corporate Bonus Account - £119,811.71

Corporate Reward Account - £3511.57

JBlair confirmed there were two financial payments now due for an Annual Public liability insurance policy at a cost of £438.00, and an invoice for circa £1000 from the Auditor for financial inspection of the 2023-24 Accounts. JBlair said he was awaiting the invoice from the Auditors.

Directors agreed that the annual public liability policy should be renewed by the end of June 2025 and JBlair said he would explore with the insurer whether the tractor could be added to the policy.

Action: JBlair to engage with insurers around adding the Trust tractor and associated equipment to the annual policy.

Item 6 - Maintenance of Holmpark Advert / Spec

Directors discussed, in turn, each of the four bids submitted against the specification set out in a recent advert.

Directors agreed that TDH Landscapes had submitted the bid most compliant with the specification, including frequency of the maintenance.

Directors agreed that the contract should be awarded to TDH Landscapes for a cost of £8520 to be billed monthly.

Actions:

- MTomenson to inform TDH Landscapes
- VEwing to draft correspondence to TDH Landscapes informing them of contract award for the proceeding 12-months.
- VEwing to draft communication for three other bidders thanking them for their time and for quoting.

Item 7 - Community Survey Monkey

Directors discussed the options to be included in a survey of the community inviting views on improvements to Holmpark. All directors agreed there was a need to ensure options offered are achievable and affordable without significant fundraising efforts.

Directors agreed to carry the discussion around options for a survey monkey forward to its next meeting.

Directors discussed a suggestion that picnic benches around the Holmpark perimeter would be beneficial and agreed that we could explore with community groups whether this would be asset they would consider contributing to the purchase of.

Actions:

- VEwing to draft the communication to local groups asking if they would be willing to contribute to the supply and installation of picnic benches on Holmpark.

Item 10 Communications

Directors suggested a number of updates to the draft communication and suggested some additional points to incorporate.

Action: VEwing to update and circulate draft Directors Update for Directors to consider and approve for issue.

AOB

Development Trust Association Scotland Membership has lapsed. JBlair to invite representative to come and speak to Directors about the benefit of membership to a future meeting.

Local Place Plan – JBlair said he was attending a specially convened meeting to represent the Trust alongside the Community Council.

DWoodrow said they were looking for a representative of the Trust to attend the Local Partnership Meetings. JBlair said he would represent the Trust at these meetings going forward (replacing Hayden Sutherland).

JBlair asked about the relevant insurances, licenses and risk assessments for Bishopton Day and LHutchinson confirmed the requirements were all in place, police informed and contractors aware of the requirements.

DMcGowan confirmed that the Rugby Club has now drafted a lease agreement between the Trust and the Rugby Club. This is currently with Rugby Club lawyers and will be shared with the Trust this month for review and feedback.

DMcGowan reported that the Rugby Club continues to maintain the pitches and record the maintenance work being undertaken.

Actions:

- JBlair to arrange for invoice to be sent to Bishopton Day Committee for £100 for the use of Holmpark – after the event.
- DMcGowan to circulate the draft lease agreement for Trust review and feedback.
- VE to add lease arrangements and associated costs to next agenda.

Date of the next meeting: **Tuesday 15 July at 7pm in Bishopton Sports and social club.**

The meeting concluded at 9pm.