Bishopton Community Development Trust

Minute for Directors meeting

16 December 2025, 7pm, Bishopton Sports & Social Club

Item 1 Welcome and attendance

Attendance:
Jim Blair (Chair / Member Director)
Mike Tomenson (Member Director)
Lynne Hutchinson (Member Director)
Derek McGowan (Member Director)
Vanessa Ewing (Secretary / General Member)

Apologies:
Graham Adam (Co-opted Director)
Mike Tait (Member Director)
David Woodrow (Member Director).

Item 2 - Minute from Directors meeting held 18 November 2025

Proposed by Mike Tomenson and seconded by Lynne Hutchinson.

Minute accepted as a true and accurate record of the meeting.

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

Item 3 - Decisions since last meeting

No decisions recorded.

Item 4 - Action and Decision Log

Action log was reviewed by Directors and updated.

JBlair confirmed no further comments on the Code of Conduct were received and Directors were therefore content to formally adopt the version proposed and circulated.

JBlair issued Directors with a form for completion confirming any Declaration of Interests (as per requirement of the approved Code of Conduct).

Action: All Directors to complete, sign and returned Declaration of Interest form to VEwing by next meeting (20 January 2026).

Item 5 Directors Update

JBlair recorded that Code of Conduct was now formally adopted as per agreement under action updates at Item 4.

APPROVED MINUTE

VEwing confirmed three Directors have yet to complete and return the OSCR Charity Trustee Form which requires to be submitted to OSCR as soon as possible.

Actions:
VEwing to arrange publication of Code of Conduct on Trusts website.
VEwing to collate and file signed Declaration of Interest forms for Directors.
VEwing to chase GAdam, MTait and DWoodrow for completed Trustee forms.

Item 6 Financial Update.

JBlair reported the financial statements at 16 December 2025 as:

Statements –
Corporate Reward, £1206.25.
Corporate Bonus, £121,067.40.

Payments incoming:
£3000 grant received from Renfrewshire Council.

Payments outgoing:
£15 charge on Corporate Reward account.
Keegan and Pennykid Insurance - £197.98 (inc. of tractor)
Keegan and Pennykid Insurance - £132.15 (inc. of equip)
TDH Invoice for October - £710.00

JBlair confirmed that his role as Chair and Treasurer was not sustainable. Directors agreed that this created a conflict and weakened the required checks and balances which exist when these roles are separate.

JBlair proposed that it was now essential to consider offering remuneration to try and attract someone into the post and Directors agreed. It was agreed that a call for suitably qualified individuals should be issued, highlighting that remuneration would be available. Directors agreed not to specify a remuneration amount at this stage and consider this if interested individuals came forward and subject to experience.

Item 7 - Padel Court Proposal – Kevan Friel

VEwing reporting that Mr Friel had informed the Trust via e-mail that he was unable to attend the meeting due to work commitments. Directors agreed to extend an invite to a future meeting.

Action: VE to confirm the next meeting dates and inform Mr Friel.

Item 8 Holmpark Feasibility Study – MAC Consulting

APPROVED MINUTE

Directors discussed the purpose of the feasibility work and the insight it will provide to inform discussions on a Lease Agreement between the Trust and Rugby Club.

JBlair confirmed that a quote has been received from MAC Consulting totalling £4150 (exc VAT). The quote includes options for a topographical study work and geotechnical investigation. The total cost of all the work is £9,750.00 (exc VAT).

DMcGowan highlighted that an initial investigation report was prepared for BAE systems as part of the land transfer in 2016 and the feasibility work may duplicate some of this. Directors agreed that the report should be shared with MAC Consulting for their review. JBlair also offered to set out a timeline for MAC Consulting which captures some of the work and issues around drainage.

JBlair and DMcGowan agreed to offer to meet with MAC Consulting with a view to understanding if the previous work and insights around drainage might reduce the quote.

Action: JBlair and DMcGowan to meet with MAC Consulting to discuss the quote and report back to future meeting.

Item 9 Communications
Director's Update / Christmas Message

Directors made some minor suggestions to the Draft Directors Update/Christmas Message and agreed that the update should be issued by the end of this week.

Action:
VEwing to publish Director's communication on Trust website and issue via e-mail to the general membership and subscribers list.

AOB

MTomenson highlighted that he had a discussion with a local resident who may be interested in exploring use of Holmpark to develop leisure facilities. Directors agreed to invite him along to a future meeting.

Action: MTomenson to invite the resident to a future meeting.

Date of the next meeting: **Tuesday 20 January at 7pm in Bishopton Sports and Social club.**

The meeting concluded at 20:30pm.

APPROVED MINUTE