

Bishopton Community Development Trust

Minute for Directors meeting

18 August 2026, 7pm, Bishopton Sports & Social Club

1. Welcome and Attendance

Present:

- Jim Blair (Chair / Member Director)
- Derek McGowan (Member Director)
- Andy Jackson (Member Director)
- Lynne Hutchinson (Member Director)
- Mike Tomenson (Member Director)
- David Woodrow (Member Director)
- Pamela Henderson (Member Director)
- Vanessa Ewing (Secretary / General Member) – joined at 7.15pm

Apologies:

- Mike Tait (Member Director)

Jim Blair welcomed everyone to the meeting.

2. Draft Minute from Directors meeting held 21 July 2026

Directors proposed the following amendments to the minute of the last meeting held on 21 July 2026:

- Andy Jackson suggested there required to be an explicit reference in the minute to the fact that the lease drawn up by the Rugby Club at the Trusts request in 2026 had been withdrawn.
- Jim Blair asked that the date of instruction to Azets to compile and submit its Corporation Tax return is included (9 July).

Subject to the above amendments, all directors in attendance agreed the previous minute as a true and accurate record of the meeting.

Action: Vanessa Ewing to arrange publication of the approved minute on the Trust website.

Draft Minute from Directors meeting held 11 August 2026

Vanessa Ewing highlighted that a meeting of Directors had been called for 11 August 2026, however due to a number of apologies, this meeting did not achieve the quorum required to consider and or take any decisions.

Notwithstanding this, Vanessa Ewing confirmed that she had taken a minute of those in attendance and the fact that the quorum had not been reached for the record.

Jim Blair proposed the note and Mike Tomeson seconded it.

Action: Vanessa Ewing to arrange publication of the approved minute on the Trust website.

3. Decisions since the last meeting

Jim Blair highlighted that technically Directors had given their consent, on the Trust's WhatsApp Group Directors to appoint Azets to undertake the Trusts Annual Accounting process again.

Vanessa Ewing highlighted that an appeal had gone out on social media appealing for qualified local residents and/or companies to get in touch if this is a service they can provide. As yet this has not attracted any responses.

Jim Blair said he was not comfortable appointing Azets given the previous challenges and lack of responsiveness from them. Directors therefore agreed to engage with other providers to seek other quotes.

Pamela Henderson will speak to other providers and bring back alternative options to the next meeting.

Action: Pamela Henderson to identify other accountancy providers to undertake the necessary independent financial checks on the Trust's accounts and bring these back to the next Director's meeting for consideration.

4. Action and Decision Log

The Action and Decision Log was reviewed by Directors and updated. The following was agreed:

Directors discussed the action on Mike Tait to identify a qualified property agent to act on behalf of the Trust to draw up a lease agreement with the Rugby Club. Directors agreed to appoint Hunter & Robertson as property agents at a cost of £1200 + VAT.

Action: Mike Tait to instruct Hunter & Robertson to take this forward.

5. Directors Update

Mike Tomeson said he had contact from James Newton asking for the Trusts support for a bid he has submitted to purchase Dargavel House. His plans involve redeveloping the house and site to enhance sporting, leisure facilities. At this stage, Directors agreed that they did not have enough information about the plans to offer support. Directors would consider again should this reach planning stage.

Action: Mike Tomeson to reply to James Newton explaining Director's consideration.

7. Financial Update

Jim Blair provided the following financial update:

Bank balances:

- Corporate Reward: £1657.21
- Corporate Bonus: £108,659.93

Outgoing payments:

- Charges £15.15
- TDH July invoice: £710.00

Incoming payments:

- Lottery: £48.50
- Interest: £159.28

8. Communication / Correspondence

Draft Directors Update – August & Local Place Plan Interactive Map

Directors discussed the draft update and agreed that reference to the work underway to survey residents about their views on the development of Bishopton with a view to informing a dedicated local place plan should also be included and promoted to members and the community.

Directors discussed the merits of including a more specific timeframe for the next AGM. Vanessa Ewing highlighted that a key aim of the AGM was to present the accounts to the membership. The appointment of an independent auditor to check and sign off the 2025/2026 accounts would therefore influence the timing of an AGM based on how quickly they could complete the audit and preparation of the accounts. Directors agreed to retain reference to an AGM being called in the coming months with a view to confirming a date as soon as practicable.

Subject to the amendments as detailed above, Directors agreed that the Director's Update could be issued to the membership, published on the Trust's website and promoted across the community.

Action: Vanessa Ewing to update Directors' Update, publish on Trust's website and issue to general membership and subscription list.

Cairellot Response – July 2026

Directors discussed a follow up request received from Cairellot to meet with Directors to discuss their continued desire to purchase additional land at Holmpark to support the nursery's growth. Directors discussed the response issued to Cairellot on 21 August 2026 and agreed that they would be happy to meet subject to the conditions outlined in correspondence of 21 August (the lease of land to enhance the outdoor space only).

Action: Vanessa Ewing to respond to Cairellot to confirm that Directors are happy to meet, subject to the conditions outlined in correspondence issued on 21 July 2026.

Jim Blair noted that the Trust has received correspondence from HMRC about the need to complete a Corporation Tax return for 2025/26. He highlighted that the return for 2024/2025 was outstanding and with Azets for completion and subject to a fine for late filing – he would continue to chase Azets to complete this following instruction on 9 July.

Vanessa Ewing confirmed that she had contacted HMRC regarding the Registration for Charitable status. HMRC claim the evidence submitted was not received within the required timeframe and the case was therefore closed. She will resubmit this ahead of the next meeting.

Action: Vanessa Ewing to resubmit request to HMRC with accompanying evidence Registering for Charitable Status.

AOB

Jim Blair highlighted that the TDH Landscape Contract has been in place for more than 12-months now and he asked if Directors were content with the current arrangement continuing. Directors agreed.

Andy Jackson asked who maintains the small / former overflow culvert on the field as he was concerned it required clearing. David Woodrow said this was the responsibility of Renfrewshire Council.

Derek McGowan reported that he had returfed and filled damage caused to the field during Bishopton Day. The costs of fixing this was £205 and Derek asked if this could be reimbursed. Lynne Hutchinson suggested this request should be made directly to the Bishopton Day Committee.

Derek McGowan highlighted that Gary Haugh had prepared a short document which summarised the impact of Bishopton Day on local businesses and asked if this had been received by the Community Council and/or Bishopton Day Committee. Lynne Hutchinson and David Woodrow said they had heard about it but not yet received it. Derek McGowan said he would try and track this down.

Actions:

- Mike Tomeson to e-mail TDH and ask if they are content to continue with the current arrangement and costs.
- Derek McGowan to submit request to Bishopton Day Committee for reimbursement of materials to correct damage caused to the field during Bishopton Day.
- Derek McGowan to obtain report compiled by Gary Haugh regarding the benefits of Bishopton Day to local business.

Noting a registered conflict due to their involvement with Bishopton Rugby Club, Derek McGowan and Andy Jackson left the meeting to allow the remaining Directors to discuss the development of a lease agreement between the Trust and the Rugby Club.

Item 6 Bishopton Rugby Club – Lease Agreement

Jim Blair explained that the purpose of this discussion was to seek clarity from Directors about the parameters of the lease agreement for the rugby club.

Mike Tomeson said that he saw two options for Directors to consider in terms of the lease parameters:

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1. a lease agreement that reflects the current footprint utilised by the Rugby Club, or
 2. a lease agreement that reflects the whole field and associated costs and maintenance.

Directors discussed the pros and cons of each option. Jim Blair said he was not supportive of the efforts to lease the whole field. David Woodrow, Lynne Hutchinson, Mike Tomeson and Pamela Henderson agreed and felt it was the responsibility for the Trust to maintain some day-to-day ownership of the area.

Directors agreed the following considerations to inform the current negotiations:

- That discussions should proceed on the basis of the Rugby Club's current use (two pitches and training area);
- Continued routine maintenance to a minimum standard of the areas currently maintained by the Rugby Club;
- A continued right of access to the community;
- A continued expectation that Bishopton Rugby Club facilitate request from any no-for-profit community organisations to use the leased area (excluding the main pitch) when not in use by the Rugby Club.
- Explicit reference to no development or substantial maintenance works on the leased area without the explicit consent of the Trust;
- Prohibition of sub-letting;
- Explicit reference to a proportion of all advertising revenue to come to the Trust;
- Explicit reference to the prohibition of advertising materials above a specific size and/or the
- Explicit reference to the continued use of Holmpark site for Bishopton Day (held annually) and associated events for the duration of the lease.

Directors agreed that the Trust should retain the right to consider and approve any non-routine remedial or development works. The Trust will also continue to maintain the perimeter of site.

Jim Blair asked if there was a line drawing of the area utilised by Bishopton Day which could inform the lease agreement. Lynne Hutchinson confirmed she would send this via e-mail.

Actions:

- Lynne Hutchinson to send Jim Blair a note of the area utilised on Holmpark by Bishopton Day.
- Jim Blair, Mike Tait and Andy Jackson to re-engage on the development of a lease agreement based on the parameters outlined above and with the support of Hunter & Robertson as property agents.

Jim Blair thanked all Directors for their attendance and contribution.

Date of next meeting – Tuesday 15 September 2026, 7pm in Bishopton Sports and Social Club.

The meeting concluded at **9.10pm**