

# CEDAR

## GENERAL MEETING

Tuesday 18<sup>th</sup> March 2025 7.15pm, Crawford Village Hall

### MINUTES OF MEETING



|                  |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
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| 1.               | Welcome & Introductions   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| 2.               | <p><b>Present</b></p> <table><tr><td><u>Trustees:</u></td><td><u>Members:</u></td></tr><tr><td>Helen Hally</td><td>Margorie Bell</td></tr><tr><td>JP Gilmartin</td><td>Margaret Weston</td></tr><tr><td>Daniel Rowley</td><td></td></tr><tr><td>Daniel Jones</td><td></td></tr><tr><td>Anne Hume</td><td></td></tr><tr><td>Jane Quinn</td><td></td></tr><tr><td>Valerie Witham</td><td></td></tr></table> <p>Community Action Officer: Lyndsey Devaney</p> <p><b>Apologies</b></p> <p>Joyce Gilmartin (T)</p> <p>Bruce Fraser</p> <p>Morag Ritchie (T)</p> <p>Candice Cunningham (T)</p>  | <u>Trustees:</u> | <u>Members:</u> | Helen Hally | Margorie Bell | JP Gilmartin | Margaret Weston | Daniel Rowley |  | Daniel Jones |  | Anne Hume |  | Jane Quinn |  | Valerie Witham |  |  |
| <u>Trustees:</u> | <u>Members:</u>   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Helen Hally      | Margorie Bell   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| JP Gilmartin     | Margaret Weston   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Daniel Rowley    |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Daniel Jones     |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Anne Hume        |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Jane Quinn       |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| Valerie Witham   |   |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
| 3                | <p><b>Minutes of Previous Meeting</b></p> <p>Helen apologised for late issue of minutes.</p> <p>The suggested changes to the constitution that were discussed and agreed at the meeting were not sent as an attachment with the minutes. They will be sent with the minutes from this meeting and paper copies were made available to those present.</p> <p><b>3a</b> <u>Amendments</u></p> <p>Minutes of previous meeting were approved.</p> <p><b>3b</b> <u>Matters arising not on the Agenda</u></p> <p><b>3b.1</b> DJ received a response from SLC to the FOI request he had submitted to find out if they have any information on the original transfer of the hall from private ownership to them. SLC confirmed that they do have that information but that it is not subject to FOI requests. They advised that the information can be requested from the Land Registry in Glasgow. DJ will action.</p> <p><b>3b.2</b> The Big Breakfast Community Action Plan launch was a huge success. There was a lot of interest in doing something similar again.</p> |                  |                 |             |               |              |                 |               |  |              |  |           |  |            |  |                |  |  |
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| 4. | <p><b>Trustees</b></p> <p>Resignations have been received from Aileen Gemmell and Gail Coulter. Helen will issue formal responses on behalf of CEDAR acknowledging them and thanking them for all their time and effort.</p> <p>There was a general discussion about what to do about the two current Trustee vacancies. There is a maximum no of 14 Trustees detailed in the constitution but no minimum. Currently running at 12 but it is worth finding out if people are interested in joining, the more people the better to help progress projects.</p> <p>There is a desire to try and reach more people in Elvanfoot and Daer. Trustees will reach out to their contacts and try and gauge interest from members of the community. If people are interested, please ask them to email <a href="mailto:chair@cedar-group.org">chair@cedar-group.org</a>.</p>  |  |
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| 5. | <p><b>Hall Issues</b></p> <p><b>5a</b></p> <p>Feasibility Studies</p> <p>The funding application is with Clyde/SLC but it hasn't been assigned yet. JP checked with SLC and it hasn't been moved forward and there is no indication of likely timescale for progressing the application.</p> <p>DR suggested chasing Kenny Leane &amp; Yvonne Howley at SLC. JP to action.</p> <p><b>5b</b></p> <p>Lease</p> <p>Still waiting for confirmation and negotiation of the lease.</p> <p>JP will submit a funding application for legal fees to review the lease and contracts.</p> <p><b>5c</b></p> <p><b>Survey</b></p> <p>Funding application currently at Appraisal stage the application, even though it has already been unofficially Approved.</p> <p>JP distributed the survey to Trustees. Considerable things that need to be worked on immediately, intermediately and longer term. Longer term issues may be dealt with along with any future redevelopment. LD raised that it may be difficult to get funding for repairs if only on a 1-2yr lease.</p> <p>JP confirmed that there is an application submitted for support for year 2 via the dedicated REF fund which was set up for the purpose of supporting the village halls at risk. This should cover any immediate repair costs.</p> <p><b>5d</b></p> <p><b>CAT</b></p> <p>Request for funding has been submitted, as detailed above.</p> <p>The request for CAT-Lite 1-2yr lease has been approved but waiting for lease etc, as detailed above.</p> <p>There will be a likely 6-8 week period where SLLC will continue to manage the hall until the official transfer.</p> |  |

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| 5e | <p>JQ asked if the VASLan funds can be used for the groups hall lets before CEDAR take over? JP confirmed that it is a CEDAR decision. HH confirmed that the hall rental funds are for a year and suggested that all hall rental for local groups, as detailed in the VasLan application, be paid from this fund from 1st April whether it is to SLLC or CEDAR. All in attendance agreed.</p> <p>AH confirmed that another Tai Chi group has been set up. It was agreed that it can be funded with any unspent funds from the last Tai Chi class and then a microgrant can be applied for to help with costs.</p> <p><b>Hall Management</b></p> <p><u>Meetings:</u></p> <p>The last meeting scheduled for 11th March was cancelled due to low attendance.</p> <p>The next meeting scheduled for Tuesday 25th March clashes with Bowling Club AGM. It was agreed that it be moved to Wednesday 26th March and be held at the bowling club at 7pm.</p> <p>HH will get notes of the last attended meeting before next week.<br/>LD will create an agenda for the meeting.</p> <p><u>Responsibilities:</u></p> <p>DJ will create at a paper detailing the roles and responsibilities of the cleaning team.</p> <p>DR will create a paper detailing the roles and responsibilities for the maintenance team.</p> <p>JP will create a paper detailing the roles and responsibilities for the health and safety team.</p> <p><u>Keys:</u></p> <p>It was agreed at the last meeting that everyone who runs a group will have a key and that there will also be a pool of key holders who are CEDAR Trustees.</p> <p>DR will change the locks when CEDAR take over the lease and get the keys cut and distributed.</p> <p><u>Tables and chairs</u></p> <p>Val raised that the SWI currently have an arrangement with SLLC Hall keepers to set out the table and chairs for their let, due to the average age of those attending. If the tables and chairs are not set out for them, they may have to find another venue.</p> <p>HH also raised that the stacking of the chairs can be too high and difficult for some.</p> |  |
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|           | <p>JP suggested that any set up requests be included on the booking form. DR confirmed that this can be added as a drop down on the online booking form. A key holder will have to attend to make sure the setup is done.</p> <p>DJ suggested that there be a default setup which accommodates most users' preferences/needs.</p> <p>HH suggested that a selection of table and chairs be kept out at the back end of the hall. All agreed to try this and leave 4 x tables and 4 small stacks of chairs out once lease has started.</p> <p>DJ has created the booking form and put a link to it on the website to be used as of 1st May. Need to liaise with SLLC for the handover process.</p> <p>DJ asked people to go on and use the form and give any feedback to it can be as user friendly as possible.</p> <p>DJ confirmed that set up and clear down should be booked and charged. HH asked if community bookings can be flexible regarding the length of the slot (where possible) in case of run over etc. to minimise extra costs for them. All agreed.</p> |  |
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| <b>6.</b> | <p><b>Correspondence</b></p> <p>None other than already sent via email.</p>   |  |
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| <b>7.</b> | <p><b>Treasurer's Report</b></p> <p>Last month's closing balance was £28294.47.</p> <p>3 x outgoings this month which were for the trolleys for Elvanfoot, the third share of the website hosting costs (split between CEPE, CEDAR and the Community Council) and hall hire for tai chi.</p> <p>Current balance £28,038.06p</p> <p>Full report attached to these minutes.</p>   |  |
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| <b>8.</b> | <p><b>Communication Strategy</b></p> <p>How do we keep the community updated on what is happening re: hall? JP suggested a leaflet drop to try and get as many people as informed as possible.</p> <p>HH asked if JG can create a strategy. JP will ask.</p>  |  |
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| <b>9.</b>  | <p><b>Mental Health and Wellbeing Grant</b></p> <p>HH will meet with all those allocated to liaise with a group (as agreed at the last meeting) to discuss further the outcomes listed within the application. If you are a named person, please reach out to HH to arrange a meeting.</p> <p>Indoor Bowlers do want new boards, which will be custom made. The have also applied for funding to SLC. DJ confirmed that funds have been allocated to CEDAR to purchase boards for use by the Indoor Bowlers and other groups where appropriate. If there is a shortfall the Indoor Bowlers could supplement with any funds secured from SLC.</p> <p>VW asked about the gardening group and if they'll have responsibility for the upkeep of the hall grounds. It was confirmed that the group can redesign and develop if they wish. It was agreed that it was worth putting feelers out to see who is interested in joining.</p> <p>AH asked that those with mobility and sensory issues be taken into consideration in future planning of any community grounds.</p> <p>VW also raised questions regarding who will cut the grass etc. Something to be discussed further within the hall management meetings.</p> <p>DR confirmed that there is a strimmer which had been purchased by the CC and can be used.</p> |  |
| <b>10</b>  | <p><b>Outdoor Recreational Facility</b></p> <p>Soft Feedback undertaken during The Big Community Breakfast and all of the young people who attended are still interested in a pump track. LD to work with CC and FG to arrange a separate event to gather more feedback.</p>   |  |
| <b>11.</b> | <p><b>Community Action Officer Update</b></p> <p>LD informed the group that she has resigned from her position as Community Action Officer. Her last day will be Thursday 10th April.</p> <p>LD will create a full handover document for all projects, contacts etc. and confirmed that she is available for any help and support that CEDAR or any other group or individual may need.</p> <p>The group was fulsome in its support and gratitude for all that Lyndsey has done for the community. She will be greatly missed.</p>   |  |
| <b>12.</b> | <p><b>Micro Grants</b></p> <p>DR confirmed that the application forms to take over management of the micro grants have been received.</p>  |  |

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|            | <p>A constitution needs to be submitted so it is important that the agreed constitutional amendments are made and a signature sheet for all trustees to sign is created.</p> <p>DR will liaise with CC to organise this and then the application can be submitted. DR asked who will be the coordinator who receives and circulates the applications? DR offered to do it and all in attendance agreed. DR to find out if he can vote as the coordinator.</p> <p>Sub-committee of up to 5 trustees to be created to review the applications. This will consist of JP, VW, JQ &amp; HH. Voting can be done via email. All agreed. CEDAR will review the running and rules of the micro grants and what they can be used for.</p> <p>It is believed that the grants will be available for application by each group once per financial year. DR to circulate the rules and regulations as laid out by SSE.</p>  |  |
| <b>13.</b> | <p><b>Meeting Date Revision</b></p> <p>All meetings currently scheduled on a Tuesday will clash with the start of the Bowling season which is also on a Tuesday. Meetings can be switched to Mondays as the indoor bowlers will finish for their season at the end of March.</p> <p>From April, all dates will be moved to the Monday of that week. New dates will be reissued and the next meeting will be Monday 21st April.</p>  |  |
| <b>14.</b> | <p><b>Any Other Business</b></p> <p>HH raised a concern regarding the number of volunteers that are needed to run everything that the group wants to run. VW stated that this is why communication is important and keeping people informed about what is happening could encourage more people to want to become involved. JP said this will also be part of the feasibility study and it will be identified if there aren't enough volunteers or if it would be too much pressure on the current volunteers. HH asked people to think about possible ways to grow volunteer numbers such as possibly asking people attending events etc.</p> <p>DR raised Clyde windfarm funding review panel and asked should CEDAR be represented? There is usually two representatives per community. DR and HH volunteered to apply as members.</p> <p>JP asked for permission to purchase more dog waste bags. All agreed.</p> <p>DR confirmed that Elvanfoot didn't want a dispenser, they were asked at the original project consultation.</p> |  |
| <b>15.</b> | <p><b>Confirmation of date and time of next meeting</b></p> <p>Monday 21<sup>st</sup> April 2025 @ 7pm.</p>   |  |