

# CEDAR

## GENERAL MEETING

Monday 26<sup>th</sup> May 2025 7.00pm, Crawford Village Hall

### MINUTES OF MEETING



1.	<p>Welcome &amp; Introductions</p> <p>Fiona Cameron was welcomed by Helen and all to the group. Fiona applied to become an Ordinary Member and was voted onto the committee by the trustees prior to the meeting to allow her to attend tonight.</p>			
2.	<p>Present</p> <table><tr><td><p><u>Trustees:</u></p><p>Helen Hally</p><p>JP Gilmartin</p><p>Anne Hume</p><p>Valerie Witham</p><p>Morag Ritchie</p><p>Jane Quinn</p><p>Apologies</p><p>Joyce Gilmartin (T)</p><p>Daniel Jones (T)</p><p>Daniel Rowley (T)</p><p>Fiona Greenhorn (T)</p></td><td><p><u>Members:</u></p><p>Margaret Weston</p><p>Bruce Fraser</p><p>Fiona Cameron</p></td></tr></table>	<p><u>Trustees:</u></p> <p>Helen Hally</p> <p>JP Gilmartin</p> <p>Anne Hume</p> <p>Valerie Witham</p> <p>Morag Ritchie</p> <p>Jane Quinn</p> <p>Apologies</p> <p>Joyce Gilmartin (T)</p> <p>Daniel Jones (T)</p> <p>Daniel Rowley (T)</p> <p>Fiona Greenhorn (T)</p>	<p><u>Members:</u></p> <p>Margaret Weston</p> <p>Bruce Fraser</p> <p>Fiona Cameron</p>	
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3.	<p>Minutes of Previous Meeting</p> <p>3a. Amendments</p> <p>The Treasurer’s report total in the previous meeting minutes was inaccurate as it only covered the total in the account until 16.04.2025 instead of 21.04.2025. The closing balance as of 21.04.2025 was £26,374.38. No other amendments were requested and the meeting minutes were agreed as a true record of the meeting.</p> <p>Matters Arising</p> <p>3b. Community Development post – Information about the residual funding that is still available has yet to be confirmed. Helen will follow up with Colin MacMillan from SSE</p> <p>HH and DJ met with Colin Macmillan from SSE to look at how SSE might support community development and CEDAR’s strategic vision for the community. Colin expressed a willingness to attend a CEDAR meeting to share</p>	HH		

11.06.2025

	<p>information with the Trustees about the various structures and processes that could assist us.</p> <p>HH and DJ discussed with Colin the options for covering the Community Development Officer post. He suggested that Community Enterprise would be a good option to explore regarding short term consultancy leading to a full-time post within 6 months. HH had a scheduled telephone call with Lynda Johnstone from CE on 23<sup>rd</sup> April and raised the issue with her then. Lynda was very receptive and Helen developed a more detailed briefing paper that was circulated to the Trustees for approval on 4<sup>th</sup> May, before being sent on to CE. This was received positively but has yet to be finalised. The level of residual funding from Lyndsey's post will need to be confirmed before this can happen.</p> <p>All at the meeting agreed to proceed with this.</p> <p>HH advised that she has not yet written to the Trustees who have not been in regular attendance of the meetings, and will action this before the next meeting.</p>	<p>HH</p> <p>HH</p>
4.	Correspondence	
4a.	<p>Harvesting and Felling of Landmark Trees</p> <p>MR received correspondence from a member of the community regarding the Forest Direct Ltd poster that had been posted at the Crawford railway bridge. They had contacted Nick Martin, Harvesting &amp; Marketing Manager, who had explained the problems they had with obtaining a point of contact with the Community Council disbanding. MR asked if the group were happy to be the point of contact for sharing information and all present agreed. MR will email Nick to introduce the group and offer to share information on their behalf through the newsletter once this is set up, and on the website.</p>	MR
4b.	<p>Watchman Energy Park – Community Benefit</p> <p>Correspondence was received from a representative of Renewco Power in relation to their proposals for the Watchman Energy Park. Their representatives have advised that they are happy to meet with representatives from CEDAR to discuss the community benefit funding which will be delivered as part of the Watchman project should it be considered. MR will respond to the email to get further information and possible meeting dates with the representatives.</p>	MR
4c.	<p>Watchman Energy Park Grants</p> <p>Candice had previously been in conversation with a representative from BizGive, who are supporting the administration of the Renewco Power's Watchman Energy Park grants programme, in relation to a grant to support a fun day for local children. The purpose of this was to access a £500 grant for obtaining activities including a pump track to allow local children to see if this was something they wanted as a more permanent feature. Failing this the possibility of the grant being used to pay for the children to attend Wiston</p>	

	<p>Lodge was also suggested. The representative had indicated that both activities could be applied for through separate grants and was awaiting correspondence for the go ahead of this.</p> <p>In the absence of FG, FC offered to collaborate with her and find out what she and Candice had been arranging.</p> <p>It was suggested to pass the emailed information onto DJ and DR who are involved in the microgrants currently.</p>	<p>FC/FG</p> <p>MR/DJ/DR</p>
5.	Hall Management	
5a.	<p>Approve Roles and Responsibilities</p> <p>A detailed list of roles and responsibilities had been supplied by DJ prior to the meeting. These were read through and the roles were approved by the group, with the exception of the Health and Safety Officer. It was agreed that this was a large task on its own to assign responsibility to someone and had other implications such as who the responsibility lies with should something happen and a hall user be injured. JP said that he would look at how other hall management groups coordinate this, such as Johnstonebridge and Tweedsmuir, and feed back to the group.</p> <p>There was a suggestion of including a possible disclaimer for groups hiring the hall making health and safety their responsibility in terms of risk assessment of their group activities. The social group CEPE has public liability insurance, as do CEDAR for any activities they host within the hall, as well as contents insurance for any items or equipment owned by the hall. Individual groups do not have insurance.</p> <p>It was agreed that HH would reach out to VASLAN for advice on this.</p> <p>The General Manager roles and responsibilities will not require the utilities management as billing will come directly to MR who will pass these to JP for payment.</p>	<p>JPG</p> <p>HH</p> <p>MR &amp; JPG</p>
5b.	<p>Assign Roles</p> <p>Roles were assigned as follows;</p> <ul style="list-style-type: none"> <li>• Access Controller – JPG</li> <li>• Key Holders – Designated key holders per group. All present at the meeting agreed to be key holders.</li> <li>• Social Media &amp; Marketing Coordinator – DR &amp; JG (It was suggested to include JG into the social media and marketing role due to her involvement in the newsletter)</li> <li>• Booking Administrator – DJ &amp; DR</li> <li>• Health &amp; Safety Officer – parked currently for further discussion.</li> <li>• Cleaning Coordinator – JQ</li> <li>• Outdoor Maintenance &amp; Gardening – JPG, DJ, DR &amp; AH (AH suggested her involvement in the gardening role for input into the sensory garden plans)</li> <li>• General Manager – DJ, DR &amp; JPG</li> </ul>	

5c.	<p>HH suggested that CE could address the Health and Safety Officer and General Manager roles as part of their consultancy.</p> <p>Water Issues and Back Drains;</p> <p>JP advised that we need to isolate the water in the kitchen due to the discovery that the hall is losing significant water when not in use, working out at approximately 90L per hour. This loss is currently unexplained. It is in hand, but JP said that he is not signing for the responsibility of the water costs until this issue has been resolved with SLC.</p> <p>There is also water backing up in the toilets. This issue has been reported to SLC who have said that this is a pre-Covid issue. Sewage is also coming out onto the path so needs to be addressed. JP will chase this up with Ian Mulholland.</p>	JPG
6.	<p>Community Transport Initiative (CTI)</p> <p>JP has reached out to Rivervale and the British School of Motoring (BSM). BSM have advised that they don't offer electric vehicles yet but are looking to bring in BYD (Build Your Dream) cars in the future with a lease agreement of £600 per month. There will also be the cost for training a driving instructor with the understanding that there is a subsidised cost for any learners in the villages.</p> <p>Further investigation into a larger vehicle which will accommodate wheelchairs has also been undertaken but this is more costly. The most cost-effective lease appears to be a vehicle with eight seats, and the option to remove two seats to accommodate a wheelchair.</p> <p>HH advised that once consultant(s) are appointed, (see item 3b) working out the operational details of the CTI, including researching vehicles and costs, would be a large initial part of their remit.</p>	
7.	<p>Treasurers Report</p> <p>Last month's closing balance as of 21<sup>st</sup> April was £26,374.38.</p> <p>Microgrant funds have been received into the account, and outgoings were for venue hires including regular groups, and various microgrant applications including for the Tea on Tuesday group, Crawford Primary and The Reclaimers upcoming event.</p> <p>The current balance is £34,608.86.</p> <p>There has been hall funding received from the Community Council for £5000, but it is not known what it is for at this time.</p> <p>The previous microgrant funds were queried for the classes that have passed as there are some residual balances from these, but it was confirmed that this money would have to be paid back once all paperwork was filed relating to the costs of the events.</p>	

	A full report is attached to these minutes.	
8.	<p>Micro Grants Update</p> <p>£10,000 has been received for micro grant applications. Some grants have been applied for and money has been approved for these. The information relating to micro grants has been made available online and will be included in the newsletter.</p>	
9.	Mental Health and Wellbeing Grant Updates	
9a.	<p>Book Fair including Penguin 90 Little Book Stops</p> <p>There has been no progress with this since the last meeting.</p>	
9b.	<p>Gardening</p> <p>A sensory garden is currently being looked into for the hall grounds. There were some suggestions of local gardens to look at and find out about the funding for these, including Abington Old School House. FC suggested contacting Clydesdale Community Initiative (CCI) as they helped with building the Lanark sensory garden.</p>	
9c.	<p>Tea on Tuesday</p> <p>JQ reported that this is doing fine and is still well attended.</p>	
9d.	<p>IT</p> <p>JP said that he plans to speak to a member of the community with an interest in IT and see if he would like to be involved in the drop-in sessions that get arranged.</p>	
9e.	<p>Ramblers and Strollers</p> <p>There has been no progress with this since the last meeting.</p>	
9f.	<p>Carpet Bowlers</p> <p>There has been no update received regarding this.</p>	
9g.	<p>Advice and Information Sessions</p> <p>There is no update relating to this currently.</p>	

10.	<p>Communication Strategy Update</p> <p>JG has completed four iterations of the newsletter presentation, which has been consulted on with HH. There is new information to add to this, and the aim is to get this printed and distributed mid-June.</p>	
11.	<p>Outdoor Recreational Facility</p> <p>In FG's absence this has been parked until the next meeting as previous updates were passed on by Candice relating to this.</p> <p>Following on from the previous correspondence discussed regarding hiring a pump track and funding application for this, it was suggested to see if it was possible to get one rented for the Fun Day on the 7<sup>th</sup> June. It will be checked out to see if bikes were supplied or if individuals would need to bring their own bike along. It was also confirmed that they will have their own insurance to cover the event. If it is not available for 07.06.2025, then it will be looked into to set up another event for this in the future to gauge interest in this.</p> <p>BF has contact details which he will pass to JP so that he can find out more about the costings and availability of this.</p>	BF & JPG
12.	<p>Any Other Business</p> <p>Citizens Advice Sessions</p> <p>These were queried to see if they are still running on the last Thursday of the month. There has been nothing added to the calendar, but this was something DJ was originally looking at as part of a handover from Lynsey. This will be passed to DJ to find out about follow-up sessions and bookings.</p> <p>Defibrillator</p> <p>VW and Ian Turner have been carrying out the checks on this following on from the training session provided. VW is currently injured and unable to do so, and has asked Ian who to contact regarding getting someone else to check it. Ian hasn't heard anything. Ian was given the details to upload the defibrillator information once a month.</p> <p>CEDAR are responsible for the overseeing of this as initially it was the responsibility of the Community Council, so HH suggested that she is briefed on what to do in case Ian is unable to do this, and this will be opened up to find another person to sign on for checking the defibrillator.</p> <p>As there is no information about the defibrillator, HH will phone and request an information booklet be made available.</p> <p>Hall Insurance</p> <p>JP received quotes and shared the information with the Trustees, and it was agreed to go ahead with Zurich. JP has applied for this and is waiting to hear back.</p>	<p>DJ</p> <p>HH</p> <p>JPG</p>

	<p><b>Bins</b></p> <p>JP shared information with the Trustees about the most suitable bins for the hall usage, and these have now been ordered. These will include recycling bins so waste will need to be managed and sorted by groups for appropriate disposal.</p> <p>These will include a general waste, recycling and glass bin which will be uplifted fortnightly. The cost for this will be £23.36 per week from Biffa. It was discussed that this may require additional charges to groups hiring the hall. It was agreed to source internal bins which will separate the recycling materials from general waste. These will be stored out of the general public's sight so that they are not contaminated as we will incur a fee if we try to dispose of contaminated waste.</p> <p><b>Wi-Fi</b></p> <p>As the funding has been received for this, it was agreed to look into getting a hotspot set up. JP will research this and this will be added to the agenda for the next meeting.</p> <p><b>Tagging Event</b></p> <p>It was agreed that a tagging event with UV lights needed to be arranged to mark property that belongs to the hall for insurance purposes. This is to be added to the next meeting agenda.</p> <p><b>Storage</b></p> <p>Extra chairs are currently stored outside as well as the Crawford and Elvanfoot Promotions and Events (CEPE) team items such as the marquee. Additional external storage was discussed for appropriate storage of items and protecting them from adverse weather conditions.</p> <p><b>Events Publicity</b></p> <p>MR raised a concern that she had received from a member of the community about the nature of the events that were being arranged. Whilst acknowledging that many people engaged, enjoyed and benefitted from what was on offer, there were many others who did not engage and did not see the events as being right for them. There was wide ranging discussion about how this concern might be addressed and the issue will be kept under review.</p> <p>MR agreed to contact the community member and get more information on what was off-putting and share this with the group, including what suggestions they may have as events they would attend.</p> <p>JP reiterated that any events would be happily considered and that the group had agreed to not get hung up on numbers attending following on from feedback received at other halls. As long as the event was enjoyed by some members of the community then it was worth doing.</p>	<p>JPG</p> <p>JPG/HH</p> <p>HH</p> <p>MR</p>
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	<p>Volunteers</p> <p>A concern was raised about whether there were enough people in the community prepared to volunteer to take on roles related to planned activities. At present, this is a bit of an unknown as calls for volunteers have not been made in a systematic way, backed up with information about activities and expectations. It was agreed that the newsletter would be a useful vehicle for doing this in a more systematic way, but the concern remains.</p>	HH/JG
13.	<p>Confirmation of Date and Time of Next Meeting</p> <p>The meeting ended at 9.10pm.</p> <p>The next meeting was confirmed for 23.06.2025 at 7pm in the Crawford Village Hall.</p>	