

CEDAR
GENERAL MEETING

Tuesday 2nd December 2025 7.15pm, Crawford Village Hall



MINUTES OF MEETING

	<p>Present</p> <p><u>Trustees:</u> Daniel Jones Daniel Rowley Morag Ritchie Jane Quinn Valerie Witham Joyce Gilmartin Helen Hally Fiona Greenhorn Fiona Cameron</p> <p><u>Members:</u> Steve Ritchie</p> <p><u>Apologies:</u> Anne Hume</p>
1.	<p>Welcome & Apologies</p> <p>DJ welcomed everyone to the meeting and gave an introduction to the agenda items.</p>
2.	<p>Correspondence</p> <p>MR went through the emails that had been received;</p> <p>Muirhall Energy had emailed in relation to the Priestgill Windfarm and Elvanfoot BESS. They advised that they were looking to hold a discussion in relation to the community benefit funding and also provided updates to phase 2 and 3 of the BESS proposals. It was agreed to invite members of the Muirhall Energy group to the meeting in January.</p> <p>Gordon Wilson, Chair of the Duneaton Community Council (DCC) emailed in relation to the Priestgill community benefit, and was enquiring as to whether CEDAR would be interested in working with the DCC to set up a local energy discount scheme (LEDS), similar to the existing ones in Douglas and Rigside. He felt that if this was of interest it may be possible through joint working to reduce any third-party agency costs as well as possibly employ staff to implement the scheme. This was viewed positively, and agreed that MR would contact Gordon Wilson to advise of our invite to Muirhall to our January meeting, and that we would confirm our position following this.</p> <p>MR received an email in relation to all the funds currently open for applications;</p> <ul style="list-style-type: none">• National Lottery Community Action Fund• VASLAN Communities Mental Health and Wellbeing Fund (closes for applications 19.12.2025)• Cycling Access Fund• Urban Forestry Challenge Fund (closes 23.01.2026).

	<p>There was a discussion relating to the previous application which has a cap of £20,000 and the aim to try and get as close to this again as possible. DJ has access to the original application so will find this for reference. It was agreed that for this application there would also be information provided about the newsletter for funding the publication and delivery of this.</p> <p>FG asked about including the parent group that she had suggested at the last application, and asked if there was any information on why this had been unsuccessful to see how she could amend this and apply again. HH advised that following the information provided last year and with guidance from Lyndsey Devaney (LD), this had not been applied for as they felt it did not meet the criteria and was more relating to the benefits of children, which the fund does not cover. FG stressed that the purpose of the group was for the parents and caregivers to give them the tools to support the child and themselves, and also provided the caregivers with a place to meet others and receive peer support. It was agreed to apply for this as well as part of the VASLAN application.</p> <p>There is a stress control course running Wednesday 18th March until the 22nd April from 6.30pm-8pm at the Abington Schoolhouse. MR advised that anyone interested can call to book a place, or let MR know if they want the email forwarded to them to contact them via email to book a space.</p> <p>The Woodland Trust is offering free trees for schools and communities, with different package options which also include planting instructions, care tips and advice. It was discussed but felt this may not be suitable currently due to the need for landowners' permission for planting.</p>
3.	<p>Appoint New Treasurer</p> <p>There had been one application for the Treasurer's position, received from Fiona Cameron. DJ asked for votes and the whole group unanimously approved the appointeeship. JP has advised that he is happy to arrange a handover so Fiona will arrange this.</p> <p>The group acknowledged JPG's contributions as Treasurer up until this point, and wished to offer their thanks to him. His enthusiasm is unmatched and he will be missed.</p>
4.	<p>Transport Survey Update</p> <p>As of the meeting, 21 responses to the online survey had been received and 4 paper responses. This means we are currently 40% of the way to our target of 60 responses.</p> <p>DJ asked for ideas and suggestions to drive up the completion rate. It was agreed that the community had received a paper copy through their door with the newsletter, but that the completion date for this may have put people off thinking they had missed the deadline. DJ suggested giving this until the end of December to see if any more were received. There were suggestions of adding the option of completing the form to the book fair and possibly to an IT group.</p>
5.	<p>Feasibility Study Update</p> <p>The funding awarded from Clyde Valley Wind Panel has been capped at £10,000 leaving a funding gap of £13,000. The reason cited for this was concerns on value for money and they were unhappy with the investment when there had been two quotes received with such a difference in pricing. DJ explained that he had shared with the panel the robust system that had been in place with the two</p>

	<p>applications including the interviews they both underwent. However, the funds were still capped at £10,000.</p> <p>DJ explained that this leaves us with 2 options:</p> <ul style="list-style-type: none"> • Negotiate a reduction in scope of work to be delivered by CES • Look to cover the shortfall from the ring-fenced fund available to Crawford & Elvanfoot through the windfarm. <p>A bill has been received from Community Enterprise Scotland (CES) for £8000. LD had been dealing with CES originally and asked them to halt while we awaited confirmation of the funding. DJ advised that he has no proof of the work they have done resulting in the £8000 bill, and will query this with them as he felt it may be the architect work. DJ also shared that the original quote was for £23,000 but the paperwork sent to him showed the estimated cost of £19,500. He questioned if this had something to do with the works carried out by DM Hall.</p> <p>DJ advised that he had contacted Lynda at CES with an update on the chasing of the funding, and was warned that a bill would soon be issued for quarter 4.</p> <p>FG queried if we are confident in CES. It was discussed and DJ advised that there needed to be a further discussion with all parties to get further information on what they are doing, where they are going from here, and then will feedback to CEDAR group. It was suggested that using the existing money for LD's post to hire CES for the consultancy work previously discussed may also be a goodwill gesture since we have been not been progressing with them as planned or agreed.</p>
<p>6.</p> <p>6a.</p> <p>6b.</p>	<p>Decisions Required</p> <p>Feasibility Study Funding</p> <p>It was agreed that a solution to move the feasibility study forward would need to wait until DJ had further information from the other stakeholders, but all were open to the suggestions given of either negotiating a reduction in the scope of work to be delivered by CES, or looking to cover the shortfall from the ring-fenced fund available to Crawford & Elvanfoot.</p> <p>DJ will invite Colin McMillan, Lynda Johnstone and Kenny Lean to a meeting with the Hall Management group and feed back to CEDAR after this with outcomes.</p> <p>Sub-Group Autonomy</p> <p>Due to questions asked about how spending would be agreed upon with sub-group meetings and not all Trustees present, DJ suggested that the group should agree a maximum amount of spend we would be comfortable with the sub-groups having autonomy over. He suggested that we agree;</p> <ul style="list-style-type: none"> • Regular costs incurred from running the activities of the sub-group to the value of £50 • One off costs incurred from running the activities of the sub-group to the value of £100 • All spend to be agreed by all trustees involved in sub-groups. <p>This was agreed by all in attendance, as this allowed each group freedom for spending within these budgets without coming back to vote as a full group. However it was also agreed that the responsibility to record and minute meetings and decisions made lay with each sub-group as a paper trail of decisions and spends still needed to be visible, and not recorded through WhatsApp group decisions. There has to be traceability as well for orders made so it was asked how items would be paid for or ordered. DJ said that he thought there may be a debit card that can be used,</p>

	and FC will find out more about this once she has had her handover. DJ said there would also be a record through the Treasurer of where the money has come from for spending, for example hall bookings income will be used to purchase hall items such as cleaning supplies.
7.	<p>Previous Actions</p> <p>DJ went over the previous meeting actions and confirmed the points that had been met since the meeting. The following points were carried over due to actions still being required;</p> <ul style="list-style-type: none"> • Additional collection point holders have been ordered but still need to be fitted in Elvanfoot and Camps for newsletters. • There have been no further updates received from Time to Breathe SCIO. • Still to purchase and build storage shed at the back of the Hall. It was agreed that the purchase of a shed could include looking at ones that can be assembled by the manufacturer, and JQ suggested looking at the Greenside Garden Centre at Newhouse roundabout. DR will get quotes and all agreed on a budget of £1100 including construction.
8.	<p>Any Other Business</p> <p>Hall Storage</p> <p>Following on from discussions around purchasing the shed, there was a discussion around the Hall storage and reconfiguration. HH spoke about the difficulty we have following the book fair with lifting the boxes onto the stage and asked if there was potential to store these under the stage. Currently the toddlers group store items there, and the outdoor storage will not be suitable for children's toys. DR spoke about the Hall Management group only having keys for the new shed to limit the number of keys needed, so items stored in this would need to be items they can put out that will not necessarily need regular access, such as the outdoor chairs.</p> <p>Newsletter</p> <p>MR raised the microgrant for the newsletter. A message had been sent out previously to gauge if this should be applied for to support in the printing costs of the newsletter until other means had been identified. MR had misunderstood the application for microgrants running time, thinking this had an annual reset for the group and that applying now for this would allow the group to apply again in January for other things, but DR had explained that it runs a year from when the application has been granted. HH also explained that we would be unable to apply for funding elsewhere if successful with the microgrant for a year, which would impact on applying for this through the VASLAN fund. It was agreed to hold off for now until the decision from VASLAN was made.</p> <p>It was discussed that there was the potential to consolidate the Mental Health and Wellbeing pot with the Hall pot to cover this as it benefits the Hall with advertising local events. DJ said that he would need to check what funds there are in total, and also said that he would email Ann Sangster at VASLAN to chase the request to purchase another short bowl mat as well as use of funds for the newsletter.</p> <p>DJ said he felt that we would be good to order 250 newsletters for the November/December edition, then the January and February editions to give the group leeway to source other funding.</p>

There was also a mention that there is the option of applying for a Minor Grant if we are unsuccessful with VASLAN to apply for higher funds towards this.

There was a discussion around the distribution of the newsletters as there have been limited volunteers for doing this on a regular basis, as well as no decision given about if there would be a travel budget to access for mileage incurred.

In regards to deliveries, there was a suggestion of sourcing the costs for this through Royal Mail, and a discussion around getting a delivery person. It was agreed that if a younger person was given the opportunity to deliver the newsletter then this would need to be in Crawford only as this had the highest delivery requirements, and it wasn't feasible to ask a younger person to include Camps, Elvanfoot and Daer due to the distance and geographical spread. As a group it was discussed that £25 would be suitable payment for approximately three hours work for a delivery person, and this was agreed. It was then suggested that if it was a younger person we would not want them out on their own doing these deliveries, so it would be suggested that two were involved in the delivery. FG suggested that she speak to her family members who she believed would be happy to do this and would get back to JG who has been overseeing the deliveries.

Sub-groups

MR advised that the Events Group had met, and following on from discussions within the group felt the name was misleading as it could miscommunicate that there was information at these meetings relating to CEPE. The group had suggested renaming to Community Activities and DJ said that he was happy with this and not precious about the names of the sub-groups.

DJ said he had not arranged a meeting for the Community Transport Initiative Group yet as there was nothing to share until the surveys were received, but will look to arrange a group meeting mid-January.

Meeting Minutes

FC raised that the meeting minutes had not been agreed as part of the group agenda since the AGM and asked that these previous minutes be taken as accurate or discussed if there are any amendments to be made. It was also suggested that when the meeting minutes were sent that there is a timeframe for people to respond if they were aware of inaccuracies that could then be raised at the next meeting. It was discussed that the previous model of going page by page to confirm a true and accurate record did not work as not everyone has access to a paper copy of the minutes, and these then do not show up with page numbers on mobile devices. It was discussed it would make more sense to confirm each section rather than page.

Consultancy and LD's Post

HH asked what had happened to the momentum of this as it had been previously agreed and was meant to have been in place, and DJ explained that he had misunderstood, not realising the agreement to use this money had already been approved. HH spoke about the meeting that she had with DJ and Colin in regards to this where they discussed either filling LD's vacancy or using consultancy. HH had then brought this back to the group and the agreement had been for consultancy using the leftover funds from LD's post. It had been agreed that Colin would unpick the funds to use for this. A job spec had been sent to Lynda, and the estimate was to be given to Colin when it was made available. MR raised that there had been a lapse on CES side also due to an illness within their team. DJ agreed to pick this up again, and agreed that the person appointed through consultancy would be key in driving the CTI forward.

	<p>IT Group</p> <p>SR raised that he is looking to set up the first IT group on Saturday the 10th January provisionally with the aim to offer a drop-in session where people can come in and raise concerns they have with their current IT systems, or get advice and pass on ideas for any potential workshops they would benefit from. SR added that he is also happy for people to come and talk to him to book him for coming to arrange or look at set ups in their homes.</p>
9.	<p>Confirmation of Date and Time of Next Meeting</p> <p>The next Board Meeting was confirmed for Tuesday 20.01.2026 at 7.15pm in the Crawford Village Hall.</p> <p>DJ suggested that following the full board meeting in January, that sub-group meetings will be arranged for February and March, then another full meeting will be arranged for April. Once meeting dates have been agreed these will be emailed out. The Community Activities Group had provisionally arranged another meeting in January so this will still go ahead and MR will email the date to those involved once this has been arranged.</p> <p>The meeting ended at 9.30pm.</p>

Action Points	
<ul style="list-style-type: none"> • Invite Muirhall Energy to meeting in January 2026. • Contact Gordon Wilson (DCC) re LEDS. • Check last VASLAN application, and submit 2026 application form. • FC and JPG to meet for a Treasurer handover. • Progress consultancy role with CES using LD's funds for her post. • Hall Management group meeting with Lynda, Kenny and Colin to be arranged. • Email Ann Sangster re. additional short mat and newsletter funding. • Find out about delivery persons for newsletter. • Storage shed to be purchased and constructed. • CES to be approached about consultancy post (LD's vacancy). • Sub-group and Board meetings dates to be arranged and shared for February, March and April 2026. • Community Activities sub-group meeting to be arranged for January. 	MR MR DJ FC & JPG DJ DJ DJ FG / JG DR DJ MR / DJ MR