



## **TRUSTEE MEETING - DRAFT**

### **Tuesday 25<sup>th</sup> November 2025 7:30pm**

### **Tarbrax Village Hall**

**1** Patricia opened the meeting by welcoming all members of the community attending and for taking the time to be there. She also thanked the Trustees for all their hard work and the time they'd put in over the four weeks since we've been in post. Nearly all Trustees have full time jobs, some are newly retired and were looking forward to enjoying their retirement but have delayed that for a bit to muck in and put in an immense amount of work doing the day to day admin for WATIF. It's been a hectic four weeks, we now need to get into a calmer more progressive way forward and will be talking later about forming Community Project Groups which will be an important step in making sure we are delivering what the community wants as a WATIF organisation

**2 Present**

Mima Cairns, Margaret Fields, Chris Froom, Geraldine Hamilton, Marnie Jones (Vice Chair), Alistair Marshall, Rosemary Rennie (Assistant Vice Chair), Tommy Rennie, Lewis Rennie, Patricia Tucker (Chair), Lesley Andrew Co-opted Trustee, (Assistant Vice Chair)

Fourteen members of the public were in attendance

**3 No apologies**

**4 Approval of Minutes from 11<sup>th</sup> November 2025.**

a Amendments There were no amendments  
b The Minutes were approved:

**Proposed:** Mima Cairns **Seconded:** Alistair Marshall

**5 Matters Arising from Minutes of 11<sup>th</sup> November 2025 (if not on Agenda)**

No matters arising

**6 Staffing**

a **Administrative Assistant Posts** Advertised on 'Indeed', GoodMoves, local Facebook pages, and all three Villages .Over fifty seven applicants. Reduced to fifteen for shortlisting for interview. We are interviewing five people on the 2<sup>nd</sup> December.

b **Operational Manager** Job description in progress - it will be different from the previous Chief Operating Officer JD

**Action: Lesley & Patricia.**

c **Treasurer** Not advertised yet, nor had time to progress on this. We have had a local resident offer to help us with this who we will talk to.

**7 Website and Communications**

There are difficulties with the website but it is back up and running, none of us have experience with WordPress which is the platform the website is built on. Marnie and Lesley are going to set up just one FaceBook page. We now also have the access to the FaceBook page.

**Action: Marnie & Lesley**



**8 3-Phase Electricity Connection**

Being installed on Saturday 29<sup>th</sup> So Loanhead will be completely closed on Saturday. There will be only one meter, It may be possible that it isn't completed the first day

**9 Solar Panels**

This is something else which Loanhead has been waiting ages for as it was dependent on the 3-phase electricity supply. As soon as the phase 3 electricity is connected, we will proceed with this connection. However the quote was time limited and we might have to get another quote before we can proceed.

**Action: Patricia**

**10 Youth Camp 2026**

Meeting at Loanhead on Thursday with Councillor Catherine McClymont, two members from CITA and two members from Universal Connections Clydesdale. Patricia Tucker, Tommy Rennie, Lewis Rennie and James Lindsay were also present.

The WATIF members present had not understood that the proposal being put forward was regarding Town Twinning but had thought it was to discuss a Scout camp. Once that was clarified and the requirements of the overseas participants had been made clear in respect to the number of portaloos, showers and tents that would have been required together with the completion of the kitchen in the Cowbyre - concerns were raised that we could not give a firm guarantee that the barn area would be ready in time. This was because it has become apparent that major structural work is required to the end wall of the barn prior to the new floor being laid.

Costings for the hire of the required equipment and probable timescales for the structural work were obtained by Tommy and proved to be considerably more than expected.

Following discussion the Board decided not to proceed with the arrangement for this year.

**Action: Patricia to inform Catherine & SLC of the Board's decision.**

**11 Tea Room**

Unsure if will open until after New Year. Needs a risk assessment first, Alistair not available for four days to do this. Discussion related to best days for opening and who might be available to work. Best days suggested to be days that volunteers are in: Wednesday, Friday and Saturday

Lewis pointed out it needs someone in kitchen but also someone in Tearoom all the time as well as waitresses to carry food back and forth., Could get sessional workers in to work in the café - if there is sufficient demand then we can move into Cowbyre.

Patricia made the point the café is currently too crowded and inaccessible for people with accessibility needs.



## **12 Wood Working Workshops**

We've responded to an email from Patrick regarding his workshops. They are extremely popular and we don't want to lose him. We've responded to say we'd like him to do another two sets of workshops (one adult + one children's times two), following which we will be moving to a standard pricing system for all craft workshops as we're planning on running a variety of different workshops in the future. I'm waiting to hear what he's decided.

## **13 Financial Statement**

a Three working accounts. One restricted account where grants are paid in, One working account which has sufficient for six months. One further working accounts for direct debits.

Need three signatories to authorise payments, but still waiting for PINS to arrive, bank cards only arrived last week. Amount awaiting authorisation is £6757 – includes wages for November. We are currently financially sound and due a number of windfarm grants coming in at the end of November.

b Annual Audit due at the end of November.

## **14 Payments to Village Halls**

Tabatha promised £5K each to Tarbrax VH and to Auchengray VH, and £2K to Woolfords VH to be paid in December - after the windfarm monies were received. We will honour this agreement. **Action: The three signatories**

## **15 Grants Committee**

This has not met for some time with applications being decided by email online unless application needs much discussion. We need to set up a new Grants Committee

a Formation of New Grants Committee: The Chair is usually a member, along with a member of Admin Staff. Geraldine will continue as a member, we need one more member. Chris has agreed to join.

b One Driving lesson grant application received – approved.

Second grant application received: Needs second application, probably as a Community Grant. Further information needed.

**Action: Patricia to follow up**



## 16 Branding

Trustees had already seen the proposal for the branding project for Loanhead. They were asked whether they were in support of this project.

There was unanimous agreement that such branding was not necessary. If it became necessary in the future, we would run a local competition to agree something suitable. Firm to be informed.

Action: Patricia.

## 17 Community Project Groups

As mentioned at the last meeting, we are proposing that a Community Project Group be set up, made up of members of the community and Trustees. Its purpose being specifically to involve our community in informing the WATIF Board of Trustees on community wishes and needs. This group would then work these ideas up into viable activities and projects, to inform Board decisions and implementation - working to an agreed Communication and Community Engagement Plan. The Community Project Group will report to the Board of Trustees,

The scope of this Community Project Group will be across all of WATIF's potential activities and will necessarily involve sub groups to work up specific projects/activities.

This 'umbrella' Community Project Group needs to be set up as soon as possible in order to benefit from the valuable views and skills in the community and to show the new Board's intention to properly involve our community going forward.

There are also a couple of matters that need urgent attention due to partner agencies deadlines and safety considerations. If anyone here is interested, there are forms for people to sign up tonight. We will also be circulating this information and seeking volunteers throughout the wider community, not just those attending these meetings – probably by mailshot. The urgencies are for the two projects below:

- a Cowbyre and Barn
- b Old Dairy – adjoining the main building.

Chris expressed doubts that such a proposal would work.

The community's unhappiness with Loanhead was emphasised and need for activities in the wider area were necessary. It was explained that the two urgencies just happened to be sited at Loanhead.

A member of the community explained that people felt there was no communication coming out from the Trustees. People were reminded that - once things had settled down and Staff were in place – Trustees had agreed to make themselves available for members of the community to speak to them directly about their wishes and concerns



Marnie explained how difficult it had been with the pressure of work and losing the website and the FaceBook pages. Also a reminder that Trustees had only been in post for four weeks. We are all doing our best.

After discussion The proposal for a Community Project Group was approved

Action: Marnie, Patricia, James

#### **18 Loanhead Office Arrangements**

a Rooms – arrangements. The chairs and tables in the Office need replacing because they are painful to work at for any length of time. As we are insisting staff work on site we should provide appropriate conditions. Replacement chairs and desks will cost £390.00 The small room next to the office will become the Manager's Office or a room that is available for 'quiet' working or private discussions, or for Trustees to use when they are up at Loanhead. All this was accepted and approved.

Action: Mima

b Heating - the office is also very cold so something must be done about the heating. One possible solution is to place a door between the Tearoom area and the offices. For further consideration.

#### **19 Security and Access**

Points had been raised about security, access and lighting after dark, or when no staff are on site. Apparently there are plenty of movement triggered lights on site.

Also the risk of unauthorised people gaining access - if this occurs it will just have to be dealt with as necessary.

#### **AOB Points raised by members present:**

Clause in Grant Form requiring recipients to 'give back' to WATIF in the year following receiving the grant was questioned. To be followed up and clarified.

How can people know when the meetings will take place? Will be up on FaceBook and website as soon as both are up and running.

Meeting ended at 9.00pm

#### **Date and Time of next Meeting:**

**Tuesday 9<sup>th</sup> December 7:30pm Tarbrax Village Hall**