



Subject: Steering Group Meeting Minutes

Venue: Annies House

Date: 19th February 2026 **Time:** 19:00

Present: Jan Dawson - Chair (JD), Ann Wildman (AW) - Treasurer, Andy Sandilands (AS), Janie Thomson (JT)

Apologies: Jeremy Osborne (JO) - Vice Chair, Bob Gibbons (BG)

Issued by: AW

Circulation: Attendees, Apologies

Item	Subject	Action by	Due Date
1.0	Apologies / Introductions		
1.1	JO and BG sent apologies		
2.0	Minutes of Previous Meeting		
2.1	Previous meeting (dated 26th January 2026) agreed by those present		
3.0	Review of Actions to Date		
3.1	The current Action Log was reviewed and updated. Refer to the action log for status.		
4.0	Treasurer's Report		
4.1	AW has developed a template for Treasurers report and provided the meeting with a report for January 2026. All transactions are noted on the report. AW highlighted the need for advice on accrual accounting software, as this type of accounting will be required due to the amount of funding we hope to secure. AS will enquire about this with a local accountant.	AS	12/02/26
4.2	JO asked for a revised invoice for the library, excluding the tv/laptop, from SLC. JO has a vat invoice for the printing, for which he has already paid.		
5.0	Funding applications Update		
5.1	BG unable to attend the meeting to provide information on funding		
5.2	JD had obtained the Scotmid community grant application form. It was suggested that this be used to fund a stand at the Strathaven gala day to promote the charity and raise funds, similar to the information event. This will be discussed further at the next meeting.		
5.3	JO would really like to get the vegetation done ASAP and in advance of anything else, we promoted this at the event. Margot (of S&GCC) has been lobbying on our behalf for this and has the support of REF and Kype Muir for it so it would be expedient to carry on with this advance project.		
5.4	We need to give ourselves time to gather letters of support for the major application and we need to work closely with Cheryl at SLC to		

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	ensure we have the best application possible to guarantee success. She is a key player in obtaining funding from REF.		
6.0	Agreement to changes to Collaboration Meeting Sept 25		
6.1	JO made changes to the meeting notes as he thought appropriate. All present agreed on changes. This will now be forwarded to Margot (at S&GCC) for approval on Friday		
7.0	New Policy		
7.1	Safeguarding – JO has now formatted the policy. need agreement to both the formatting style as a standard FoSC style and that the policy meets our needs. All in agreement that AW will be named lead for this.	All	12/03/26
7.2	GDPR – JO acquired the policy from Les, along with some others, and has reformatted it and edited it to be suitable for FoSC. Again, agreement to style and that it meets our needs. All in agreement that AW will be named lead for this.	All	12/03/26
8.0	Letters of Support		
8.1	AW has a link to a business directory for Strathaven, https://discoverstrathaven.org/business-directory/ , although not all email addresses are available. Awaiting confirmation from JD and JT that we can request via facebook / radio that letters of support template be lifted off the website, completed, and sent to FoSC email address.		
8.2	AW has signed sheets from venues around Strathaven. Once all sheets are collected. AW unsure if there is a GDPR issue with storing signatories' information electronically as this information was not given to signatories prior to their signing.		
9.0	Website Update		
9.1	JT will arrange for meeting documents to be uploaded to the website, beginning with the most recent meeting first.	JT	12/03/26
9.2	JD will request audio files from Les and will ask that they are transferred via 'we transfer' directly to JT. JT will then upload them to the website	JD/JT	12/03/26
10.0	Report on Interactions with SLC		
10.1	Jan 23rd - Teams meeting (Cheryl) This was supposed to be Cheryl and John Fitzgerald but John was not in work that day. Cheryl was extremely supportive and conversational. Notes of the meeting sent to committee members.		
10.2	26th - Neil <i>Falconer</i> Neil Falconer is the SLC Project Manager for the castle. He has been off work for a while but is now back and wanting to be helpful. He provided me with the digital files of the 3D scan and also shared a survey report undertaken by SLC directly prior to Fairhurst's one. Neil suggested we contact SLC Arboriculturist and get their support for taking on work in the castle grounds. He suggested they would be supportive. He didn't have a name.		

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10.3	Feb 3rd - John <i>Fitzgerald</i>		
	This meeting was arranged by S&GCC for them to meet John as the replacement Engineer for the, now retired, Eric. It was agreed that John would meet S&GCC on his own and arrange a future meeting for FoSC.		
10.4	Feb 3rd - Iain Morton - castle ownership		
	Iain is Planning Team Leader (West) for SLC. I asked him for a document trail showing ownership of the castle to verify the rumours and claims made by various parties. He didn't do this, just repeated that SLC "own" the castle and referred to "Scheduled monument SM2619". I wonder if we can chase this reference down? It has been suggested to me that we contact the Hamilton estate office as they have some pretty impressive records and maybe able to shed light on the castle deeds passing from their hands. Neil Falconer gave JO caroline.cooper@lennox.love.com (07870 848752) as a possible contact. He also suggested going to Hamilton Town House and looking in their archives, however, he said their records (if they were kept) may be in EK library archives???		
10.5	Feb 4th - James Fallon (3D images)		
	James is a freelancer working with Friends of Glasgow Cathedral developing renderings and 3D models in support of the upcoming celebrations of 850 years. He says his deadline is June this year after which he can look at our data and we can develop some plans on how to use it. He is also working with Friends of Campsie High Kirk (see their FB page) and has produced some fabulous renderings and 360 degree images of their proposals which he produced to support their funding applications (they need £m's)		
11.0	Programme for Improvements		
11.1	JO started to produce this document and distributed it. As we need to develop it further to include our aims and ambitions for the castle. Can everyone please contribute by 12/3/2026?	All	12/03/26
12.0	Any other Competent Business		
12.1	JD will enquire about a pitch at the gala day to promote the charity and provide information.	JD	12/03/26
12.2	JD advised that Gregor is still a member of the committee group chat. All agreed that as he is no longer a member of the committee he should be removed. JD will remove as she has administrative permission to do this.		
13.0	Next Meetings		
13.1	The date of the next FoSC committee meeting is Thursday 12 th March February 2026 at Annie's house. JO and BG to confirm that this date is suitable for them also.	JO/ BG	

Agreed and Approved by Jan Dawson, Chair

