



Subject: Steering Group Meeting Minutes

Venue: Annie's House

Date: 12th March 2026 **Time:** 19:00

Present: Jan Dawson - Chair (JD), Jeremy Osborne (JO) - Vice Chair, Ann Wildman (AW) - Treasurer, , Bob Gibbons (BG), Janie Thomson (JT)

Apologies: Andy Sandilands (AS)

Issued by: JO

Circulation: Attendees, Apologies

Item	Subject	Action by	Due Date
1.0	Apologies / Introductions		
1.1	Apologies from AS.		
2.0	Minutes of Previous Meeting		
2.1	Previous meeting (dated 19th February 2026) reviewed and edits agreed. JO to edit and circulate for approval	JO	20/3/26
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	Treasurers Report		
4.1	AS reported that we had received further on-line donations and the invoice from Stripe. Our account stands at: Opening balance £261.40 Donations £9.47 (net of Stripe fees) Closing Balance £270.87		
5.0	Funding Applications		
5.1	BG advised the group that he had applied to REF for £415,000 of funds based on the proposed programme of works circulated by JSO a few weeks ago. The application is #2781. It is hoped that REF will respond next week (w/c 16th March) and allocate a case officer to review the application. BG indicated that the REF contained in excess of £600,000 for the Strathaven area at the moment. JO to advise Cheryl Williamson of SLC that this application has been made.	JO	13/3/26
5.2	JO reports that Cheryl Williamson of SLC is making an application for funds on behalf of FoSC. She indicated that this was from a new pot and that SLC will decide how to apportion the funds. They agreed to apply for the full amount and support the application with a lesser amount for the vegetation removal on the basis of "stopping the rot". BG asked if Cheryl would confirm if this money is from FY 2025/26 or 20226/27. JO to follow up	JO	20/3/36
5.3	JD raised the possibility of a small amount of funding from CO-OP. It was agreed that we would make an application to cover the costs	JO/ BG	27/3/26

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	of a new pull up banner and display wall for the Gala (see item 7.0), JO to investigate the required budget for both.		
6.0	OSCR		
6.1	AW advised that she had received confirmation that the return can be made on an excel spreadsheet and provided to Colin (the accountant) for auditing and signing off. AW indicated that Mary is the principal contact for OSCR and so she will receive communications. All content with this.		
6.2	The return is due later in the year and so the issue of any funds obtained needs to be addressed before the return is made. We believe that our Bank Account is limited to a revenue of £250,000 per annum.		
6.3	AW requested information from each of the Trustees for the return. JO advised that the Constitution names all except JT and BG as trustees so we all need to provide this information: Name / date of birth / physical address / email address / phone number / date appointed as Trustee.	All	16/4/26
6.3	BG suggested that he discuss with REF the possibility of directing any funds to SLC instead of via FoSC account.	BG	27/3/26
7.0	Strathaven Gala (13th June 2026)		
7.1	It was agreed that FoSC will attend the gala and provide a stall. JD to return an application and request a power supply for the stall..	JD	20/3/26
7.2	This to be an agenda item for next month where we will agree a robust strategy and a plan to deliver on the date. It was agreed at this meeting that we would source a new pull up banner, a gazebo, tables, a display wall, and a projector. Initial thoughts were that we would run a video of various castle related videos and pictures, use the library presentation for the display wall, have balloons, postcards and maybe other freebies and make available access to the QR code if requested by people. We hope to have initial funding available for this date and so information about our initial work could be shared.		
8.0	Collaboration Meeting		
8.1	FoSC and S&GCC will hold a collaboration meeting on Monday 16th March		
8.2	Agreed that FoSC would chair (JD) and that JO would issue an agenda for this meeting tomorrow. JD to confirm who is attending from S&GCC and if any agenda items are required.	JO	13/3/26
9.0	Website Update		
9.1	JT advised the site was up to date with additions including the audio files of the radio interviews. These are hosted by Youtube and linked to the website.		
9.2	JO confirmed that text of work to date had been provided after removing Covanburn's name. Note this text is agreed with S&GCC and SLC. We need a decent picture or two to illustrate the work done. Agreed to ask AS if he had any suitable pictures before JT uploads to the site.	AS	20/3/26
9.3	It was agreed that we would place the latest meeting minutes on the site (once agreed and signed off by JD). JO to finalise and issue to JT	JO	20/3/26

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9.4	It was agreed that other documents to be uploaded would include the signed constitution, the safeguarding policy and the GDPR policy. JO to finalise and issue to JT	JO	20/3/26
10.0	Any other Competent Business		
10.1	Archeological Work: - AW advised that previous archeological work on the site included the scheduled monument document as well as two watching briefs. AW confirmed that any plans for archeological work would need to be overseen by HES and that there are very strict rules about what, where and how this could be done. It was suggested that we consult with HES if we wanted to propose any work in the area.		
10.2	Letters of Support : - JO requested advice on how to proceed with this. It was agreed that: JT would place the template on the website and make it downloadable.	JT	27/3/26
	JD would post on FB advising of this and asking for people to download, fill in and post to us [to where?]	JD	27/3/26
	JO would process the businesses and consult with Les Hogan about contacting them with the other letter template.	JO	27/3/26
10.3	SCVO Email: - agreed that recent email from SCVO did not apply to our type of organisation.		
6.0	Next Meetings		
6.1	The date of the next FoSC committee meeting is April 16th 2026. Agreed to use Annie's house again.		

Agreed and Approved by Jan Dawson, Chair

