



## Minutes

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|-----------|---|
| Date      | Tuesday 14 <sup>th</sup> January 2025   |
| Time      | 7.30pm  |
| Location  | Torrance Community Centre, School Road  |
| Attendees | Kay Sheridan (KS), Joe Rankin (JR), Irene McGill (IM), Cllr. Lynda Williamson (LW), Terry Allan (TA), Karen Brooke (KB), William Brooke (WB), Rachel Bate (RB), Dave Bate (DB), Neil Wilson (NW), David Boyle (DBo), Ian Sally (IS), Liz Sally (LS), Margaret Hyde (MH), Denis Bell (DBe) |
| Apologies | Brian McKenzie, Alan Brown, Rev. Stuart Irvin, Thistle Stall Hire (TSH), Craig Simpson, Caireen Taylor, Caroline Žac-Deport (CZD)   |
| Guests    | Euan MacMillan- Torrance Primary School Parent Council Chairperson (EM)   |

| Standing Items  |  |                               |   |
|---|--|-------------------------------|---|
| Previous Minutes<br>Approved by: Neil Wilson<br>Seconded by: Irene McGill   |  |                               |   |
| Item  | Action   | Owner                         | Time scale                                |
| <ul style="list-style-type: none"> <li>○ <b>Chair's Update</b> <ul style="list-style-type: none"> <li>• See appendix 1 – Chairperson's Update Report</li> </ul> </li> </ul> <p>KS explained that she has been reviewing the current Governance paperwork to ensure that it is in line with the 2023 updates from Scottish Community Councils. On completion, KS will circulate this for review.</p> <p>KS reviewed the current calendar of Community Council Events. Following on from last year's success, it was agreed to hold a 2025 Village Spring Clean</p> <p>It was also agreed to form an events steering group to help co-ordinate events for the Community Council</p> <p>The date is to be confirmed for the Campsie Show and how we will carry forward with a Gala Representative</p> <p>The question was also asked if the Village would like to mark the 80<sup>th</sup> Anniversary of VE Day (Thu, 8 May 2025). It was suggested that this may also be something that the uniformed groups in the village could be part of.</p> <ul style="list-style-type: none"> <li>○ <b>Secretary's Update</b> <ul style="list-style-type: none"> <li>• See appendix 2 – Secretary's Update Report</li> </ul> </li> </ul> <p>This has predominantly been a process of transition from the previous secretary</p> <ul style="list-style-type: none"> <li>○ <b>Treasurer's Update</b> <ul style="list-style-type: none"> <li>• See appendix 3 – Treasurer's Update Report</li> </ul> </li> <li>○ <b>Communications Update</b></li> </ul> | <p>Circulate Updated Governance Documents for Wider Review</p> <p>Convene Events Steering Group</p> <p>Gala to be on the next Feb Agenda</p> | <p>KS</p> <p>KS</p> <p>JR</p> | <p>11 Feb</p> <p>11 Feb</p> <p>11 Feb</p> |

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| <ul style="list-style-type: none"> <li>No written Report Submitted</li> </ul> <p>Communications has been focusing on the transition from the previous Communications lead to the current lead post AGM</p> <ul style="list-style-type: none"> <li> <b>Councillor's Update</b> <ul style="list-style-type: none"> <li>LW advised that with the council being in recess not much has happened. They are currently reviewing the proposed 25/26 budget</li> </ul> </li> <li>Community Police Update           <ul style="list-style-type: none"> <li>No Report Submitted</li> </ul> </li> </ul> |  |     |        |
| <b>Community Meeting – 27<sup>th</sup> Jan 2025</b>  |  |     |        |
| KS Introduced the Community Group meeting Idea ‘The Gathering’ and the background as why this meeting has been set up. The meeting will be on  | Meeting to be advertised on social media   | CZD | ASAP   |
| <b>Monday 27<sup>th</sup> January 2025 at 7pm in the Victoria Bowling Club on School Road, Torrance.</b><br><br>NW raised that the Torrance Community Initiative (TCI) AGM is also that night  | Email Invitations To be sent out ASAP  | JR  | ASAP   |
| <b>Website Update</b>  |  |     |        |
| Craig Simpson was not able to attend the meeting but submitted his presentation for review.  | Share demonstration link   | JR  | ASAP   |
| See Appendix 4 – Torrance Community Council Website Review   |  |     |        |
| A demonstration link was also submitted to allow people to see how the site will work – it was agreed that this link will be shared, and comments will be welcomed by email  | Comments to be submitted via email to hello@torrancecc.org                                 | ALL | 11 Feb |
| <b>Farmers Market Update</b>   |  |     |        |
| Nik and Bill from Thistle Stall Hire were not able to attend but submitted an email update. JR gave a summary of this update   | The Farmers Market steering group are to continue progressing this with Thistle Stall Hire |     |        |
| See Appendix 5 – Torrance Farmers Market Update  |  |     |        |
| Thistle Stall Hire had asked that we consider whether we wished the market to be held on the first or last Saturday of the month. After a brief discussion, it was agreed that the market should be held on the first Saturday of the month.   | Confirm the decision to TSH of which day the market should be held                         | JR  | ASAP   |
| <b>Events – Timeline, Planning and Evaluation</b>  |  |     |        |
| This was covered as part of the Chairpersons update  |  |     |        |
| <b>Review of Governance Documents in line with Scottish Community Councils 2023</b>  |  |     |        |
| This was covered as part of the Chairpersons update  |  |     |        |

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| <b>Capital Project – Milngavie Primary School and the impact on the community</b>  |  |     |        |
| <p>TA started by asking what engagement the Community Council had had from East Dunbartonshire Council regarding the logistics of bringing children from Milngavie Primary School to Torrance Primary School during the refurbishment of Milngavie Primary School.</p> <p>KS replied by setting out the current knowledge of TCC<br/>TCC had had no prior knowledge before Christmas regarding this plan.<br/>It is still early days for TCC to have been informed<br/>We agree that the traffic implication is an issue for the village, and this must be looked at.</p> <p>TA further asked whether the wider community had knowledge of the impact that it will have?<br/>KS responded by stating that she did not think that it was on the radar of the wider community unless they have children who attend the school.</p> <p>EM Acknowledged the issue and reiterated the traffic impact issue on the village.<br/>The logistical issues are currently being discussed between Torrance Parent Council and Milngavie Parent Council.</p> <p>DBo asked if we didn't bring the displaced pupils to Torrance, what would the alternative be?</p> <p>DBo went on to point out that despite having had issues with the current buses that transport secondary pupils, he now feels that this arrangement runs well.</p> <p>KS added, the question for TCC is around the impact on the village of the increased traffic.</p> <p>LW confirmed that Transition plans have already been put in place. The tendering process is currently in place for the bus contract. She also intimated that Greg Bremner, Chief Education Officer at EDC intends to hold meetings with Parent Councils in early February.</p> <p>It was further commented that the Traffic Free Schools Pilot and just ended in EDC and we could look at pushing for Torrance PS to become a Traffic Free School. It was agreed that this will be an agenda item for February's meeting.</p> <p>MH asked about the current plans to do away with School Crossing Patrols and if this could be a good reason for us to push to maintain the Crossing Patrol in Torrance.<br/>LW advised that this was currently under review and no decision had been made yet.</p> <p>KS brought this discussion to close and thanked the input from all involved.</p> | <p>Discuss the possibility of TPS becoming a traffic free school at Feb Meeting<br/>-Make Agenda Point</p> | TCC | 11 Feb |

| AOCB  |   |    |        |
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| <p><b><u>Torrance Community Centre</u></b><br/> We have had an email from lettings confirming the works are scheduled to start April 2025<br/> TCC will hold off making this widely known until dates are confirmed</p> <p><b><u>Resident Enquiry</u></b><br/> We have been asked about the erection of new telegraph polls and cables in the Craigmaddie Gardens area of the Village. Why have they been put up.</p> <p>MH advised that this was discussed widely at the Community Council in Dec of 2023</p> <p>These cables are to bring faster broadband to this area of the village</p> <p><b><u>Village Tracks and Paths</u></b><br/> DBe submitted an email regarding the current state of paths and tracks in and around the village. This email is attached</p> <p>See appendix 6 – Denis Bell Email, Local paths and trails</p> <p>It was highlighted that the path between Main Street and Woodmill has sewage in the gully due to an open sewer overflow.</p> <p>It was further pointed out that there appears to be diesel seeping out of the ground and running onto the path from the sight that was previously a garage and is now flats.</p> <p>It was suggested that we should push for this path to be upgraded.</p> <p>It was felt that it may be a good idea to set up a working group to address the paths and greenspace issues in the village</p> <p><b><u>Hedges and Paths on Campsie Road heading into the Village</u></b><br/> LS raised that the hedges on the Campsie Road heading into the village are so overgrown that it makes it unsafe to walk along the pavement.</p> <p>This was agreed to be done regularly but has not been done for some time.</p> <p>TCC agreed to raise this with EDC</p> |   |    |        |
|   | Find out who owns the path between Main Street and Woodmill   | JR | 11 Feb |
|   | Invite Green Space to the Feb Meeting   | JR | 11 Feb |
|   | Convene Green space and paths Working Group   | KS | 11 Feb |
|   | Raise this issue with EDC and request that this work be undertaken<br>Bring feedback to Feb Meeting | JR | ASAP   |

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| <p><b><u>Current Bus Service in the Village</u></b><br/> MH raised that the current bus service, both Torrance to Glasgow and Kirkintilloch to Milngavie via Torrance are less that reliable and asked what might be done re this</p> <p>KS agreed to put this on the agenda for February’s meeting</p> <p><b><u>TCI AGM</u></b><br/> NW extended an invitation to the TCI AGM on 27<sup>th</sup> February 2025</p> | <p>Discuss the current bus service in the village and what can be done to have it improved<br/> -Make Agenda Point</p> | <p>TCC</p> | <p>11 Feb</p> |
| <p>KS Brought the Meeting to a Close and thanked everyone for the attendance and participation</p> <p style="text-align: center;"><b><u>Date of Next Meeting – Tuesday 11<sup>th</sup> February 2025</u></b></p>  |  |            |               |



## Chair Person Update

Meeting Date: 14<sup>th</sup>

January 2025

| Chairs Actions since last meeting  | Agenda Item  | Outcome   | Further Action for next meeting   |
|--|--|---|---|
| <p>New Role – Review of Constitution / Standing Orders / Code of Conduct Administrative procedures/ meeting schedule and structure</p> <p>Annual event calendar<br/>Event planning document and risk assessment template revised</p> | Review of governance in line with Scottish Community Councils 2023 | Most recent copy was dated 2018. 2023 all documents were updated on Improvement website. Main governance documents and Good Practice guidance have been updated in font and with logo in line with best practice. | <p>Governance documents / code of conduct and Guidance to be circulated to all members</p> <p>Committee to approve revised documentation and agree meeting schedule.</p> <p>Committee to approve annual events calendar and agree dates.</p> <p>Annual event to have planning sheet and risk assessment if required. Committee to approve</p> |
| Confirmation of resignations and new officers with EDC and booking for meeting venue.  | Review of governance in line with Scottish Community Councils 2023 | Contacts made for administrative support and letting.   | Ensure these are recorded and saved for continuity.<br>Chair and Secretary  |
| Community Group meeting date arranged at end of month 27 <sup>th</sup> January<br>Venue confirmed  | Community Group Meeting  | Secretary’s Update<br>Date 27 <sup>th</sup> January<br>Torrance Bowling Club 7pm<br>Invite TBA<br>Contact list collated   | Committee to agree Purpose and Focus and Agenda of meeting  |
| Farmers Market-meeting with Secretary and Thistle Markets to establish with clarity action to be taken.  | Farmers market update  | Contact made EDC events and Estates as advised. Email record. Thistle to update and action  | Thistle Markets to apply for Licensing. TCC await response from Estates at EDC.   |

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| Contact at EDC established<br>Feedback to EDC re transparency of process<br>– Guidance package would be helpful                           |  | for Licensing.<br>Awaiting reply from EDC estates to TCC          |  |
| Web Site – Meeting with Secretary and Web designer. Website layout and functions agreed. Using previously approved plan from 2024.        | Web site update                          | Web designer to update  | Committee to approve website as is and agree go live<br>Final payment for work |
| Agenda item request for Torrance Primary School and Milngavie Primary School- review of information from Torrance Parents Council and EDC | Capital Project Milngavie Primary School | Invite to TPPC and other attendee's welcome.<br>Agenda item added |  |

**Secretaries Update – Tuesday 14<sup>th</sup> Jan 2025**



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| <p><b>Handover from Outgoing Secretary</b></p>         | <p>Handover of Emails, Paperwork and any outstanding Task<br/>On the back of this I have</p> <ul style="list-style-type: none"> <li>• started the process of migrating to the hello@torrancecc.org</li> <li>• Introduction on new online filing system</li> <li>• Introduction of online shared calendar – this will feed the new website as well as keeping all community councillors up to date on what is planned</li> <li>• Introduction of shared contact / mailing lists</li> </ul>  |
| <p><b>Review of Meeting Planning and Paperwork</b></p> | <p>I have been looking at how we can streamline our meeting to focus on the key points<br/>I have designed several templates to help the process</p> <ul style="list-style-type: none"> <li>• Standard Agenda Template</li> <li>• Standard Minutes Template</li> <li>• Introduction of an Action Tracker</li> <li>• Joint Communications Tracker</li> <li>• </li> </ul> <p>It is my intention that the invitation to the next meeting will be sent out quickly after the current meeting<br/>A reminder will be sent out 2 weeks before the meeting<br/>I have asked that all reports be submitted 2 weeks before the meeting but no later than 1 week before.<br/>Once all reports are received these will be circulated with the agenda so that people have time to go over them.<br/>With all this preparative work, this should allow our meetings to be more focused and slowed down by the reading of reports.</p> |
| <p><b>Handover to Communications Lead</b></p>          | <p>I have met with CZD to hand over communications<br/>This involved</p> <ul style="list-style-type: none"> <li>• Sharing access to Hello Email Account and features</li> <li>• Granting access to Facebook</li> <li>• Sharing access to Communications Tracker</li> <li>• General discussion on how I have done things over the last year</li> </ul>  |



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|                        | <ul style="list-style-type: none"> <li>• Reviewed the website plans</li> </ul>  |
| <b>Correspondence</b>  | <p>Emails have been quiet; I assume due to the time of year.<br/> Most Emails have been in relation to the Farmers Market<br/> We have had communications with</p> <ul style="list-style-type: none"> <li>• Shona McGlynn of EDC</li> <li>• Joanne Elliott of EDC Legal &amp; Regulatory Services</li> <li>• Email sent to Estates re Permission to Use – awaiting reply</li> </ul> |
| <b>Actions Tracker</b> | There are 4 live actions on the tracker – these are all withing their timescales at present   |

Financial Statement TCC MEETING 14/1/25

Current Balance at Bank - £ 2051.32

Outlay from the account over the last month has been fairly substantial.

1. £50.00 tractor run charity.
2. £145.70 outlay for WIX
3. £200.00 Website
4. £4.54 room rental

Total £400.24 This is nearly half our annual grant, as I said at the AGM, IF THIS LEVEL OF SPEND CONTINUES, WE WILL NOT HAVE ENOUGH FUNDS TO RUN THE ORGANISATION


I suggest that ALL future outlays are given a budget, which should be strictly adhered to and discussed in detail as to value for money and benefit to the village, for any further projects.

I would like this to be minuted at the January meeting and discussed and voted on, so we have a clear way forward for this year.

Brian Mackenzie

Treasurer TCC.

## Appendix 4 – Torrance Community Council Website Review



**Torrance Community Council**


Agile project plan for website improvements.

REQUEST  
RECOMMEND  
POST TO ME  
torrance.org/development.com

### Reimagined.

The redesigned website is now more intuitive and user-friendly, making it easier than ever for visitors to find what they need. The streamlined navigation ensures that key sections are always just a click away, improving the overall user experience.


At the top, you'll find the redesigned header, designed for clarity and ease of use, followed by a large, vibrant hero image that captures the essence of the town. Below this, we've included quick links to the most important sections of the site, such as about, information, events, and more, making it easy to quickly access the content you're looking for.



### Information

This section provides clear, concise information to some of the most frequently asked questions about the Community Council, such as What is a Community Council? and how does it work? We've made it even easier to find what you need with a "Read More" button that directs you to detailed pages for further exploration.


Below, you'll find a clear, concise overview of the town, featuring sections for Village Life, Village Information, and Village History. These elements provide visitors to engage with the rich history and heritage of the area. With additional "Read More" buttons for each section, users can delve deeper into everything from village life to local history.



### Dream Team

In this section, we continue to explore our vibrant community, sharing facts and figures about the town, offering a quick yet informative overview. These highlights not only engage but also help users feel more connected to the community.

Below, we introduce the Dream Team, offering a brief introduction to the dedicated individuals who make up the Community Council. This section encourages users to explore further by clicking through to the Meet the Team page, where they can learn more about the people behind the council and their roles within the community.



### Latest News

This section serves as the hub for the latest news, meeting minutes, and upcoming events, all with the latest happenings in the community. For new Torrance residents, this is a great place to start with local news and updates, ensuring users stay informed and engaged.

Just below, the News section provides easy access to essential information, including quick links to important pages, a dedicated page for the council, and the council's website. With this, users can quickly find what they need, while also staying updated on both the council and the wider community.

## Torrance Community Council

**Improved Navigation**  
A redesigned menu bar gives users quick access to the most frequently visited pages.

**Hero Image**  
A vibrant, high-quality hero image that captures the essence of the town.

**Quick Links**  
A row of quick links to the most important sections of the site, making it easy to find what you need.

**New Hero Image**  
A vibrant, high-quality hero image that captures the essence of the town.

**New Quick Navigation**  
A row of quick links to the most important sections of the site, making it easy to find what you need.

## Appendix 5 – Torrance Farmers Market Update

hello@torrancecc.org

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**From:** William Hutchison <thistlestallhire@gmail.com>  
**Sent:** 14 January 2025 17:18  
**To:** Torrance Community Council  
**Subject:** Farmers market

Good evening all

Today has been a day of rapid movement to get the market up and running. We have been in constant contact with EDC and have finally found the chain of command who can give us permission to use either of the two locations. I am hoping with the right pressure that we should be looking towards the end of the week to finally get permission to use. We will then apply for the license, looking at March to kick off the first one.

As we have the flexibility at the moment, can the committee give their thoughts as to which Saturday they would like to see the market being held?

Kind regards

Nicky  
Sent from [Outlook for iOS](#)

See appendix 6 – Denis Bell Email, Local paths and trails

I mentioned if I can participate tonight that I'd wish to comment on local paths and trails stuff.

The common link paths are— (list below is not exclusive).

Torr to Cadder and up to B'briggs retail park etc. or along the canal east or west.

Torr to Kirkie by Hayston and Rob Roy (and again up to canal).

The Plum and heading on several routes onto Acrevalley Road.

Langshot woods (2 obvious options and third going up a very overgrown trail to Lennoxtown forest).

The RoW from Acrevalley past Upper Carlestone to Muirhead Farm, and Station road leading west to L'town forest, or northwards down Station road to L'town.

There are too 'bits of RoWs' quite often less obvious too, etc. (how do we relate to SRoWS?)

My main point is that we are spending £5.5 million on an @active travel corridor@ to Milngavie..

However what can be more active than walking or cycling out of our houses, to gain access to maintained and readily useable paths.

Quite a few of those mentioned are not user-friendly ... and some of very limited 'interest' to a large part of our village population...

All paths and trails should be of decent enough state as to allow many 'older folks' decent access; the paths should also be family users-friendly.

Sadly, I do have to say some of the trails would be exceedingly difficult to make 'accessible' for those with less capable and vigorous abilities.

My point then is 'what does active-travel corridor arrangements' mean in a wider sense?

Surely surely if we cannot provide 'immediate vicinity' quality arrangements for the simplest of activities ( walking jogging, running, cycling...) then there is something askew with thinking.

I of course accept there is a 'cost' for very thing and I do not simply mean EDC or 'others' can and should make out natural resources 'much much better', but we really could and should do better.

How ...? More engagement from active locals to help maintain the network to a far more useable status.

Engagement and encouragement.

Just sharing my thoughts for items 'on the table'.

Best regards, Denis.