

Minutes

Date	13 th January 2026
Time	19.30
Location	Torrance Primary School
Attendees	Kay Sheridan(KS), Andy Mitchell(AM), Liz Sally(LS), Caroline Zak-Deport(CZD), Alan Brown(AB), Irene McGill(IM), Neil Wilson(NW), Jayne Sawers(JS).
1.Apologies	NA
Guests	NA

2.Previous Minutes

Approved by : Alan Brown

Seconded by: Neil Wilson

3.Standing Items

3.1 Community Police Update

NA

3.2 Councillors Update

NA

3.3 Chairs Update

KS- Minutes from the AGM. There was no formal meeting in December, so all minutes are recorded as one. Do we split them into two sets of minutes, or just put them in as one? It was agreed by all members to submit AGM and TCC meeting minutes as one.

AGM minutes approved by AB, and seconded by NW

As there are no apologies from either the police or local councillors, i have major concerns in terms of handling the secretarial roles and contacts. Minutes and agendas could not be sent out to everyone as i did not have access to the email. This needs to be rectified quickly.

The position of secretary handover should be deemed a major key action.

Action

Owner

Timescale

Meet
Joe for
handov
er

KS &AM

ASAP

KS and AM will contact JR, and get all the handover information from him. AM- Has anyone considered taking on the role of secretary? LS- Absolutely not KS- JS would you consider? JS- More than happy to help, as such, but its such a big job and i know there are some issues retrieving some stuff and thats worrying that we may not receive all the contacts and information. KS- I think they will. And i have alot of them anyway, but i think we need them in one place. It is a massive role and it may need split up. Divided between members. AM- I would be willing to do a bit as well KS- Would you consider and have a think about it? JS- Yes we can meet for a coffee and have a discussion CZD- Do we have the contacts for the market people? KS- Personally i dont have them, but they just need to be handed over. AM- We will get them for the next meeting. 3.4 Treasurers Update AM- Joe has submitted the costs for the Christmas event. I have still to run through that with the invoices that i have got but everything was paid for as far as i am aware. The balance that we have at the moment, i dont think that will change. Joe finalised his costs at £1644 against the £3407 received from the grant. I have done a spreadsheet for the year, and where the money was spent. One of the things i am concerned about is the pipe band. They normally get paid £250, and there has been no request for that money. We gave a donation to the tractor run last year. Did we decide to do this year?	Appoint a new secretary	KS	ASAP
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LS- Yes we did.

AM-I dont have any record of being asked to send them £50

AM- I now have someone to do the audit. All the accounts have been brought together, i have all the bank statements up to December, and im now ready to submit that with your approval and have it done before the next meeting.

3.5 Communications Update

DB is still running the website with help. CZD is running the FB and instagram pages.

CZD- We have a poster advertising for members in the village notice board. We will keep that in there, and also post on instagram and FB. The market company are great at sharing our posts, and we may be able to benefit from that in the run up to markets.

LS- Our internal comms is great in terms of how we promote and continue to promote, but i do think we need to look at assistance out with ourselves as a group, in terms of how we spread out the communication. Any ideas, for any other ways to do that would be good to be shared.

KS- We need to link the website a bit quicker as well. We need a comms meeting.

AOCB			
Get an update on when the community centre will be open Spring clean. Possibly from 13th March. Get in touch with housing to clear the car park and recycling bins Arrange a meeting between the market people and committee members to discuss feedback on both ends. Try and link up more with the local groups in the village Possible rota made for market attendance and events set ups		KS KS	
Date of next meeting			
10 TH February 2026			