

Willow Wood Resident's Association

Willow Wood Park, Cuthill Brae, West Calder, West Lothian EH55 8QE

Monday 8th June 2026

COMMITTEE MEETING MINUTES

Time Meeting Commenced: 19:11

	ITEM	CONTENTS	PRESENTER
1	Welcome and Personalia & Previous Minutes	E White (Chair), J Haluch (Vice-Chair), S Perry (Secretary/Treasurer), J McLaughlin. Apologies received from S Hancock. Matters arising – There were three amendments required to the previous meeting minutes, these were discussed and agreed. SP will amend the minutes before they are published. Proposed by Jim H and seconded by Julia M.	EW
2	Chair Report	EW started the meeting by welcoming everyone, and accepting the apologies from Steven H for his absence. Continuing, the AGM was cancelled because of the weather, after consulting with the weather forecast, EW proposed holding the AGM on Tuesday 16 th June at 1pm. After a quick discussion it was agreed Tuesday 16 th would be the best day to hold the AGM. A further discussion took place concerning the provision of refreshments, and the need for a full marquee, possibly using the new pop-up tent and just place chairs outside. It was also determined that the actual requirement will be decided on the day. Notification of the event will be by Facebook (EW) email (SP) and leaflet drop (SP) to ensure all residents receive a notification. JH has been asked about the 14 days' notice by a member, and it was pointed out this had already been given previously and is not applicable in this case.	EW
3	Secretary Report	SP commented he has been busy preparing for the AGM, which will be discussed later in the meeting. JH commented on the replacement Secretary, if not elected at the AGM. This would have to be decided by the full committee at their next committee meeting and as the next meeting is planned for Monday 3 rd August it was felt this was too long of a gap. JM suggested having a committee meeting immediately after the AGM, as everybody will be present. We also discussed where the future meeting will be held. It was decided: <ul style="list-style-type: none">i. Committee Meeting immediately after the AGM.ii. Agenda to be produced and distributed to current committee members.iii. Agenda to be made available to newly elected members at the meeting. The basis of the inaugural meeting agenda was discussed, and a few items from the standard agenda would be removed. JH spoke about the structure of committee meetings, and how they are run and the expectation of the new members.	SP
4	Treasurers Report	SP present the following information on the state of the Associations finance as of 7 th June 2026.	SP

Chair: Elizabeth White, 23 Cuthill Brae, West Calder, EH55 8QE

Tel: 07798 793252

Secretary: Stephen Perry, 44 Cuthill Brae, West Calder, EH55 8QE

Tel: 07548 557004

'Maintaining a Better Community'

Willow Wood Resident's Association

Willow Wood Park, Cuthill Brae, West Calder, West Lothian EH55 8QE

Monday 8th June 2026

COMMITTEE MEETING MINUTES

	ITEM	CONTENTS	PRESENTER
		<p>Cash in Hand - £122.62 Bank Balance - £2,413.29 Total Funds - £2,535.91 SP reported he has ordered 5 reams of paper for WWRA use for delivery Wednesday. JH offered to supply A4 paper in the future if and when needed.</p>	
5	Social Calander Programme	<p>EW invited SP to update the meeting concerning two up and coming trips:</p> <ol style="list-style-type: none"> i. The canal boat trip, from Ratho, has been booked for Thursday 17th September starting at 3:00 pm and returning at 5:30 pm. We should plan to arrive at 2:45 pm to allow time for embarkation. Tea/Coffee and biscuits are provided; we can also take our own food if required. Maximum number is 12 on a first come first served basis. If wheelchairs are needed, there is a maximum of two permitted per trip. There is an expectation for a donation to be submitted to help with the cost. ii. Visit to Lady Haig Poppy Factory has been arranged for Thursday 8th October starting at 10:30 am, and the tour lasts for 60 – 90 minutes. Maximum number is 30, again on a first come first served basis. The tour is free and they have a poppy related gift shop. <p>Both trips will be on a shared car basis. EW spoke about a Gala Day baking competition and a garden competition, JH indicated it might be too late for a garden competition, and also some of the gardens are in a sorry state. It could be possible to have a baking competition and this is something the new members of the committee could be involved in. EW suggested we have a buffet lunch and refreshments as per previous years. JH asked if there would be a raffle? JM offered to run the raffle, as a secret raffle, that contains gifts as well as bottles. JM asked how much was raised at the previous raffle, and SP replied £115, which included some donations. EW stated we would need to know how many would be attending the Gala Day,, so we can cater accordingly. JH commented there would be a need to categorise the entries into the baking competition. It was decided future events, e.g. Christmas Events, Day Trips, Coffee Mornings would be decided by the full new committee.</p>	EW/SP

Chair: Elizabeth White, 23 Cuthill Brae, West Calder, EH55 8QE

Tel: 07798 793252

Secretary: Stephen Perry, 44 Cuthill Brae, West Calder, EH55 8QE

Tel: 07548 557004

'Maintaining a Better Community'

Willow Wood Resident's Association

Willow Wood Park, Cuthill Brae, West Calder, West Lothian EH55 8QE

Monday 8th June 2026

COMMITTEE MEETING MINUTES

	ITEM	CONTENTS	PRESENTER
6	Community Garden Update General Park Update	<p>The pop-up tent for use as a catering tent during events has been purchased at a cost of £82. The pop-up tent could be used for a variety of other uses e.g., Easter Egg Hunt, Christmas Nativity display for example.</p> <p>EW said her grandsons will be cutting the grass this Friday coming prior to the AGM. SP offered some plants for the pots in the garden; also, more compost is need for topping up the pots. It was agreed the garden is looking good, especially with the painted benches and the flower beds filling out nicely.</p> <p>JH suggested that bunting is used to decorate the garden area during the summer event day.</p> <p>SP informed the meeting he will be refurbishing the two metal sign posts at the entrance/exit of the park as they are starting to rust. It was suggested to contact Ackie, concerning the white lines, to see if he has any suitable equipment and the correct paint to use. SP to action.</p>	SH
7	AGM Update	<p>SP has supplied a copy of last year's minutes and the proposed standard agenda for 2026. SP then went through the agenda with the following items:</p> <p>EW will start the meeting with the usual greeting, and apologies for non-attendance. EW will ask for the minutes for 2025 AGM be adopted.</p> <p>EW will then present her annual report for 2025/2026.</p> <p>SP will present the accounts for 2025 and their adoption.</p> <p>JH will present a resolution for Willow Wood Community Company to remain a dormant company.</p> <p>SP will present a proposal to increase the subscription to WWRA, the amount to be decided at the AGM.</p> <p>EW will then conduct the election of the new committee.</p> <p>EW will then detail the current social programme and ask for any suggestions or proposals from the meeting.</p> <p>JH will give an update concerning the current SCOPHRA situation.</p> <p>SH will give an update on the work carried out in the Residents Garden.</p> <p>EW will ask if there is any other business.</p> <p>EW will then close the meeting and there will be a vote of thanks.</p>	
8	AOB	<p>JH started the discussion concerning the recent events concerning the SCOPHRA committee. He outlined the problems some residents are having, including pending court cases. JH continued with speaking about the direction SCOPHRA is going, and he hopes new personnel can bring about a change to the management. There was a very long discussion concerning the pathway SCOPHRA is taking, or proposing to take, and its future. JH would like WWRA to have a significant input into the</p>	SH/SP/JH

Chair: Elizabeth White, 23 Cuthill Brae, West Calder, EH55 8QE

Tel: 07798 793252

Secretary: Stephen Perry, 44 Cuthill Brae, West Calder, EH55 8QE

Tel: 07548 557004

'Maintaining a Better Community'

Willow Wood Resident's Association

Willow Wood Park, Cuthill Brae, West Calder, West Lothian EH55 8QE

Monday 8th June 2026

COMMITTEE MEETING MINUTES

	ITEM	CONTENTS	PRESENTER
		discussions about the future of SCOPHRA. JH will prepare a statement for the AGM concerning SCOPHRA.	
10	Date of Next Meeting	Tuesday 16th June 2026 after the AGM Venue: Residents Garden	All
11	Dates of Future Meetings	All Mondays, at 23 Cuthill Brae starting at 7pm. 3 rd August; 14 th September; 26 th October and 7 th December.	All

EW – Elizabeth White; SP – Stephen Perry; JH- Jim Haluch; JM – Julia McLaughlin; SH – Steve Hancock.

Elizabeth thanked very one for their attendance and the meeting concluded at 20:16 hrs.

Minutes & Notes by SP: 3rd June 2026. *Amended 9th June post Committee Meeting on 8th June.*

Chair: Elizabeth White, 23 Cuthill Brae, West Calder, EH55 8QE
Secretary: Stephen Perry, 44 Cuthill Brae, West Calder, EH55 8QE

Tel: 07798 793252
Tel: 07548 557004

'Maintaining a Better Community'