

Uphall Community Education Centre



Annual General Meeting 2025/2026

Scottish Charity Number: SC031603

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MANAGEMENT COMMITTEE & OFFICE BEARERS

Management Committee

The Management Committee is made up of representatives from a range of groups at the centre, and elected members

Office Bearers

Lucy Cockayne - Chair Person

Carol Waugh - Secretary

Gordon Rouse - Treasurer

David Flight - Vice Chairperson

AGENDA

- 01 Welcome by Lucy Cockayne (chair person)
- 02 Apologies
- 03 Approve minutes of previous AGM held on Monday 26th May 2025
- 04 Chairperson's report
- 05 Treasurers Report and presentation of Financial Report for the year 2025/2026
- 06 To elect the committee members
- 07 Election of individual members of the Committee
- 08 Nomination of External Examiner
- 09 Any other business

Entertainment by JKS Scotland Karate, The U3A Ukulele group and The Livingston Fiddlers alongside a buffet.



AGM 2025 MINUTES

Uphall Management Committee Annual General Meeting Monday 26th May 2025

Present: Irene Bishop, David Flight, Carol Waugh and another 46 group members and members of the public in the audience

Apologies: Elizabeth Dick, Lynne McEwan, Claudia Mcphail, Irene Heap

Welcome from Irene Bishop giving basic housekeeping for the night

Previous Minutes: Proposed by Kyla McDonald and seconded by Allan Dungavel.

Chairperson's Report: As printed in AGM booklet but also read aloud by Irene Bishop.

Treasurer's Report: David Flight in Elizabeth Dick's absence read out the report as printed in the AGM booklet.

Bob Payne questioned the £6,000 extra in our account – Irene explained that we have not spent much – no painting etc. Audited Accounts – Unfortunately these were omitted from being proposed and seconded as being correct Election of Committee Members will be done on 29th September 2026

Irene Heap has been an individual member for a number of years
As per constitution the audience was asked if anyone else would like to join as an individual member? Unfortunately nobody replied to this.

- 1 Local Elected Member was accepted by Tony Boyle
- David Flight is the Community Council Member
- The Committee has the right to co-opt 3 members as necessary
Nomination of External Examiner.
- Irene would like to nominate Ian Graham as the auditor again - All were happy to continue using Ian Again next year.

AGM 2025 MINUTES

Impact of Council Budget Cuts

At the last minute the council told to think again after they perhaps didn't get the response they were looking for. Paper going in front of the full council in June after last weeks PCP meeting.

Kings Church

A small presentation by Lucy Cockayne, Gordon Rouse and Kyla McDonald. A small report was read out about the Kings Church working together with the Centre Management. A few questions were given for the audience to answer to be inclusive and so the community were involved in this partnership. They will take questions at end of meeting but they have a display stand and will be around all evening. Public views are required and there will be a business plan available What is best for the Community in this area? Leaflets were handed out to whoever asked for one.

Back to Irene Bishop

A.O.C.B.

Two resignations were read out by Carol Waugh from Elizabeth Dick and Irene Bishop. Tony Boyle recognised the service put in over the years and wished them well. No A.O.C.B. from the audience members. Date of Next AGM will be *Monday 25th May 2026*

Musical interlude from U3A Ukulele Group and then Livingston Fiddlers

CHAIR PERSONS REPORT: LUCINDA COCKAYNE

*Uphall Management Committee
Annual General Meeting
25th May 2026*

Introduction

Good evening, everyone, and welcome to the Annual General Meeting of Uphall Community Education Centre management committee. As Chairperson, I am pleased to present this report, reflecting on the past year's progress, challenges, and achievements, and recognising the dedication and effort of everyone involved in supporting our centre.

Tonight I would like to celebrate the work of the management committee over the last year and the service to the community provided through our many groups and activities. Please do read the reports supplied by our groups in this pack.

Overview of the Year

The past year has been one of continued development and resilience for Uphall Community Education Centre in the context of West Lothian Councils new strategy for reducing costs associated with community centres. We have maintained a strong presence within the local community, providing a welcoming and inclusive space for a wide range of groups, activities, and services. Our focus has remained on finding a way forward which will:

- Support community engagement
- Maintain and improve our facilities
- Strengthen partnerships with local organisations

Activities and Community Engagement

Throughout the year, the centre has hosted a variety of regular groups, classes, and events. These have included:

- Local clubs and community groups
- One off bookings for parties and special events, including the Uphall Gala day
- Health and wellbeing activities
- Educational and support programmes

The centre remains an important hub for people of all ages, helping to reduce isolation and promote community wellbeing. We are encouraged by the continued use of the centre, new bookings and the positive feedback received from users.

Partnership Working

We have continued to work alongside partners, including West Lothian Council and other community organisations, to support the long-term sustainability of the centre. Engagement with stakeholders has been important in helping us explore opportunities for development and future planning. Please see the poster outlining the community engagement we have undertaken in helping the management committee determine the preferred path during this time of change.

Management Committee and Volunteers

I would like to extend my sincere thanks to all members of the management committee for their time, commitment, and hard work over the past year. In addition, our volunteers play a crucial role in ensuring the smooth running of the groups and the centre. Their contribution is invaluable, and we are extremely grateful for their continued support. The largest piece of work by the management committee has been to weigh up the options for future management of the centre given West Lothian council's proposals for change. Please see the poster highlighting the progression in changing political landscape in this area over the last three years.

Given the size of the task the management had set up a subgroup in 2025 to look at the options given by WLC for future management of the centre in more detail and to summarise the consequences of each option so that the management committee could decide on the way forward. Please see the poster which outlines the process followed by management committee in coming to a decision.

The management committee recognised that application for a Community Asset Transfer (CAT) would be the optimal path for the Community Centre, providing long term control over the centre and control over opening hours, staffing and costs. The committee recognised that partnership with Kings Church West Lothian would provide a team which had the skill set necessary to enable a successful CAT application. The decision was made to look at setting up a new charity which would be able to take on ownership of the Centre should a Community Asset Transfer (CAT) application be successful.

The subgroup drew up a constitution for the new Charity which ensure the management committee's vision and purposes would be protected and agreed to name it Uphall Community Trust with Kings Church West Lothian. Copies of the constitution are available next to the poster which shows the key points.

The Charity was formed as a SCIO and registered with Oscar and trustees appointed from the management committee and Kings Church WL. The trustees are: **Gordon Rouse, Lucy Cockayne, Doris Easton, Kyla McDonald , Mike Hale, Gavin Brown and Luke Renshaw**

The trustees then worked on the CAT application which was submitted on 25th September 2025. West Lothian council's Cat support group met with representatives of the new SCIO to progress the CAT application. It became clear that the CAT application would not be assessed before the Council's deadline for change of community centre management on 1st April 2026. WLC offered a lease for UCC to Kings Church West Lothian to bridge the gap between 1st April and a decision on the CAT application. Kings Church West Lothian accepted the lease and took over management of the Centre on 1st April 2026.

The management committee approved formation of a short life working group to manage the transition to the new lease. I would like to highlight the generosity of Kings Church in agreeing to hold the lease on behalf of our new charity and honouring the new charity constitution during this interim arrangement. Kings church has operated the lease “as if” the new charity was in control during every decision that has had to be made from ensuring the door entry system works to appointing new cleaners.

I would like to thank all those who worked extremely hard during those short weeks to enable the change in management to happen while keeping the centre open.

I would also like to thank every user of the service for their feedback, encouragement and adaptability during these times of change.

On 30 th April 2026 the CAT application was approved by West Lothian Council for transfer of ownership our new charity and will go through due legal process which may take several months to complete. The Centre will continue under the lease held by Kings Church West Lothian until completion. I would now like to explain the next steps for the centre and for the management committee.

Facilities and Development

Maintaining the building and ensuring it remains fit for purpose has been a key priority. Over the past year:

- Routine maintenance has been carried out as needed including making all blinds child safe, removing the blinds at the entrance and replacing the blinds in the coffee lounge.
- The door entry system has been upgraded to enable our new way of working.
- A new process for compliance checks has been developed
- Control of the heating system has been clarified, and we await West Lothian Council’s actions to enable hand over to us.
- The youth room and committee room have been prioritised for upgrades.
- A strategy for improving the acoustics and flooring in the main hall is being developed.

- A storage policy has been agreed and storage reviewed.
- A list of community centre resources is being compiled.
- We have continued to review facility needs to encourage greater use of the centre and opportunities for improvement will continue to be explored.

We recognise there is more to be done and will continue to focus on enhancing the centre for all users.

Challenges

Like many community organisations, we have faced challenges, including:

- Financial pressures
- Increasing running costs, especially given the likely increases in heating bills.
- The need for ongoing recruitment of volunteers and committee members

However, we will approach these challenges with determination and a commitment to safeguarding the future of the centre.

Looking Ahead

As we move forward towards the completion of the CAT, our priorities include:

- Strengthening community involvement
- Developing sustainable plans for the centre
- Continuing to improve facilities
- Building on partnerships

We are optimistic about the future and committed to ensuring Uphall Community Education Centre continues to thrive.

Future management structure

Once the CAT s finalised the existing management committee and associated unincorporated charity will close in accordance with our existing constitution. There will be a special meeting to action this, probably towards the end of the year. Until this happens the management committee will continue to meet, albeit at reduced frequency reflecting new processes and the work taken on by the new SCIO Trustees.

We would like to encourage you to become involved with the new charity and the running of the centre. Please do sign up for membership tonight or online.

You can also help by becoming involved in one of our new charity's working groups. Please do look at the posters and express your interest. These will be:

- User group.
- Building development and maintenance.
- Strategy group.
- Community involvement and publicity

Closing Remarks

In closing, I would like to thank everyone who has supported the centre over the past year—committee members, volunteers, users, and partners.

Your contribution makes a real difference and ensures that the centre remains a valued part of the community.

Thank you.

TREASURER REPORT– GORDON ROUSE

I am pleased to submit our Accounts for the financial year, 2025-2026.

During this year spend a total of £8,409, with an income of £10,610. During this period we made some funding available to the local community via our grants scheme, totalling £950 to three groups. We also continued the longstanding subsidising of Art and Yoga groups for the local community. Gifts were also given to the retiring chairperson, treasurer and WLC staff as they moved on. We had significant challenges around changing our banking to be in line with our office bearers. This is now complete and we were compensated by the bank.

These accounts are in line with the various priorities decided by the management committee representing our groups and working towards our charitable purposes in line with OSCR. The management committee have spent significant time working towards the transition to Uphall Community Centre becoming a community asset and working towards our future sustainable financial planning with and as part of Uphall Community Trust with Kings Church West Lothian.

During this year, we opened a new higher interest account, to ensure our savings were gaining interest at a suitable rate.

We worked to form and create Uphall Community Trust with Kings Church West Lothian to secure the future of the centre. In late 2025 the Management Committee voted to transfer of all assets into the new Trust once the Community Asset Transfer is complete as we believe this is the best way to secure our charitable purposes. Appropriate processes will take place in line with OSCR and our UCEC Constitution.

At the end of the year, we had a balance of £44,314 and are in a strong position to play our role in the continued success of the centre.

Questions about this are welcomed and full accounts available upon request.

Gordon Rouse
Treasurer

FINANCIAL REPORTS

Uphall Community Education Centre Association					SC031603		
Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	0104	04	2025		31	03	2026
Section A Statement of receipts and payments							
	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period	
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	
A1 Receipts							
Donations					-		
Legacies					-		
Grants					-		
Receipts from fundraising activities					-		
Gross trading receipts	100				100		
Income from investments other than land and buildings	14				14		
Rents from land & buildings	7,567				7,567		
Gross receipts from other charitable activities	2,929				2,929		
					-		
A1 Sub total	10,610	-	-	-	10,610	-	
A2 Receipts from asset & investment sales							
Proceeds from sale of fixed assets					-		
Proceeds from sale of investments					-		
A2 Sub total	-	-	-	-	-	-	
Total receipts	10,610	-	-	-	10,610	-	
A3 Payments							
Expenses for fundraising activities					-		
Gross trading payments					-		
Investment management costs					-		
Payments relating directly to charitable activities	5,482				5,482		
Grants and donations	650				650		
Governance costs:					-		
Audit / independent examination					-		
Preparation of annual accounts	175				175		
Legal costs					-		
Other	2,102				2,102		
					-		
A3 Sub total	8,409	-	-	-	8,409	-	
A4 Payments relating to asset and investment movements							
Purchases of fixed assets					-		
Purchase of investments					-		
A4 Sub total	-	-	-	-	-	-	
Total payments	8,409	-	-	-	8,409	-	
Net receipts / (payments)	2,201	-	-	-	2,201	-	
A5 Transfers to / (from) funds					-		
Surplus / (deficit) for year	2,201	-	-	-	2,201	-	

Annual Reports from Community Groups

Parkinson's Group
ScanNCut Craft & Design
Bibles & Babies
King's Church West Lothian
Lothian Tourettes Support Group
Uphall Baby & Toddler Group
Fusion Youth Group
1st Uphall Brownies
1st Uphall Girl Guides
Art Group
Mat & Chair Yoga
Bridge 19-40 Union Canal Group
Back into Circulation
Livingston Fiddlers
U3A Ukulele Group
West Lothian U3A
JKS Karate
Uphall Playgroup
Broxburn & Uphall Prayer Group

Apologies from

Ability Centre Support Service
Sewing & Upcycling
Armour Canine Training