

East Linton Community Assoc

Scotland · Charity number SC007149

Details

Status	Active
Legal form	Unincorporated association
Registered	1976-07-01
Register	View on the OSCR register

Contact

Address 26 High Street
East Linton
East Lothian
EH40 3AB

Website www.eastlintonhall.com

Activities

Activities: 'It carries out activities or services itself'

Purposes: 'the advancement of citizenship or community development', 'the advancement of the arts, heritage, culture or science', 'the advancement of public participation in sport', 'the provision of recreational facilities, or the organisation of recreational activities, with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended'

What the charity does: East Linton Community Hall is a volunteer-run, multi-room venue that supports our community through affordable hire and inclusive, welcoming spaces. We're committed to offering fair and accessible rates in a respectful environment for all users.

Beneficiaries: 'No specific group, or for the benefit of the community'

Objectives: For the purposes of physical and mental training and recreation, and social, moral and intellectual development through the medium of reading and recreation rooms, library, lectures, classes, recreation or otherwise as may be found expedient of the inhabitants of East Linton and District in the County of East Lothian without distinction of sex or of political, religious or other opinions subject to the provisions of these presents.

Geography

- **Main operating location:** East Lothian
- **Geographical spread:** A specific local point, community or neighbourhood

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£34,436	£36,445	-	3
2024-08-31	£38,853	£36,445	-	3
2023-08-31	£40,564	£28,820	-	3
2022-08-31	£23,371	£21,313	-	3
2021-08-31	£16,297	£10,872	-	3
2020-08-31	£25,062	£33,311	-	2

East Linton Community Assoc

Scotland - Charity number SC007149

Accounts

AGM 2025

Date: Wednesday 1 st October 2025

Time: 18:30 – 19:50

Venue: Small Hall

Attendees:

Committee members

- Tricia Moscati (Chair)
- Katie Currie (Treasurer)
- Vanessa Rolph (Business and fundraising officer)
- Tina Learmont (Bookings officer)
- Kirsteen Powell (Committee member, minutes secretary)

Hall keepers:

- Suzie Queripel (also Pix in Stix)
- Tracey Lague

User groups

- Elaine Wilson (Senior Citizens Club)
- Kathy Foulkes (Senior Citizens Club)
- Sheena Sheerin (East Linton Drama Group)
- Heather Fleming (Art Group)
- Pat Carmichael (Art Group)
- Lee Curtis (Beavers, Cubs, Scouts)
- Rebecca Devon (Rainbows, Brownies, Girl Guides)

1. Chair's Welcome, Introductions and Apologies

Meeting opened by chair TM, who welcomed attendees and noted apologies from Judith Priest, Dunderpender Community Council. Committee members, hall keepers and user group representatives

2. Approval of minutes from the 2024 AGM

TM advised minutes of AGM 2024 were on East Linton Community Hall (ELCH) website and encouraged attendees to read them. Any amendments should be sent to ELCH email address before the end of the month, after which the minutes will be marked as approved.

3. Chair's Report

TM gave summary of Chair's Report (see appendix 1 for full text). Skylight in the entrance hall has not been replaced but is watertight. Bar area has not been upgraded as it is rarely used (average two bookings per year) and it would be a costly project to complete (c. £10k). Other issues are higher priority, especially the windows at the front of the building. TM outlined the wildly varying quotes for refurbishing windows the committee had received, from c. £9k to £18k, and their current lack of building work knowledge and connections. The community hall is not a listed building so it may be

TRICIA
Mrs Rolph - 24/5/26 - Vanessa Rolph - Bless Partnership Fundraising Coordinator
TRICIA MOSCATI, ORCHARD COTTAGE, HADDINGTON RD, EH40 3DW

more cost effective to replace rather than refurbish the windows. Discussions on the merits of the different options will continue in monthly committee meetings.

TM thanked following individuals and organisations for their fundraising efforts and/or generous donations: Alison and Antiques Fair team; Agata and her Art Exhibition team; Dunbar Rotary Club, Dunpender Community Council, and Vanessa Rolph for running the 200 Club and writing successful grant applications.

Everyone agreed that the rule that user groups should send a representative to at least three committee meetings per year to qualify for the reduced community rate was fair and should be enforced. Several representatives asked for clarity on dates of monthly committee meetings.

Actions:

- TM to email user groups who have not attended three committee meetings since February
- 2025 to remind them of community rate rules and advise them of private rate
- TM to email user groups in advance of each committee meeting to advise them of the date to encourage attendance

4. Treasurer's report

(see appendix 2 for full text) KC reported that the community hall had returned a profit this year. Income was lower this year than last year (£19K this year compared to £25k last year) but expenses were also lower. The reduction in income was due to lower takings from bookings. There are some outstanding debts due to people not paying promptly. Current bank balance is healthy at c. £45k (see appendix 2 annual accounts for full details)

Actions:

- KC and TM to discuss if further actions or sanctions (e.g. preventing further bookings) are required to recover unpaid hall fees from repeat offenders

5. Hall Keepers' report

TL requested a 30-minute window be left between bookings to enable hall keepers to rearrange room layout as required, especially between large groups or events. Tracy also asked for the fire alarm to be fixed. TM and KC agreed this was a matter of urgency and explained that there had been a lapse in service from CSS as the company claimed the annual fee from the hall had been refunded when in fact it had not.

SQ felt the weekly cleaning schedule was meeting most user groups' needs, especially now there were signs prompting user groups to take out their own rubbish and recycling and sweep up any debris from the floor. TM noted that the hall floors were now being deep cleaned on an annual basis.

There was a discussion regarding the lack of water flow and smell in the urinal in the men's toilets. TM noted issue may need to be fixed by a plumber and agreed with several others that male and female toilets were due an upgrade.

Actions:

- TM to forward correspondence with CSS to Katie

- KC to take up issue with CSS to ensure service is provided as paid for and arrange for fire alarms to be tested and any faulty ones to be fixed
- TM to arrange annual deep clean of hall floors
- TM to arrange plumber

6. Bookings Officer's report

Tina asked for an inventory to help her respond to booking enquiries. TM noted there was one on the website and a stock take could be completed by hall keepers at quieter times to make sure it was up-to-date. Tina also asked if dogs were allowed in the hall as some owners had bought their pets in when visiting the Antiques Fair at the weekend. TM confirmed that no dogs were allowed in the halls. There was a discussion about putting up signs at entrances to inform people who were coming into the building of no dogs rule with exception of assistance dogs.

Actions:

- TM to send inventory link to Tina
- TM to arrange no dog sign (excl service dogs).
- Hallkeepers to complete stock take of each room

7. 200 Club

Vanessa gave update on 200 Club (see appendix 3 for full text) on its 25th anniversary. £3900 was given out in prize money and £3758 was donated to the hall. Vanessa encouraged attendees to consider if they know anyone who would like to join the 200 Club. Gambling licence prohibits direct advertising to recruit new members.

8. User groups' reports:

Beavers, Cubs, Scouts (LC)

Scouts restarted in March 2025. There are plans to restart Explorers in 2026. They have had 4 new leaders in the last year and are expecting another 4 to join soon.

East Linton Drama Group (SS)

The group is in limbo and it is not clear if it will continue. There is a meeting in November to try to generate interest and community support. The group has not been able to put on panto performance since January 2024.

Pix in the Stix (SQ)

New term started with large audiences for both family and adult performances. Suzie repeated offer previously made that a £5 fee for using screen owned by Pix in the Stix in the small hall could be levied on bookings. Pix in the Stix would donate £5 fee to the community hall. TM was not sure if/how this could be made to work in Hallmaster room booking system.

Rainbows, Brownies, Girl Guides (RD)

There was a brief discussion of lapse in communication resulting in Brownies losing their regular slot for the autumn term. This has been resolved from January 2026. There are waiting lists for all three

Mosali
 BYRoch 24/5/26 - Grants & Coordination
 Business Partnership

Vanessa Poph

groups. Leaders are the limiting factor. Social media shout out for volunteers ELCH helped recruit a new leader and a new administrator to enable Brownies to continue.

Art Group (Heather and Pat)

The group has space for 2 new members (28 current members, max capacity 30). The group would like 12 rather than 10 tables to be set up for meetings. KC confirmed there were no room use rules to prevent this from happening, and group should add request for 12 tables to room bookings.

Senior Citizens Club (Kathy and Elaine)

Club is going strong with 50 members and is making plans to celebrate its 80 th anniversary next year!

9. Trustees

No trustees present

10. Election of committee members

All committee members were re-elected to their existing positions.



East Linton District Community Association
 East Linton Community Hall
 73 High Street
 East Linton

www.eastlintonhall@gmail.com
 www.eastlintonhall.com

APPENDIX 1 The East Linton Community Hall

Chairs Report 2025



LIGHTING BEFORE & AFTER

Contents

OBJECTIVES, MISSION AND VISION	6
DIGITAL IMPROVEMENTS.....	9
FUNDRAISING	9
BOOKINGS.....	9
TRUSTEES	11
SUMMARY.....	11

Mascati
 Vanessa Rola - JMB & VPD - Business Partnering & Finance Coordinator.

OBJECTIVES, MISSION AND VISION

The East Linton Community Hall has been at the heart of local life for over 150 years, serving as a hub for gatherings, events, and shared history.

Origins (1874–1875)

The foundation stone was laid on 27th June 1874. Built from Traprain freestone, the Hall cost £1,000—entirely funded by generous private donations and community fundraising.

The building opened as the East Linton Volunteer Drill Hall on 6th January 1875, officially inaugurated by the Earl of Haddington. It served as an indoor training space for the No. 5 Haddington Rifle Volunteers.

A Community Hall (1962)

In 1962, the Hall was renamed the East Linton Community Hall following the formation of the East Linton & District Community Association. It has continued to evolve as a welcoming, inclusive space for all.

CARING FOR THE HALL

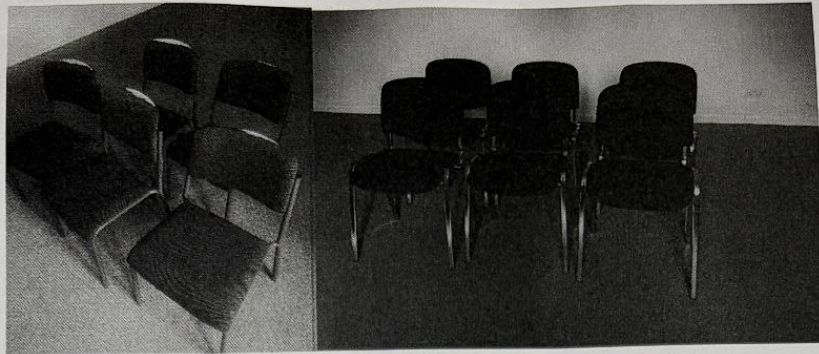
2024/25 Improvements

Below is a list of planned and unplanned repairs carried out over the past 12 months.

Item	Planned for 24/25	Completed 24/25	Unplanned 24/25	Completed 24/25
1. Replace Dirt Trapper Mats	yes	yes		
2. Increased Education on Cleaning Expectations	yes	yes		
3. New Mops and Replacement Schedule	yes	yes		
4. Replacement window in the foyer	yes	no		
5. Overhead Lighting Replacement in the Main Hall	yes	yes		
6. Soft Seating Replacement in the Meeting Room	yes	yes		
7. Replacement of Hall Tables and Folding Chairs	yes	no		
8. Bar Area Redevelopment	yes	no		
Side Lighting Replacement in the Main Hall			yes	yes
Heating/Boiler Repair			yes	yes
Radiator Repair			yes	yes
Purchasing of more mugs for adults and cups for kids			yes	yes
Urn Repair			yes	yes
Storm Damage in main hall window			yes	yes
Small Hall skirting board			yes	yes
Side gate repair			yes	yes
Laminated info (cleaning advice, kitchen contents etc)			yes	yes



mmisrati
 Vanessa Ralph 24/5/26 VSRolph. Business Partnerships Grant Coordinator



Planned for 25/26

Replacement window in the foyer	Likely from savings
Replacement of Hall Tables and Folding Chairs	Likely from savings
Bar Area Redevelopment	Grant
Main Hall windows (refurbish or replace)	Grant

CRITICAL TASK LIST

January

- Review Health & Safety policy (Google Drive)

April

- Arrange hall flooring varnish

May

- Portable Appliance Test and Periodic Electrics Inspection
- Submit OSCR return
- Fire extinguisher & blanket check

August

- Email all regular users
- Arrange Piano tuner
- Update annual fixtures page
- Review insurance quotes

September

- GCH service

October

- Deep clean flooring
- Review The Music Licence
- PRS renewal (3 years)

November

- Review electric/gas pricing
- Post insurance certificate on foyer notice board

DIGITAL IMPROVEMENTS

2024/25

- Website refurbished
- Minutes now on our website
- Institutional memory is slowly making its way online ○ Google tasks ○ Google drive

2025/26

Payments for art exhibition continue to have issues with sumup increasing our limit, they appear to not understand the nature of trustees and committee and community ownership.

FUNDRAISING

2024/25

We extend our heartfelt thanks to

Antiques Fair - Alison and her team.

Art Exhibition- Agata and volunteers Donny, Hilary Lorna & Rosemary.

200 Club - Vanessa

Dunbar Rotary for or Meeting room soft seating

Dunbar & East Linton Area Partnership

Be Green grant which helped replace the Main hall overhead lighting

2025/26

Continue with the help from our wonderful volunteers. The 8 Antiques Fairs, 200 Club, and 4-day Art Exhibition. These 3 income streams raise essential funds for the hall which supports maintenance and upgrades.

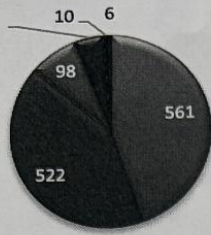
BOOKINGS

Price Increase in May 2025 - 3% uplift, it had been over 2 yrs since the last increase.

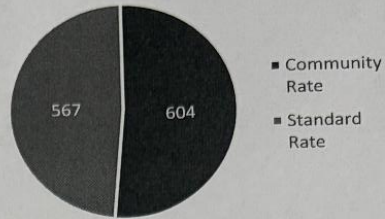
Vanessa
Vanessa Roper 24/5/26 VYRPA Business Partnerships Grants Coordinator

Room Occupancy

- Main Hall ■ Small Hall ■ Room upstairs
- Kitchen ■ Bar ■ Stage

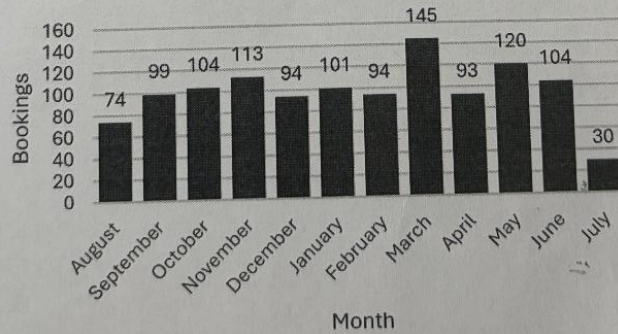


Rate Types



	number of bookings
Small Hall	509
Main Hall	495
Room upstairs	94
Main Hall, Kitchen	42
Main Hall, Small Hall	7
Main Hall, Bar	5
Kitchen	4
Main Hall, Stage	3
Main Hall, Kitchen, Bar	3
Small Hall, Kitchen	2
Main Hall, Kitchen, Stage	2
Main Hall, Small Hall, Room upstairs, Kitchen	2
Room upstairs, Kitchen	1
Main Hall, Small Hall, Room upstairs, Kitchen, Bar	1
Main Hall, Small Hall, Kitchen, Bar, Stage	1
Grand Total	1171

Bookings per month Aug 24- Jul 25



TRUSTEES

We welcome new committee members: Tina Learmonth as Bookings officer & Kirsteen Powell as Minute Secretary Recruitment

- Finding a new trustee and expanding the committee are critical for ensuring long-term governance but may face difficulties in attracting committed individuals
- The ability to manage the hall's activities, upgrades, and maintenance is challenging, a committee role in Property is desperately required. A recent quote to refurbish the main hall windows vary between £10k- £18k, the current committee have no expertise in this area.

SUMMARY

Opportunities:

- Community Involvement: The reintroduction of community group attendance, this used to be monthly, we are more lenient and have decided on 3 per year.
- Upgrading Facilities: Planned upgrades, windows and bar area
- Increased Fundraising: Continued events like the Antiques Fair and Art Exhibition, alongside new grants

Challenges:

- Community User attendance: The new term saw many issues with bookings due to not knowing which groups were active.

Tricia Moscati

Chair

COMMUNITY RATE ATTENDANCE Minimum requirement 3 meetings per year

Group Name	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Andrew Meikle Grove Residents Assoc								
Beavers - Cubs - Scouts - Explorers		1						
CAEL								
Carers of East Lothian								
Children 1st								
Dunpender Community Council								2?
East Linton Art Group		1						
East Linton Arts Crafts and Flower Show								1
Babies & Toddlers								
East Linton Community Choir	1	2	3					
East Linton Drama Group		1	2	3				
East Linton Flower Show Society								
East Linton Gala		1						
East Linton Primary School								
East Linton Senior Citizens		1		2			3	4
East Linton Tennis Club								

Tricia Moscati
 Vaessa Roidh 23/5/24 VSPOLA Business Partnership a Grant Coordinator

East Lothian Horizons							
Explorers							
Rainbows - Brownies - Guides	1						2
Orchards Residents Association							
P7 party							
Parent Council - ELPS							
Pix In The Stix	1	2	3				4
Prestonkirk Church							
Rail Action							
Group East of Scotland (RAGES)							
RSCDS East Lothian Branch							
Sustaining Dunbar							

East Linton & District Community Association

Charity Number - SC007149

Hall Accounts

Income & Expenditure Statement
1st September 2024 - 31st August 2025

	<u>31/08/2025</u>	<u>31/08/2024</u>
<u>Income</u>		
Hall Lets - Paid	19,186.48	25,185.00
Antiques Fair	4,306.75	4,304.52
200 Club	3,758.00	3,600.00
Art Exhibition	3,739.35	3,088.95
Fundraisers	0.00	0.00
Grant Income	1,700.00	1,021.31
Donations	1,110.25	1,032.00
Bank Interest	635.35	621.31
Total Income:	34,436.18	38,853.09
<u>Expenditure</u>		
Hall-Keepers	6,770.22	7,932.00
Cleaning	3,892.33	1,442.73
Equipment	435.65	490.81
Heat & Light	11,128.40	10,770.96
Insurance	2,556.52	2,318.86
General Maintenance	5,809.37	12,761.87
General Expenses	1,095.24	728.50
Antiques Fair	0.00	0.00
Total Expenditure:	31,687.73	36,445.73
Opening Balances	45,985.23	43,577.87
Profit / (Loss)	2,748.45	2,407.36
Closing Balances	48,733.68	45,985.23
<u>Represented By:</u>		
Balance at Bank	45,279.95	45,972.34
Outstanding Payments (Cheques)	2,965.51	0.00
Cash In Hand	488.22	12.89
Closing Balances	48,733.68	45,985.23

Signed: M. Mascati

Signed: eb

Position: CHAIR

Position: INDEPENDANT EXAMINER

Date: 22/4/2026

Date: 20/04/26

East Linton Community Assoc

Scotland - Charity number SC007149

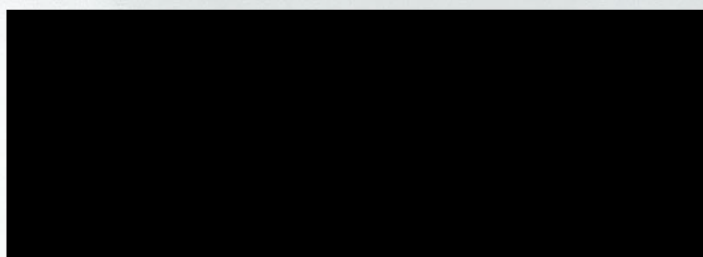
Accounts

EAST LINTON AND DISTRICT COMMUNITY ASSOCIATION

Minutes of Annual General Meeting

Held at East Linton Community Hall, 7.30pm, Wednesday 2nd October 2024


1. Present



User Group Representatives:

- East Linton Art Group – Chair
- Gala Committee – Chair
- Zumba
- Pix in the Stix - Chair
- Antiques Fair – Lead

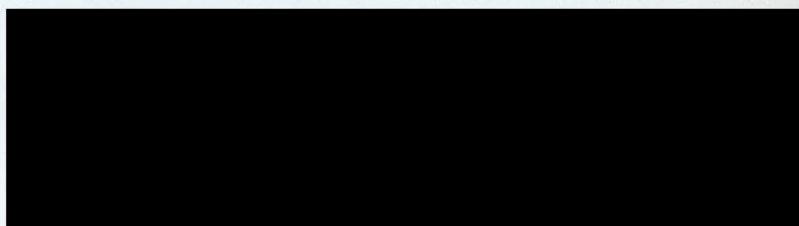
Apologies:

- Choir
- Scouts
- Explorers
- 
- ELOSCN

2. Welcome and Apologies

The meeting was opened by Chair Tricia Moscati, who welcomed all attendees. Apologies were noted.

3. Approval of Minutes from 2023 AGM



The minutes from the 2023 AGM were accepted as a true record. Approval was granted in principle with the caveat that any issues should be raised within one week of this AGM.

4. Matters Arising from 2023 AGM

- Annual fixture lists for 2024/25 have been circulated and are available online.
 - Support with Hallmaster was discussed. Zumba Gold reported difficulty accessing support and finding availability on the system. It was noted that some halls employ a paid bookings manager and handle billing differently (e.g., six-monthly for regular users).
 - The committee agreed to explore offering more user support with Hallmaster going forward.
-

5. Chair's Report

Written report appended to these minutes .APPENDIX 1

- Tricia summarised maintenance undertaken in 2024 and highlighted the ongoing difficulty in securing a property manager. Maintenance tasks and organising suppliers continue to be time-consuming.
- Use of hall funds for maintenance has begun, with careful financial consideration to avoid overburdening users.
- The committee will explore introducing "floating" members to assist as needed.
- A paid property role would likely increase hall rental fees by approximately 50%, which is currently not deemed feasible.

Discussion Points:

- Zumba Gold shared potential sponsor suggestions (reference Ruth's email).
- Several grant applications have been made but were unsuccessful.
- A question was raised regarding the closing balance (£45,000); Tricia clarified that £25,000 is held as an emergency fund.
- Communications strategy and community engagement were discussed, including:
 - Including hall updates in the church newsletter.
 - Creating flyers/posters for local businesses (e.g., Co-op, butcher).
 - Encouraging volunteer recruitment.
 - Exploring interest in reinstating a bar area in the hall.

Actions:

- [REDACTED] Gala Committee) volunteered to project manage the bar area; Katie to follow up.
- Need identified for a committee handbook.

6. Treasurer's Report ([REDACTED])

- Treasurer's report will be circulated via email post-meeting.
- Income has remained steady. Increases in utility and maintenance costs have raised expenditure.
- Outstanding debtors:
 - Started year with £1,600 outstanding; £72 remains unpaid (possibly Hallmaster-related).
 - £686 in outstanding debt at year-end.
- Action: Tricia to investigate how other halls manage debtor processes.

7. Acknowledgements:

- Thanks extended to [REDACTED] for raising £8,000 for the hall.
- Thanks to the Art Group for their successful exhibition.
- Gary announced his resignation after over 10 years of committee service (with a two-year break).
- [REDACTED] noting the significant loss his departure represents.
- Thanks also to [REDACTED] for auditing the accounts for the past 10 years; she is also stepping down.

8. 200 Club Report ([REDACTED])

- £7,780 raised in subscriptions this year, with 11 new members, though a few cancellations were noted.
- Monthly prize draws held at Pix in the Stix events: £200, £100, £50 prizes.
- Vanessa is preparing a historical article on the hall.

9. User Group Reports

- Art Group
Now at maximum with 30 members and waiting list of 6. Really successful art exhibition in May just for club members. Can't use main hall – too big and too dark. But club is going strong.
- Gala Association
At this AGM agreed for them to get community rate.
Have a lot in the diary over the next year. 2 wreath making workshops which have

sold out quickly. Also having a kids crafting day for Christmas. Likely going to do Halloween disco. Also going to have a bingo night. Going to have another books and cooks evening, which brought in people from across East Lothian. Also doing a family ceilidh, and a family fun and games night. Looking to get set up as charitable organisation and plan on using the hall quite a lot.

- Zumba Gold
East Linton hall pre-covid was busiest class but since coming back from lockdown it hasn't picked up. Really values having a poster out the front as not all target audience on social media.
- Pix in the Stix
Pix have been running for 15 years. Regularly have 10-12 events in the hall each year. Although occasionally go to Tynninghame if there's an annual event in the year. Ran a large film festival earlier in the year, quite a big film festival for East Lothian. Not sure if will repeat next year, very much depends on the energy from committee member.
- Antiques Fair (report emailed)
Our quirky little fair has been running for well over 30 years. This much loved event is a place to meet, browse, have breakfast, lunch or just a cuppa and enjoy an inclusive community event. We have a dazzling array of stallholders, business is good and we usually have a waiting list for stalls. Nancy has stepped down from doing the café – a hard act to follow but Danny is doing a terrific job and his shortbread is becoming famous! We are very grateful to Ros for organising the manning of the front door and to her, Polly, Lorna and Donny who between them collect the 50p entre fee. Also thanks to Liz Dorrian who paid for our publicity posters as a gift. The hall committee is very supportive of our fair and we thank them as well as Colin and Sammi for their great work. Colin has helped us out on numerous occasions, occasionally he gets a free sausage roll for his trouble! Looking forward to another year and to raising lots of money for our wonderful hall.
- Art Exhibition
Rep not here to give comment. Wasn't quite as busy as last year but still managed to sell a lot of art. Issue with the sumup machine and our info hasn't been accepted to go over initial limit.

10. Hallkeeper

Lots to do around the hall, just difficult getting the money/people/motivation. Some maintenance/cleaning issues that are down to users but also some down to our cleaning processes.

11. Election of Office Bearers

- Chair: [REDACTED]
Proposed by [REDACTED] seconded by [REDACTED] (Gala Committee)
- Fundraising & Partnerships [REDACTED]
Proposed by [REDACTED] seconded by [REDACTED] (Art Group)
- Committee Member: [REDACTED]
Proposed by [REDACTED] seconded by [REDACTED]
- Interim Treasurer: [REDACTED]
Proposed by [REDACTED] seconded by [REDACTED]

Note: Committee will assess additional role needs and circulate details to user groups for potential recruitment.

12. 10. Trustees

- Current trustees: [REDACTED]
- One vacant trustee position

13. 11. Any Other Business

- Gala Committee (Cat) working on a village cookbook. Community members and user groups invited to submit recipes reflecting their group's identity.

Meeting Closed

The 2024 AGM was formally closed by [REDACTED]

Minutes prepared by [REDACTED]

APPENDIX 1



CHAIRS REPORT

The East Linton Community Hall

Chairs Report 2024

Number of bookings per category 23/24



Contents

CARING FOR THE HALL	7
2023/24 Improvements.....	7
Priorities for 2024/25:	8
DIGITAL IMPROVEMENTS	9
2023/24: Online Improvements	9
Focus on 2024/24: Digital Priorities	9
FUND RAISING	10
Income from 2023/24.....	10
Fundraising 2024/25	10
BOOKINGS	11
Starters & Leavers 2024.....	11
Streamlining in 2024	11
COMMITTEE MEMBERS	11
New approach	11
SUMMARY	12

CARING FOR THE HALL

2023/24 Improvements

Below is a list of some repairs carried out over the past 12 months.

Gable End Pointing

The pointing work on the gable end of the building has been completed following a broken window, addressing previous concerns for further damage. This essential maintenance cost over £7,000 and will help protect the structure from masonry falling damage in the future.

Fire Safety Upgrades

Significant improvements have been made to the hall's fire safety measures. We have replaced the majority of fire exit lighting and installed new fire extinguishers throughout the premises.

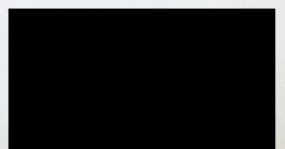
Cleaning Process Review

A thorough review of the hall's cleaning process was conducted, involving consultations with various stakeholders:

- o Cleaners from the Library at Heriot Watt University
- o The contractor responsible for the deep cleaning
- o Our hall keeper and cleaners

Following the review, the following steps were taken to enhance cleanliness and maintenance:

- o Purchased a new scissor broom and replacement mop heads for improved daily cleaning.
- o Reminded hall users of their responsibilities to maintain cleanliness after events.
- o Updated the community via Facebook with guidelines on keeping the hall tidy after use.
- o Scheduled a deep clean of key areas, including the bathrooms, kitchen, foyer, and hallway, to ensure a higher standard of cleanliness for all users. Likely to be annual.



Priorities for 2024/25:

1. Replace Dirt Trapper Mats

Our top priority for 2024 is the replacement of dirt trapper mats at key entry points. This includes the entrance outside the accessible toilets and the double doors leading to the Main Hall. The new mats will help maintain cleanliness and improve safety by reducing slips and trips.

2. Increased Education on Cleaning Expectations

We aim to better educate those booking the hall about their cleaning responsibilities. Cleaner guidelines will be provided to ensure users understand what is expected in terms of post-event cleaning, helping to keep the hall in top condition.

3. New Mops and Replacement Schedule

A structured replacement schedule for mops will be implemented, ensuring the cleaning tools remain in good condition and effective over time. This will support our ongoing efforts to maintain a high standard of cleanliness.

4. Replacement window in the foyer

We will look for a grant for a full replacement of all the windows in the foyer.

5. Overhead Lighting Replacement in the Main Hall

We will replace the outdated overhead lighting in the Main Hall to improve visibility and reduce energy consumption. The new lighting will create a brighter, more energy-efficient environment for hall users.

6. Soft Seating Replacement in the Meeting Room

To enhance the comfort of the meeting room, we plan to replace the soft seating. This upgrade will provide a more welcoming and comfortable space for smaller gatherings and meetings.

7. Replacement of Hall Tables and Folding Chairs

Several of the hall's tables and folding chairs have worn out over time. Replacing them will improve the experience for event hosts and attendees, ensuring the hall remains a functional and attractive venue for various activities.

8. Bar Area Redevelopment

We plan to redevelop the Bar Area with a focus on minimising excessive damage should another leak occur. Our goal is to assemble a dedicated team from the village to oversee this project, ensuring community involvement in the process. The timeline for this is dependent on volunteers.

DIGITAL IMPROVEMENTS

In addition to the physical infrastructure, we also focus on enhancing the hall's digital processes to streamline operations and improve communication:

2023/24: Online Improvements

Hallmaster Invoicing: We have adjusted the Hallmaster invoicing system based on user feedback to improve clarity and user experience.

Debt Escalation Process: A new escalation process for overdue payments has been introduced, including a polite reminder, a firm reminder, and a final escalation phase where necessary.

AGM Archives: Previous Annual General Meeting (AGM) minutes are now available online for greater transparency and accessibility.

QR codes: Have been placed in the foyer and in the External noticeboard.

Booking Process for the Antiques Fair: Clear online instructions have been added, detailing how to book a table at the Antiques Fair for ease of use.

Focus on 2024/24: Digital Priorities

Increased Social Media Presence: We will expand our social media outreach to better engage with the community, promote upcoming events, and communicate important updates.

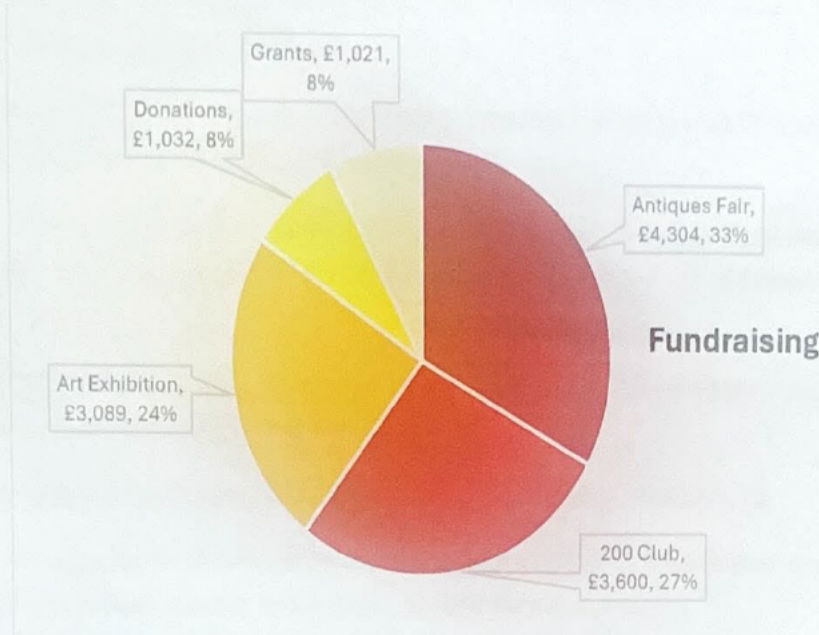
Operational Documentation Online: Key operational processes will be documented and made available online, providing transparency and making it easier for users and volunteers to access necessary information. E.g.

- Pre AGM, AGM & Post AGM activities
- How to file our OSCR return
- How to change a user group treasurer
- How to escalate debt

FUND RAISING

Income from 2023/24

Total fundraised was £13,046,



We extend our heartfelt thanks to

- o Antiques Fair - [REDACTED]
- o Art Exhibition- Agata and volunteers [REDACTED]
- o 200 Club - [REDACTED]
- o Coop for their local community fund

Fundraising 2024/25

- o We aim to replace regular strip lighting to LED strips with a grant application. Quote is ready for an application.
- o Continue with the help from our wonderful volunteers. The 8 Antiques Fairs, 200 Club, and 4-day Art Exhibition benefit the community by fostering social connections, encouraging cultural engagement, and supporting local artists and collectors. They also raise essential funds for the hall which ensures financial stability, supports maintenance and upgrades

BOOKINGS

Starters & Leavers 2024

Sadly, the Old time Dance & Playgroup are no longer running. A significant transfer was made from the Playgroup to the Hall account which will be held separately until another volunteer can be found.

A new fitness group intends to start in October/ November and if uptake is good then they will become a regular fixture.

Fitness classes at the hall	Monday 7:30pm PILATES	Tuesday 1:30pm Adaptive/ Seated YOGA
	Thursday 9:45am ZUMBA GOLD	Friday 4:00pm KRAV MANGA

Streamlining in 2024

Debt Reduction: Streamlining the booking/ Invoice process to minimise debt recovery.

COMMITTEE MEMBERS

Departures: [REDACTED] August 2024) and [REDACTED] after 2024 AGM

Many thanks to our outgoing committee members for their service.

New Member: [REDACTED]

New approach

Given the high volume of activities in the hall, a new pilot approach will be implemented. This strategy aims to break down roles into specific tasks and expand the committee with smaller, more manageable groups so that activity is reduced to under 1 hour per week.

We also plan to introduce a volunteer group, made up of community members who may not want the commitment of a committee role but are happy to contribute on a more flexible basis. For example, if the hall keeper is unavailable, someone from this group could step in to open the hall, or they could be asked to assist with tasks like auditing the first aid kit.

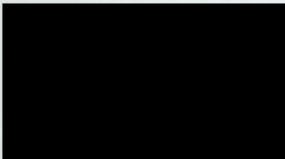
We would also like to take this opportunity to find an additional trustee and look to the community for guidance.

SUMMARY

Opportunities:

1. **Community Involvement:** The introduction of a volunteer group offers an opportunity to increase community engagement, allowing residents to contribute flexibly without committing to formal committee roles.
2. **Upgrading Facilities:** Planned upgrades, such as improved lighting, soft seating, and bar redevelopment, present opportunities to enhance user experience and attract more bookings.
3. **Increased Fundraising:** Continued events like the Antiques Fair and Art Exhibition, alongside new grants (e.g., for LED lighting), provide opportunities to raise funds and ensure financial stability.
4. **Digital Enhancements:** Expanding online documentation and social media presence can streamline operations, improve transparency, and engage the wider community more effectively.

Challenges:

1. **User Accountability:** Ensuring hall users consistently meet cleaning expectations remains a challenge, requiring better education.
 2. **Trustee & Committee Recruitment:** Finding a new trustee and expanding the committee are critical for ensuring long-term governance but may face difficulties in attracting committed individuals. Impacting the ability to manage the hall's activities, upgrades, and maintenance.
 3. **Maintenance Costs:** Ongoing repairs, such as the £7,000 spent on gable end pointing, are significant financial burdens, requiring continuous fundraising and grant applications to cover expenses.
- 

**East Linton & District Community Association
Trustees' Annual Report and Accounts for the year ended 31 August 2024**

Independent Examiner's Report to the Trustees of East Linton & District Community Association

I report on the accounts of the charity for the year ended 31 August 2024 which are set out on the following pages.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

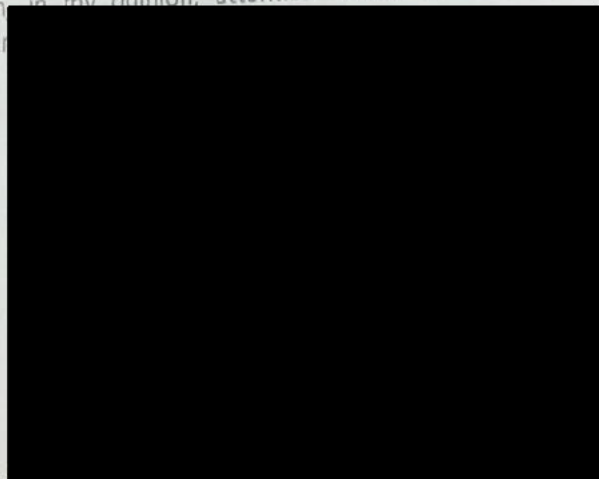
1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding

Signature:

Name:

Address:

Date:



East Linton & District Community Association

Charity Number - SC007149

Hall Accounts

Income & Expenditure Statement
1st September 2023 - 31st August 2024

<u>Income</u>	<u>31/08/2024</u>	<u>31/08/2023</u>
Hall Lets - Paid	25,185.00	24,871.16
Antiques Fair	4,304.52	4,282.50
200 Club	3,600.00	4,550.00
Art Exhibition	3,088.95	3,041.25
Fundraisers	0.00	1,019.14
Grant Income	1,021.31	0.00
Donations	1,032.00	2,579.00
Bank Interest	621.31	221.84
Total Income:	38,853.09	40,564.89
<u>Expenditure</u>		
Hall-Keepers	7,932.00	8,347.00
Cleaning	1,442.73	1,520.15
Equipment	490.81	68.27
Heat & Light	10,770.96	8,486.48
Insurance	2,318.86	2,170.98
General Maintenance	12,761.87	2,971.56
General Expenses	728.50	1,256.23
Antiques Fair	0.00	0.00
Total Expenditure:	36,445.73	24,820.67
Opening Balances	43,577.87	27,833.65
Profit / (Loss)	2,407.36	15,744.22
Closing Balances	45,985.23	43,577.87
<u>Represented By:</u>		
Balance at Bank	45,972.34	44,068.53
Outstanding Payments (Cheques)	0.00	(1,124.21)
Cash In Hand	12.89	633.55
Closing Balances	45,985.23	43,577.87