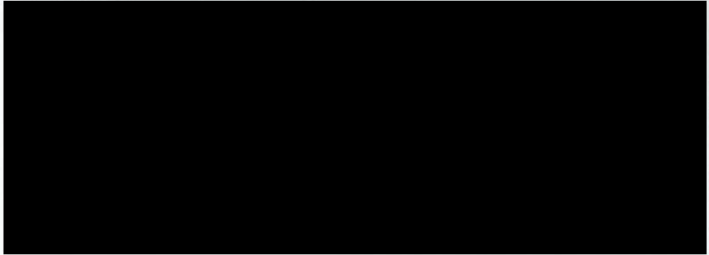


EAST LINTON AND DISTRICT COMMUNITY ASSOCIATION

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

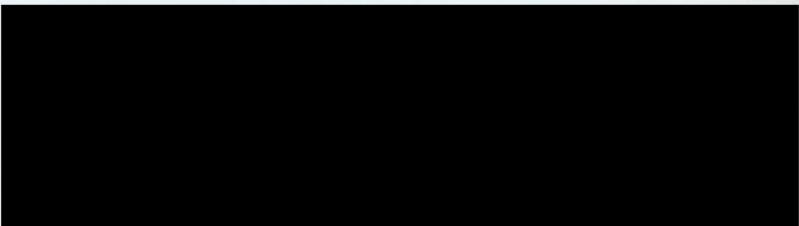
Apologies:

- 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



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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:

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

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

- Purchased a new scissor broom and replacement mop heads for improved daily cleaning.
- Reminded hall users of their responsibilities to maintain cleanliness after events.
- Updated the community via Facebook with guidelines on keeping the hall tidy after use.
- 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 Tracker Mats

Our top priority for 2024 is the replacement of dirt tracker 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 decorative 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.

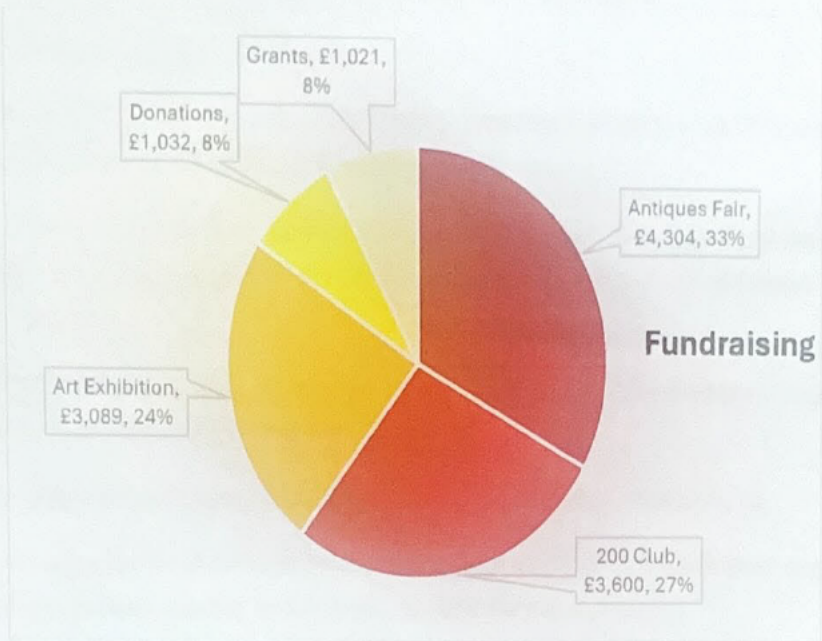
Operational Documentation Online: Key operational processes will be documented and made available online, providing transparency and making it easier for users and volunteers to access necessary information. E.g.

- 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	Tuesday
	7:30pm PILATES	1:30pm Adaptive/ Seated YOGA
Thursday	Friday	Saturday
9:45am ZUMBA GOLD	4:00pm KRAV MANGA	9:30am YOGA KIND

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.

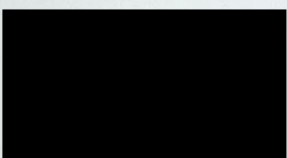


SUMMARY

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