

Traquair Village Hall Committee of Management

Minutes of the Annual General Meeting- Thursday 24 April 2025 at 7.30pm at Traquair Hall

1. Attendees

Committee members:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Apologies

[REDACTED]
[REDACTED]

2. Approval of the Minutes of the AGM – Tue 23rd April 2024

- Proposed – [REDACTED]
- Seconded – [REDACTED]

3. Presentation of the Chair's Annual Report

It was reported that there had been 1200 hours of hall hire recorded throughout this year and that the online booking system was working well to support this. The hall website had received 5000 visits a month on average. The hall hires have been from a range of sources including art classes, pilates classes, yoga, meditation, flower arranging, live music and music rehearsals, cooking events and kids bike skills.

The chair commented on the major maintenance upgrades that had taken place during the year, including the new heating system installation which was supported by the UK government retrofit fund administered by Borders Community Action along with new solar panel and battery storage. Other refurbishment included the bar and kitchen being upgraded and the hall floor being refurbished.

The bar upgrades mean that we can now hire out the bar facility and we are currently partnering with local company Durty Brewing in Innerleithen who will supply bar staff and provide stock for users wishing to book this service.

The solar panels have so far been meeting 50% of our electricity usage through the year and generating an income. The additional grant received this year (UK Government Retrofit Scheme – administered by Borders Community Action) for an extra solar panel and battery should allow us to increase this to supply 1/3 of the electricity demand of the hall, including the electricity needed to run the new heating system.

In the hall grounds, fence posts have been replaced and the car park has been upgraded with new parking bays added. Security has also been boosted through installation of a security camera and new door lock keypads.

The chair reported on a number of events delivered this year at the hall including the Hogmanay Ceilidh and our third year of running a film club during the winter months. The raffle at the Hogmanay ceilidh raised funds for local charities. [REDACTED] thanked [REDACTED] for donation of a print of an original artwork featuring the hall and noted the donation of a piece of COVID memorial tartan received from the Remembering Together project in the Borders. These have been displayed in the entrance to the hall with new lighting in place to highlight them.

The Chair thanked the committee and trustees for their ongoing work – and thanked [REDACTED] for the Christmas Tree this year which was spectacular. [REDACTED] closed by thanking those that continue to hire and use the hall.

4. Presentation of the Financial Statement of Accounts

The accounts were audited by [REDACTED] in Selkirk.

Hall hire income has remained fairly static this year at £13271.10

Grant income was higher than previous years with £26722.46 received.

This is largely due to the UK Retrofit Grants received towards refurbishment – and a number of small grants from SBCAN and Filmhub Scotland towards events at the hall.

There was higher expenditure on equipment this year – due to solar panel costs now being recorded in this budget line.

Heat and light costs were lower due to the above reallocation of costs.

We closed the year with a small deficit of £67.68.

5. Nomination and Confirmation of the Financial Examiner

It was agreed that [REDACTED] should continue to deliver this service to the hall given her experience with charity accounts. This was proposed by [REDACTED] and seconded by [REDACTED].

6. Nomination for service on the Committee 2025-2026 and Election

Current committee are happy to continue for the year 25-26.

7. Confirmation of the present Committee of Management wishing to serve 2025-2026.

8. AOCB (competent to the AGM)

[REDACTED] asked about any plans for this coming year. [REDACTED] mentioned plans to resurface the car park – but no other major refurbishment or maintenance tasks were lined up.

[REDACTED] shared news that the Traquair Kirk is being taken on by Traquair Church Trust from Church of Scotland. There will be a hand over event on the 11th May 25.

Receipts and payments accounts for year ended 28th February 2025

	2025		2025	2024
	Unrestricted Funds	Restricted Funds	Total	Total
Receipts				
Hall hire	13,271.50	0.00	13,271.50	13,295.50
Function & fundraising income	4,058.58	0.00	4,058.58	4,953.89
Grants received	0.00	26,772.46	26,772.46	12,221.88
Interest received	276.18	0.00	276.18	200.98
Other income	246.78	0.00	246.78	978.28
	17,853.04	26,772.46	44,625.50	31,650.53
Payments				
Function expenses	2,880.80	0.00	2,880.80	2,687.12
Heat, light & power	836.40		836.40	14,463.91
Repairs & cleaning	9,621.70		9,621.70	6,479.50
Insurance	1,319.27		1,319.27	1,281.10
Annual charges and licenses	1,478.72		1,478.72	848.90
Property costs	13,256.09	0.00	16,136.89	25,760.53
Office expenses and broadband	446.71	0.00	446.71	502.37
Equipment & other payments	1,237.12	26,772.46	28,009.58	4,087.58
Independent examiner	100.00	0.00	100.00	100.00
	17,920.72	26,772.46	44,693.18	30,450.48

Fund balances at 28th February 2024

Accumulated fund				
Opening balance		38,459.18	0.00	38,459.18
Add receipts for year	44,625.50		0.00	44,625.50
less payments for year	44,693.18		0.00	44,693.18
Net surplus/(deficit)		-67.68	0.00	-67.68
		38,391.50	0.00	38,391.50
Includes designated funds	22,500.00		22,500.00	27,000.00
Represented by				
Bank account - current		9,697.42	0.00	9,697.42
Bank account - savings		28,555.58	0.00	28,555.58
Petty cash		138.50	0.00	138.50
		38,391.50	0.00	38,391.50

INDEPENDENT EXAMINER'S REPORT

Traquair Village Hall – Charity No: SC023066

I report on the accounts of Traquair Village Hall for the year ended 28 February 2025 as attached.

Respective responsibilities of management committee and examiner

The committee is 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 management committee considers 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 committee 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 in the accounts.

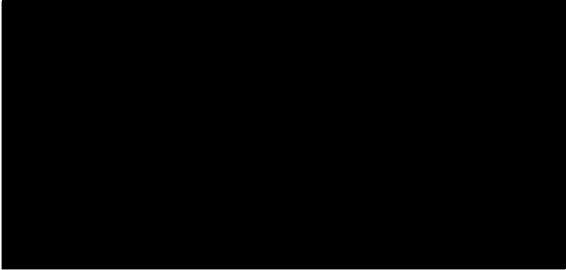
Independent examiner's statement

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:

- a) to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - b) 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 of the accounts to be reached.



Date: 20th April 2025