

Portessie Public Hall

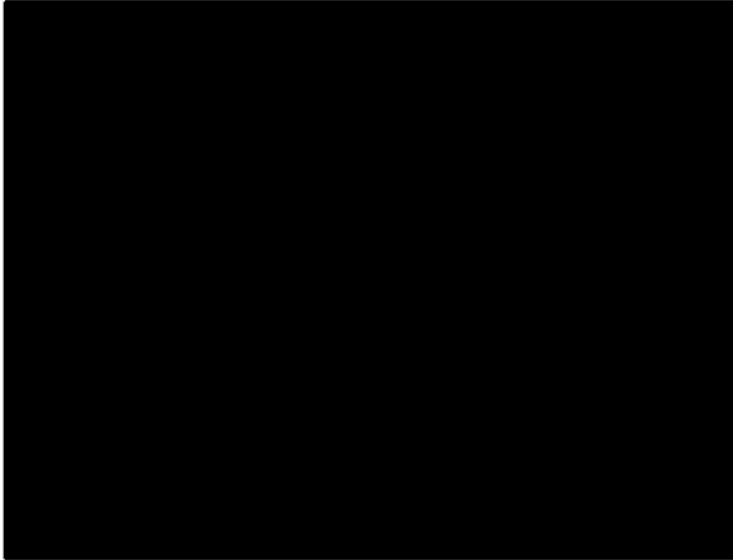
Annual Report

1st April 2024 – 31st March 2025



Charity Name: Portessie Public Hall Management Committee
Registered Charity Number: SC026701
Address: 9 Chancellor Road, Portessie, Buckie, AB56 1TD

Trustees appointed at the Annual General Meeting held on 29th April 2024 are:-



The Bank Accounts are registered as:
Portessie Public Hall Management Committee

The Bank Accounts are held with:
Bank of Scotland

Independent Examiner for Hall Accounts:



Employee:



CONSTITUTION

1. NAME

The property of the "**Portessie Public Hall**" hereinafter known as "**the Hall**" will be held by the **Portessie Public Hall Management Committee** (1996) as Trustees, hereinafter known as "**the Committee**".

2. LOCATION

The Hall is situated at 9 Chancellor Road, Portessie. The geographical area covers Portessie, Gordonsburgh, Ianstown and Rathven.

3. OBJECTS

The objects of the Committee shall be to promote the benefit of the inhabitants of Portessie and its environs without distinction of sex or of political, religious or other opinions by associating the local statutory authority, voluntary organisations and inhabitants in a common effort to advance education and to provide facilities, in the interest of social welfare, for recreation and other leisure time occupation so that their conditions of life may be improved and in furtherance thereof to establish or to secure the establishment of a Hall and to maintain and manage such a Hall for activities promoted by the Committee and its constituent bodies.

4. MEMBERSHIP AND ELECTION OF THE COMMITTEE

- a. The Membership of the Committee shall consist of four Office Bearers, a minimum of six and a maximum of ten other members.
- b. The following four Office Bearers will be elected by the Committee:-
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
- c. Persons entitled to be members are (1) council tax payers in respect of property in the County of Banff, and (2) either (a) resident in Portessie, Gordonsburgh, Ianstown or Rathven, or (b) previously resided in Portessie, Gordonsburgh, Ianstown or Rathven for at least ten years.
- d. The Committee shall be elected at an Annual General Meeting to be held during the month of April.
- e. Fifty per cent of the Committee shall demit from office at the expiry of the year for which it was elected but members of the Committee will be eligible for re-election.
- f. The Committee shall, as far as possible include representatives from, or on behalf of, different age groups within the area of membership, e.g. pre-school, school age, adults (18-60 years), senior citizens and the disabled.

5. POWERS OF THE COMMITTEE

The Chairperson or any two members of the Committee will have powers to instruct the Secretary to call a meeting of the Committee.

Matters arising at any meeting shall be decided by a majority of those present and entitled to vote thereat.

In the case of an equality of votes the Chairperson shall have a second or casting vote.

The Committee will form Subcommittees as deemed expedient by the Committee.

The Committee shall have the following powers:-

- a. To elect four Office Bearers.
- b. To fill vacancies by co-option by a majority vote of the Committee.
- c. To frame such regulations as may be deemed expedient regarding the Management of the Hall.
- d. To employ and pay for such assistance as they may consider reasonably necessary in connection with the administration of the Hall.
- e. To acquire such land as is required in connection with the further development, amenity and proper use of the Hall.
- f. To carry out renovations and alterations to the existing premises and to appoint a Project Manager for this purpose.
- g. To appoint or employ a Caretaker and to pay them remuneration as they think fit.
- h. To let the Hall for public meetings, dances and entertainments and to collect the revenue in respect of such lets of the Hall.
- i. To let the Hall to such organisations at such terms and on such conditions as the Committee shall think fit.

6. MEETINGS

- a. The Committee shall meet at least once per quarter.
- b. The Quorum shall be one third of the membership of the Committee but in no case will be less than five.

7. ANNUAL GENERAL AND EXTRAORDINARY GENERAL MEETINGS

- a. The **Annual General Meeting** shall be held in the month of April with the notice of meetings given at least fourteen days in advance by advertisement in the local press and by notices posted up in conspicuous places in at least three locations in Portessie and Ianstown.
- b. **Extraordinary General Meetings** shall be called when the Committee deems it expedient to do so with the same notice as the **AGM**.
- c. All persons with the necessary qualifications will be entitled to attend and vote at all **Annual General Meetings** and all **Extraordinary General Meetings**.
- d. The **Annual Report** of the Committee will be presented to the meeting.
- e. The meeting will give consideration to the **Annual Statement of Audited Accounts**.
- f. The **Annual General Meeting** will elect **The Management Committee**.
- g. Any Other Competent Business will be considered at these meetings.

8. FINANCE

- a. All funds held and generated by the Committee can only be used to further the objectives of the Committee for the benefit of the Hall and the people of Portessie and geographical area.
- b. Complete and proper accounts of the intromissions of the Committee regarding the administration of the Hall shall be kept by the Treasurer and audited annually and submitted to the Annual General Meeting each year.
- c. All monies generated on behalf of the Committee shall be lodged into the Bank Account held in the name of Portessie Public Hall Management Committee.
- d. The Committee will agree in writing, by bank mandate, two out of three members to sign cheques on behalf of the Committee.

9. AMENDMENTS TO THE CONSTITUTION

- a. Amendments to the constitution of the Committee can only be made at the Annual General Meeting and must be tabled in advance, or at any Extraordinary General Meeting called specifically for that purpose of which fourteen days notice shall be given.
- b. Any change requires to be carried by a two-thirds majority of those present and entitled to vote.

10. DISSOLUTION

In the event of the dissolution of the Committee the residuary funds and property will be held in trust for the future benefit of the community of Portessie and its geographical area for charitable purposes only.

Regular Activities

The following groups continue to run sessions in the hall on a regular basis:-

Alison Munro School of Dance, Bloom Baby Classes, Buckie North East Sensory Services (NESS), Buckie Taekwondo School, Coastal Photography Group, Craft Afternoons, FitSteps®, Footprints, Friday Girls Craft Group, Monday Textile Group, Over 60s Afternoon Teas, Pilates with Jennie, Slochy Toddlers, Theatre of Dreams Dance Classes, Tuesday Patchwork Group, Wednesday Quilting and Sewing Group.

New groups that started this year include Bloom Toddlers, Fitness Pilates with Lorraine and Sweaty Mama's fitness classes although the latter stopped in February due to low numbers.

The University of the 3rd Age Canasta group and Quilting Quines both returned this year after having a break.

The Buckie Post Office ceased to provide a weekly hosted outreach service in September and there has been no indication that they will return.

The community bookswap facility runs two weekly sessions on Wednesday afternoons from 2.00 - 3.00 pm and Friday mornings from 9.00 - 10.00 am and is run by volunteers. The hall continues to receive donations of books from the local community and surplus or duplicate books are donated to Books Abroad.

The hall committee continues to run free film shows for children and families which this year included Disney's Wish, Migration, Back to Black, Kung Fu Panda 4, Bob Marley, IF, Elf, Despicable Me 4, Paddington in Peru and Wicked The Musical.

'Warm Welcome' Monday Matinees continue to run with free tea and coffee and this year we have shown The Miracle Club, Wicked Little Letters, Priscilla, Cold Comfort Farm, Seize Them, The Bishop's Wife, White Christmas and The Banshees of Inisherin.

Other Activities

The hall continues to be widely used by local families for special occasions which this year included numerous children and adult parties - several 1st, 40th, 50th, 70th and 80th birthday celebrations, a wedding reception, baby showers, hen and stag parties, family gatherings, funeral teas, a local primary school staff Christmas party and a joint gathering for two families on Christmas day.

Local community groups and charities have hired the hall for their own fundraising efforts as follows:- a charity fundraising disco for Tilly's Tales - Life with a little T, a ladies day to raise funds for Feeling Blue, Portessie Playgroup/2-3 Group held an afternoon tea, Portessie Primary School PSG ran a tombola and Portessie Primary School used the hall for their Christmas shows.

In addition other bookings for the hall this year included band practice, festive wreath making with Kim Hutchison, and several traditional craft workshops run by Crone Arts.

Hall Fundraising

Fun Day held on Tuesday 7th May - held in partnership with Portessie Primary School, Portessie Playgroup/2-3 Group and Theatre of Dreams. The hall committee provided tea/coffee/pancakes, soup and sweet, candy floss and popcorn and raised just over £500.00.

Christmas Craft Fair & Coffee Morning held on Saturday 23rd November - 15 stallholders attended and we made a surplus of just over £700.

Christmas Tombola held on Wednesday 4th December - a reasonably well attended evening with 65 customers through the doors. A healthy surplus of £750 was generated.

Burns Night held on Saturday 25th January - with an audience of 67 we generated a surplus of £1092. Entertainment was provided by the Alison Munro School of Dance with ceilidh dancing to The Country Quines. [REDACTED] addressed the haggis which was carried in by [REDACTED] and piped in by [REDACTED].

Property Improvements/Repairs

After the new automatic front door was installed and the secondary internal door removed, the front entrance hallway was plastered and redecorated by [REDACTED] and new vinyl laid by The Garret in Macduff. The new door has proved to be a great success giving light and space to the hallway with easier access for all.

There was a leak in the lead flashings to the toddlers store on the west side of the building. The slates were stripped back and a new, deeper flashing was installed to replace the old one. All slating and repair work was carried out by [REDACTED].

Funding totaling £11,592 was secured from the National Lottery to install air conditioning in the main hall. This was installed by Elgin Refrigeration in July.

New emergency lighting, small electrical repairs and EICR certification were carried out by Andrew Murray Electricians in July.

Part of the attic above the main hall was floored to allow better access for work to be carried out in future.

The lock on the side entrance door was broken and had to be replaced and new keys provided to user groups.

User Groups

Afternoon Teas - regular fortnightly afternoon teas with sandwiches and home baking provided by committee members on a rota. The profits this year paid for a Christmas lunch catered by Annie's Wee Catering Company, followed by entertainment from children from Portessie Primary School. Christmas gifts purchased through In Kind Direct were handed out.

Alison Munro School of Dance - weekly Highland Dancing classes which run on Monday and Tuesday late afternoons/early evenings in the main hall.

Bloom Baby Classes - initially run by [REDACTED] more recently by [REDACTED] these offer three different activities on Friday late mornings and early afternoons - Busy Bees, a Mixed Class and Caterpillar Club.

Bloom Toddler Classes - a new group which runs on Wednesday mornings.

Buckie North East Sensory Services (NESS) - a group which meets fortnightly in the Baxter Room. This is a social and information group for people aged over 65 with sight and/or hearing loss in Buckie and the surrounding area.

Buckie Taekwondo School - Katja Hansen runs classes for children and adults on Tuesday and Friday evenings in the main hall.

Coastal Photography Group - this group meets on the first Tuesday of the month in the Baxter Room and supports novice as well as experienced photographers.

Craft Afternoons - running fortnightly on a Wednesday this group meets in the Baxter Room to undertake handicrafts of all kinds.

Fitness Pilates with [REDACTED] - new classes on a Friday morning which [REDACTED] has agreed to provide whilst [REDACTED] has a break.

FitSteps® - dance fitness classes led by [REDACTED] usually run on a Monday evening.

Footprints - this group, who meet weekly in the main hall on Thursdays, is a very well attended group for adults with disabilities. Activities include cooking, arts and crafts, exercises, singing and games. The sessions include lunch and snacks. The group received the Kings Award for Voluntary Service presented by the Lord Lieutenant for Banffshire.

Friday Girls - a group of ladies who meet in the Baxter room to socialise and undertake a variety of handicrafts.

Monday Textile Group - this group meets in the Baxter Room on Monday afternoons.

Pilates Core Stretch with [REDACTED] - these classes normally run in the main hall on Monday evenings and Friday mornings but had to stop in December due to health problems. Hopefully [REDACTED] will be well enough to be able to return in the not too distant future.

Quilting Quines - a group of ladies meet on a Thursday morning to undertake quilting projects.

Quilting & Sewing Group - a group of ladies who meet on a Wednesday morning in the Baxter Room to undertake a variety of projects, large and small.

Slochy Toddlers - this well attended group of parents, carers, babies and toddlers meet on Monday mornings.

Tuesday Sewing Group - a group of ladies meet every Tuesday morning in the Baxter Room to undertake sewing and patchwork projects.

Theatre of Dreams Dance Classes - [REDACTED] runs her dance classes on Wednesday and Thursday afternoons/evenings.

U3A Canasta - monthly sessions run in the Baxter Room by the University of the Third Age.

Independent Examiner's Report to the Portessie Public Hall Management Committee as Trustees

I report on the accounts of the charity for the year ended 31st March 2025 which are set out on pages 9 and 10.

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 ("the 2005 Act") and the Charities Accounts (Scotland) Regulations 2006 (as amended) ("the 2006 Regulations"). The charity's trustees consider that the audit requirement of Regulation 10(1) (d) of the 2006 Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1) (c) of the 2005 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 2006 Regulations. 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 connection with 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 Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the 2006 Regulations, or 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.

Signature

Name

Relevant Status

Home Address

Date

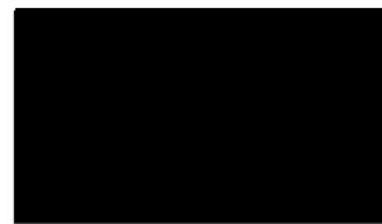
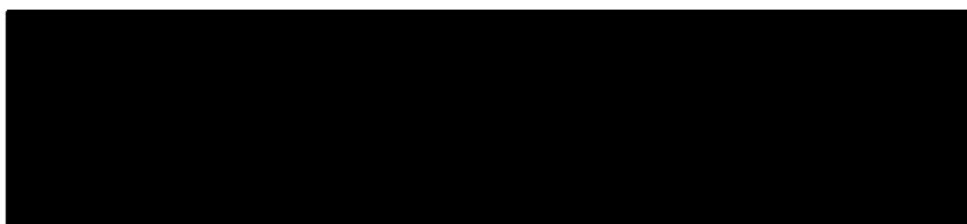
29-04-25

Portessie Public Hall Management Committee
 Scottish Charity No SC026701
 Receipts and Payments Account for the year ended 31st March 2025

	2024	2025
Receipts		
Hall Hire	13852.28	19130.75
Fundraising Events	8751.50	4964.30
Tuckshop Sales	742.55	574.35
Grants/Feed In Tariff Payments	1191.44	12630.50
Donations	1033.87	911.04
Sales	25.39	218.20
Refunds	307.96	0.00
Deposits	0.00	750.00
Over 60s Income	894.00	672.10
Bank Interest	197.08	911.89
Total receipts	<u>26996.07</u>	<u>40763.13</u>
Payments		
Fundraising expenses including donations to other charities	3547.03	1891.53
Capital purchases	20670.00	12480.13
Bank charges		14.57
Payments for charitable activities:		
Property costs – electricity, insurance, cleaning	13826.79	24702.86
Administration – postages, stationery, photocopying, fees	2999.76	1175.27
Tuckshop purchases	449.19	366.89
Refund of deposits		600.00
Over 60s expenses	1041.10	861.36
Total payments	<u>42533.87</u>	<u>42092.61</u>
Surplus/(deficit) for year	<u>(15537.80)</u>	<u>(1329.48)</u>
Statement of Balances as at 31st March 2025		
Bank and cash in hand		
Opening balances	64369.87	48832.07
Surplus/(deficit) for year	(15537.80)	(1329.48)
Closing balances	<u>48832.07</u>	<u>47502.59</u>

The notes on page 10 form an integral part of these accounts.

Approved by the Trustees at an AGM held in the Baxter Room on Tuesday 29th April 2025
 and signed on their behalf by:-



Notes to accounts:-

Portessie Over 60s Group - £339.62

All profits made from the afternoon teas held for the Over 60s are used to provide further activities for this group e.g. bus outings, Christmas party, etc. The balance at the year end totals £339.62.

Portessie Youth Drama - £240.05

Portessie Public Hall Management Committee agreed to hold funds for Portessie Youth Drama when they ceased to operate. These funds may be utilised by the same group if it restarts, or, for a similar type of activity within the hall. The balance received totals £240.05.