

The Lewis Carnival (Charity Number SC049650)

Minutes of the Annual General Meeting of The Lewis Carnival (the “**Carnival**”) which took place remotely on **20th June 2020**.

IN ATTENDANCE:

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

1. CHAIRPERSON

Victoria Silver was appointed as chairperson of the meeting.

2. NOTICE AND QUORUM

It was noted that due notice of the meeting had been given. It was noted that a quorum was present in accordance with the articles of association of the Charity (the “**Articles**”). Accordingly, the chairperson declared the meeting open to discussion via electronic means.

3. BUSINESS OF THE MEETING

The chairperson reported that the business of the meeting was to consider the following:

- 1) The last Carnival event which was held (prior to charitable status being granted) - The Lewis Carnival and Food Festival 2019 – review what we achieved that year, with the new addition of the food festival element, and how that might look going forward:
 - (i) The success of the food festival element was in part due to the support of the Scottish Salmon Company. Their sponsorship enabled the purchase of gazebos and astroturf for creating the venue. Furthermore their restaurant staff provided a significant part of the structure of the demonstrations (along with some equipment) as well as bringing a ‘celebrity’ chef to the island at their cost. We advertised the event in the Events newspaper as well as regular social media updates. The weather over the whole week, and in particular the two days of the food festival, was amazing and subsequently the turn-out was very good.
 - (ii) Application to register The Lewis Carnival with OSCR finally took place in October 2019.
- 2) The Lewis Carnival 2020 – cancelled due to Covid:
 - (i) In January/February 2020 plans had been started (by Victoria with input from Charlie) for a second food festival and an additional new photography festival. This had included applying for funding from Creative Scotland and another funding body.

- (ii) In March 2020 Covid Lockdown was imposed UK-wide. It quickly became apparent there would be no major events that year.
 - (iii) The main organisation of the Carnival takes place during March and June in terms of booking venues, equipment, organising floats etc. Furthermore, it was apparent it would be a long time before crowds of people could gather in any significant type of way.
 - (iv) The Carnival was officially cancelled on 6th April 2020.
 - (v) The funding bodies which had been applied to focused their funding on supporting longstanding Arts projects that overnight had no income and therefore none of the applications were successful.
- 3) The Lewis Carnival 2021 – cancelled due to length of Covid restrictions and effect this has had on local businesses and the likelihood of them getting involved:
- (i) Whilst restrictions have now been lifted, the unpredictability of future planning has made it impossible to consider organising an event this August or indeed this year.
 - (ii) The carnival parade requires large groups of people from organisations and businesses to spend their spare time building floats and planning for the event. It is unlikely, and probably unreasonable, to expect people to do this after the last 18 months of restrictions and uncertainty.
 - (iii) As per above, the main organisation of the Carnival takes place during March and June therefore whilst restrictions are improving now, we were back in lockdown again until May 2021.
- 4) The Lewis Carnival 2022 – consider whether the current committee will be in a position to organise a carnival ‘comeback event’; post-Covid considerations of what the Carnival might look like; consider whether a new committee will be needed:
- (i) Potentially 2022 could see a Carnival ‘comeback event’ especially if the traditional August date remains (first Saturday in August); it is important to see community events return to bring friends and families back together after such a long and stressful time.
 - (ii) A ‘comeback event’ would probably look very different to past carnivals. Indeed, it could be an opportunity to change the traditional layout of the event and the day itself.
 - (iii) Potentially it could consist of a number of smaller Carnival related events in place of full carnival. This would provide enjoyment for the community without the risk assessments (especially post-covid) of multi-thousand people event.
 - (iv) A new committee may be required before the organisation of the 2022 event commences – it will be three years by then since the current committee organised a Carnival event and it would be reasonable to assume people’s circumstances may have changed.

- (v) If the future of the Carnival looks doubtful it may make sense to end its charitable status and allow it come back organically without the need for annual paperwork.

5) Setting up a bank account in order to recover Paypal monies:

- (i) One of the driving factors behind establishing the Carnival as a charity was in order to be a legal body to recover the money still held by Paypal.
- (ii) In June 2017 we sold Carnival Ball tickets through Ticket Sailor who collect payment using Paypal Bank.
- (iii) However, whilst the account appeared to be set up, it transpired it wasn't properly established as The Lewis Carnival was at the time an unofficial sub-committee of the Stornoway Round Table. Paypal were unable to verify the committee as a legal body (as it was not a legal body) and subsequently (unbeknown to the committee at the time) whilst money could be paid IN, it could not be taken OUT.
- (iv) Victoria met with Hector at Third Sector Hebrides to discuss this (and formalising committee). Another community group in the Uists had had the exact same problem and had been able to recover the monies some time later.
- (v) Since formalising the carnival with OSCR Paypal have not been revisited as due to the ongoing Covid lockdowns etc the charity still does not have its own bank account.
- (vi) There are no other funds held by the Carnival

6) Next meeting in person:

- (i) Ideally the committee will meet in person in 2021 to discuss:
 - (A) Setting up bank account
 - (B) Recovering money from Paypal Bank.
 - (C) Committee for 2022 event.
- (ii) Date TBC.

4. FILINGS

The chairperson instructed those in attendance to check minutes and add comments via email as the committee were unable to meet in person. This will then be filed in accordance with OSCR regulations.

5. CLOSE

There was no further business and the chairperson declared the meeting closed.

.....20/06/21.....

Chairperson

(Date)

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Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	30	September	2019		30	June	2021

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	-	-	-	-	-	
Income from investments other than land and buildings	-	-	-	-	-	
Rents from land & buildings	-	-	-	-	-	
Gross receipts from other charitable activities	-	-	-	-	-	
					-	
A1 Sub total	-	-	-	-	-	-
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets	-	-	-	-	-	
Proceeds from sale of investments	-	-	-	-	-	
A2 Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
A3 Payments						
Expenses for fundraising activities	-	-	-	-	-	
Gross trading payments	-	-	-	-	-	
Investment management costs	-	-	-	-	-	
Payments relating directly to charitable activities	-	-	-	-	-	
Grants and donations	-	-	-	-	-	
Governance costs:					-	
Audit / independent examination	-	-	-	-	-	
Preparation of annual accounts	-	-	-	-	-	
Legal costs	-	-	-	-	-	
Other	-	-	-	-	-	
					-	
A3 Sub total	-	-	-	-	-	-
A4 Payments relating to asset and investment movements						
Purchases of fixed assets	-	-	-	-	-	
Purchase of investments	-	-	-	-	-	
A4 Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year					-	
	Surplus / (deficit) shown on receipts and payments account					-	
						-	
						-	
	Cash and bank balances at end of year	-	-	-	-	-	-
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of
approval

Section C Notes to the Accounts

C1 Nature and purpose of funds *(may be stated on analysis of funds worksheets)*

Due to Covid 19 there has not been a Carnival since the carnival was formerly made into a charity therefore no funds have been raised.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

Authority under which paid

C3b Trustee remuneration - details

	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £			Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
Total	-	-			-	-
	-	-			-	-

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
					-	
Total	-	-	-	-	-	-
	-	-	-	-	-	-

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Additional analysis (2)

5 Breakdown of unrestricted funds

	Unrestricted fund 1 - enter name of fund below	Unrestricted fund 2 - enter name of fund below	Unrestricted fund 3 - enter name of fund below	Unrestricted fund 4 - enter name of fund below	Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
Sub total	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						

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Additional analysis (3)**6 Breakdown of restricted funds**

	Restricted fund 1 - enter name of fund below	Restricted fund 2 - enter name of fund below	Restricted fund 3 - enter name of fund below	Restricted fund 4 - enter name of fund below	Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	-
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	-
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities					-	
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
Sub total	-	-	-	-	-	-
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	-	-	-	-	-	-
Net receipts / (payments)	-	-	-	-	-	-
Transfers to / (from) funds					-	
Surplus / (deficit) for year	-	-	-	-	-	-
Nature and purpose of funds						