

Teviothead Village Hall Committee Chairmans Report

Annual General Meeting Date: 25th March 2025

It only seems like yesterday that the last AGM was held, and Chair's report was presented.

The main activity in the past year was the granting of SCIO status which was both time-consuming and costly. But the legal fees and associated costs were subsidised by the Federation of Village Halls, which avoided any major impact on the Hall finances. The Chair recognizes the arduous work put in by the committee, especially Caroline Tullie, to transfer the charitable status of the Hall. The new status number can now be used by the committee on all Teviothead Village Hall communications and materials.

Expenditure remains constant and accounts show a steady outflow, but this has been using grants accrued from the Covid era, and the accounts are now approaching a more normal level of finance. There has been much discussion on Hall hire charges with a balance being required to be cost effective yet remain competitive. The increasing number of external sources using the hall for presentations, public consultation and awareness events has highlighted an opportunity to provide a more flexible approach to better reflect on the higher costs involved with these events including heating, lighting, and cleaning etc. While a number of the events may not always be in line with the wider community aims, they are a welcome income stream.

The Hall continues to operate as a focal point for the local community in particular its mission to fulfill its role in support of the "Warm spaces" initiative. The provision of the Afternoon Teas and the Soup and Pudding sessions has been highly successful and although primarily supporting Teviothead Church the increasing numbers attending demonstrate the popularity of the events but also the important role the Hall plays in community cohesion.

Other events and bookings for the Hall include, Community Council, Scottish Women's Institute, Weaving Club, Public interest meetings, Private parties, Mobile Library stop, Charity fund raising, various committee meetings, MSP surgery, Election polling station, Funding Panel meetings, Hogmanay celebrations and the annual summer BBQ.

The various improvement projects have been completed including the long overdue refurbishment of the Gentlemen's toilets and the installation of a loft ladder to utilize the available loft space to improve storage and archiving of Hall materials and resources.

The development and improvement of communications relating to the hall continues, notably with the Hall website, Calendar of events and newsletters. Work to develop a mailing list for direct mail shots to the community is ongoing and the Chair recognizes the work done by [REDACTED] to further develop this project.

The installation of a key safe for the Hall will reduce the requirement for committee members to turn out to open the hall for tradesmen or guest users.

The audio-visual facilities continue to develop with additional connections for laptops and hard wire links for mobile phones and tablets to mirror screen content directly to the projector. Feedback from a recent private party which utilized these resources was very positive as it allowed for a live video link to bring all the family members together.

A small but important investment was made with the purchase of an indoor New Age Kurling set. This was as a result of borrowing similar equipment from another Village Hall. Following a successful evening of Kurling it is planned to hold monthly sessions not only to promote a competitive activity with other Village Halls but also to provide a regular social event to encourage new members to the community to meet and join in Hall activities.

Although this report is traditionally a review of the past year, as Chair, I feel that it is important to identify some items for the Committee to focus on to ensure the Hall continues to improve in the future.

- Provision of a fiber broadband connection to the hall to provide a more stable Wi-Fi set up.
- Carry out refurbishment of the Ladies toilets.
- Installation of notice boards both inside and outside the hall
- Record the number of people who attend each event to provide evidence for future funding bids.
- Continuing the upkeep of the Hall external areas
- Increasing attendance at Hall events
- Install a Heating oil monitoring system.
- Ensure all committee members have access to the Nest heating app.

As always, I would like to take this opportunity to thank all the members of the committee and the associated volunteers for their support and hard work over the past year in ensuring the Hall remains highly relevant and operational and continues to serve the diverse needs of the community.

[REDACTED]

Chair Teviothead Village Hall

[REDACTED]

APPENDIX 3



Independent examiner's report on the accounts								V2
Report to the trustees/members of	Charity name							
	Registered charity number							
On the accounts of the charity for the period	Period start date				Period end date			
	Day	Month	Year		Day	Month	Year	
Set out on pages	18	03	2024	to	18	03	2025	
								(remember to include the page numbers of additional sheets)
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) 2005 Act and the Charities Accounts (Scotland) Regulations 2006 (as amended). 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.</p>							
Basis of independent examiner's statement	<p>My examination is carried out in accordance with Regulation 11 of the 2006 Accounts 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.</p>							
Independent examiner's statement	<p>In the course of my examination, no matter has come to my attention [other than that disclosed on the attached page*]</p> <ol style="list-style-type: none"> which gives me reasonable cause to believe that in any material respect the requirements: <ul style="list-style-type: none"> 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 <p>have not been met, or</p> <ol style="list-style-type: none"> to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached. 							
Signed**:					Date:	7/8/25		
Name:								
Relevant professional qualification(s) or body (if any):								
Address:								

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.

**OSCR will accept digital or typed signatures.

**DRAFT MINUTES OF TEVIOHEAD HALL ANNUAL GENERAL MEETING HELD ON
TUESDAY 26 MARCH 2024 AT 7 PM**

PRESENT

[REDACTED]

Welcome by Chairman

1 APOLOGIES FOR ABSENCE

[REDACTED]

2 MINUTES OF PREVIOUS AGM HELD ON 27 MARCH 2023

Minutes had been circulated and were taken as read. Proposed by [REDACTED] seconded by [REDACTED]

3 MATTERS ARISING FROM PREVIOUS MINUTES

Change of Charity status will be discussed later in this agenda

4 CHAIRPERSON'S REPORT

Chair [REDACTED] - see attached report

5 TREASURERS REPORT

Treasurer [REDACTED] had already emailed accounts to the committee - see attached

[REDACTED] responded to various questions

Set aside reserved funds of £5,000 for fire/damage/ contingency fund

Assets added - looms, coffee machine, (see assets list)

Thanks were extended to [REDACTED] for managing the accounts so well

Approved by [REDACTED] Seconded by [REDACTED]

Review of Hall Hire Charges

Rural Church Show local £15 per night

Community Council / Others £40 per night

Dances/Concerts £20 per hour

Day Hire £15 per hour

Up to 6 pm Min £15

Elections £250 per day

What does the hall charge for charity events? No charge if organiser lives within catchment area of the show - ultimately at the discretion of the hall committee

Proposed and agreed to leave charges as above - to be reviewed again at next AGM

**6 CHANGE OF CHARITY STATUS TO A SCIO (SCOTTISH CHARITABLE
INCORPORATED ORGANISATION)**

6.1 Approval to wind up / dissolve the existing charity Teviothead Village Hall SCO 22768

It was agreed unanimously by all those present that the existing charity be dissolved.

6.2 Approval to transfer all assets and liabilities to the new incorporated charity Teviothead Village Hall SCIO SCO52881

It was agreed unanimously by all those present that the assets and liabilities be transferred to the new incorporated charity.

██████ reported at the moment we have had permission from OSCR to set up new charity and permission to dissolve existing. As from tonight we will have 3 months to complete paperwork - assets, bank account changed etc. Also require legal permission to transfer building etc. The only existing legal document is one from Rox District Council dated 1986 when they handed the building over to the Hall Committee. Names on that document were ██████ and ██████. Solicitor ██████ requires this to be on the land register. Transfer wasn't recorded with Sasines. ██████ has approached SBC to transfer this to the new SCIO. New plans are being drawn up in the name of the SCIO. Await new deed from SBC. Should be completed within the time frame. Once received ██████ will register with the Land Registry. Treasurer asked if we could change to the Bank of Scotland who run a Treasurer's account. All agreed to this. Signatories remain as ██████ will organise

At what point are we actually officially a SCIO? It is assumed this will be once we get final approval and acceptance from OSCR - Caroline will confirm this with OSCR

Any change as to how the accounts need to be prepared and audited? It is thought they will be in the same format but ██████ will send guidelines to ██████

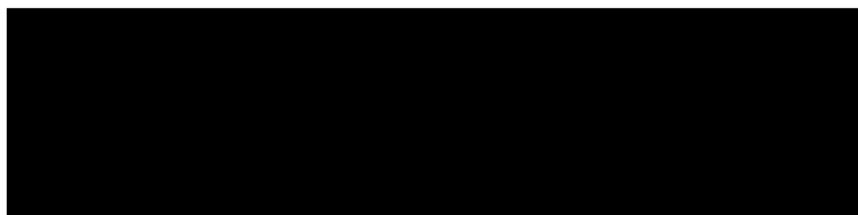
6.3 Approval of new constitution for Teviothead Village Hall SCIO SCO52881

The new constitution, which was recommended by Roxburghshire Federation of Village Halls and lodged in application to OSCR, was unanimously approved. It was noted that this would be looked at with view to possibly amending in the coming year.

Chairman thanked ██████ for all her hard work in managing this process.

7 ELECTION OF OFFICE BEARERS

Chair
Vice Chair
Secretary
Treasurer
Minute Secretary
Committee



██████ proposed re-election en bloc seconded by ██████
██████ proposed that ██████ be elected to the Committee - this was seconded by ██████

8 ANY OTHER BUSINESS

Chair thanked ██████ for recording minutes etc

9 DATE OF NEXT MEETING

Tuesday 25 March 2025

Chair thanked everyone for coming and closed the meeting.

Receipts and Payments for the year ended 18 March 2025

PREVIOUS SCO
SCO 22768
ReceiptsAccts 23/24
Unrestricted

Receipts	Unrestricted	Restricted	Total
Rents	£ 1,012.50		£ 1,012.50
Electricity			
Grants	£ 13,770.72		£ 13,770.72
Donations	£ 317.00		£ 317.00
Concerts	£ -		£ -
Misc	£ 702.23		£ 702.23
100 Club	£ 576.00		£ 576.00
	£ 16,378.45	£ -	£ 16,378.45

Rents	£ 377.00
Electricity	£ 733.00
Grants	£ 3,455.00
Donations	£ 108.00
Concerts	£ 251.00
Misc	£ 450.75
100 Club	£ 588.00
	£ 5,962.75

Payments

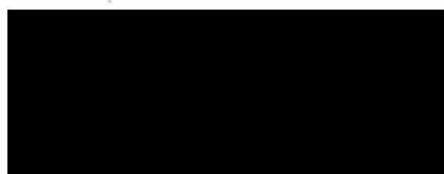
Payments

Electricity	£ 652.20	£ 652.20
Licenses	£ 20.00	£ 20.00
BBQ	£ 316.22	£ 316.22
Insurance	£ 630.36	£ 630.36
Maintenance	£ 780.65	£ 780.65
Misc	£ 1,303.63	£ 1,303.63
100 Club	£ 360.00	£ 360.00
Performing Rights	£ 162.00	£ 162.00
Paid into Petty Cash	£ -	£ -
Concert Expenses	£ -	£ -
Stationery	£ -	£ -
Grants	£ 14,154.93	£ 14,154.93
Heating Oil	£ 672.63	£ 672.63
	£ 19,052.62	£ 19,052.62

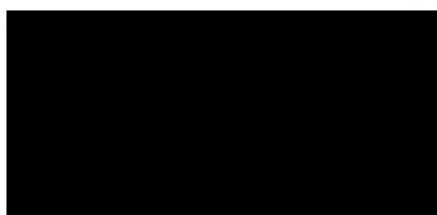
Electricity	£ 992.59
Licenses	£ 20.00
BBQ	£ 315.60
Insurance	£ 601.53
Maintenance	£ 505.32
Misc	£ 615.44
100 Club	£ 360.00
Performing Rights	£ 154.80
Paid into Petty Cash	£ -
Concert Expenses	£ 589.00
Stationery	£ -
Grants	£ 3,132.64
Heating Oil	£ 819.97
	£ 8,106.89

Net Receipts	-£ 2,674.17	-£ 2,674.17
Opening Balance	£ 11,724.06	£ 11,724.06
Ringfenced		£ 2,000.00
Closing Balance	£ 9,049.89	£ 7,049.89

Net Receipts	-£ 2,144.14
Opening Balance	£ 13,853.03
Ringfenced	
Closing Balance	£ 11,708.89



7/8/25



5/8/25