

**Glenfarg Village Hall - AGM**  
**21 September 2016**

<b><u>Agenda Item</u></b>	<b><u>Minute</u></b>	<b><u>Action</u></b>
<u>Present:</u>	Cedric Wilkins, Kerry Davidson, Tim Corcoran, Robert Morton, Christine Morton, Karen McGregor, Robin Watson, Jim Eodanable, Janet Watson, Mac Stewart, Jean Andrew, Tanya McKibbon, Mark Crossey, John Armstrong, David Aird, Kate Armstrong, Lisa Garrett, Alex Johnston, Jan Macpherson, Bill Macpherson	
<u>Apologies:</u>	Marie Connor	
<u>Minutes of previous AGM</u>	<ul style="list-style-type: none"> <li>• Minutes of previous AGM (23 September 2015) approved.</li> </ul>	
<u>Chairman's report</u>	<ul style="list-style-type: none"> <li>• Ced gave the committee an overview of the Chairman's report to be contained in the annual accounts (full report at end of minutes). Highlights included:               <ul style="list-style-type: none"> <li>○ The hall is being well used with some additional business following the closure of the Glenfarg Hotel.</li> <li>○ The additional use has had some impact on the fabric of the hall. The committee will need to ensure it stays on top of repairs.</li> <li>○ The improvements made to the rear garden have been well received and the car park is well used.</li> <li>○ Ced gave special thanks to Tim Corcoran for his efforts in maintaining the hall and to Tanya McKibbon for looking after the bookings. Both help ensure the smooth running of the hall.</li> <li>○ The hall ran at a small surplus for the year to 31 March 2015.</li> </ul> </li> </ul>	
<u>Treasurer's report</u>	<ul style="list-style-type: none"> <li>• Jean gave the committee an overview of the accounts for the year ended 31 March 2016. Highlights included:               <ul style="list-style-type: none"> <li>○ Hall lets for the year were £10,500, with expenditure of £9,500. Jean explained that the hall rents are covering the running costs of the hall but there may be difficulty in covering future repair bills.</li> <li>○ The bank balance is currently £22,922.</li> <li>○ The current year is running at a small loss and the possibility of having to raise rents was discussed. It was thought the hall committee could look at ways to promote the hall in order to fill unused rental hours and possibly organise fundraising activities to avoid rent rises. Kerry to add to agenda for</li> </ul> </li> </ul>	<b>Kerry</b>

	<p>the next meeting.</p> <ul style="list-style-type: none"> <li>○ Mark suggested trying to compress the usage in the evenings as this is the busiest time but it was felt this would not be possible.</li> <li>○ Tim suggested promoting unused times for ad-hoc usage such as a group of friends using the badminton equipment or playing three-a-side football on a one-off basis.</li> <li>○ Robert suggested the acoustics in the meeting room and the noise between adjoining rooms can be problematic for users and noise minimising measures could be considered. The blind in the meeting room is being put back up which will help.</li> <li>○ The meeting room is free some evenings in the week. Tanya will prepare an article for the Glenfarg newsletter highlighting which times are free.</li> <li>○ Lisa agreed to look at ways of promoting the hall on social media and possibly linking the online calendar to social media.</li> </ul>	<p><b>Tanya</b></p> <p><b>Lisa / Tanya</b></p>
<u>Approval of Trustees Report and Annual Accounts</u>	<ul style="list-style-type: none"> <li>○ David Johnston was reappointed as the Independent Examiner for the annual accounts (nominated by Ced and seconded by Jean).</li> <li>○ Ced thanked him for his efforts.</li> </ul>	
<u>Election of Office Bearers and Committee Members</u>	<ul style="list-style-type: none"> <li>• All members of the committee stood down.</li> <li>• The committee re-elected Cedric Wilkins as Chairman.</li> <li>• The committee re-elected Tim Corcoran as Property Convenor.</li> <li>• The committee re-elected Kerry Davidson as Secretary.</li> <li>• The committee re-elected Jean Andrew as the new Treasurer.</li> <li>• Robert Morton, Christine Morton, Jim Eodanable, Mac Stewart, Robin Watson, Mark Crosse, John Armstrong, Kate Armstrong and Lisa Garrett were elected as committee members.</li> <li>• John Armstrong agreed to support Tim Corcoran in his work as Property Convenor.</li> <li>• Lisa Garrett joined the committee to represent the younger members of the community.</li> <li>• All committee members will stay in office until 13 September 2017, the date of the next hall AGM.</li> </ul>	
<u>AOB</u>	<ul style="list-style-type: none"> <li>• Kerry had been asked by the toddler group if the child safety handle was to be installed on the front door. Tim gave assurances that it was.</li> <li>• Tanya thanked the village store for holding the hall key and giving it to users as required.</li> <li>• Mark has some ideas for attracting new business to the hall and will discuss his ideas</li> </ul>	<p><b>Tim</b></p> <p><b>Mark / Tanya</b></p>

	<p>with Tanya.</p> <ul style="list-style-type: none"> <li>• John mentioned the sloping floor at the fire door from the main hall to the garden had been slippery during the wet conditions at the recent family BBQ. Kareen will investigate non-slip mat or flooring options for the area to prevent any future accidents.</li> <li>• Janet asked if progress had been made on sourcing new crockery. Kerry is looking into this.</li> <li>• Jan pointed out there is a problem with one of the lights in the hall. Tim will look at it.</li> <li>• Bill highlighted a recent problem experienced by Earnside Coaches in driving a bus along Greenbank Road while an event was being held in the hall. The problem of parking is ongoing and has been discussed by the Community Council. At this time it is unclear what the best solution would be but the committee could consider some polite notices asking for considerate parking.</li> <li>• Robert mentioned that some items, including foam footballs, have been going missing from the scouts' drawers under the stage. He asked if a lock could be installed when planned joinery work is undertaken to repair the drawers and stage. It was agreed this could be possible.</li> <li>• Christine mentioned there is a loose noticeboard in the hall. Tim will look at it.</li> <li>• Tim has altered the blind cords to prevent strangulation accidents.</li> <li>• David suggested some consideration be given to updating the stage lighting and sound system. He agreed to look at what may be required and associated costs.</li> <li>• Kate asked if there was any way of reporting problems with the hall or requesting further information on lettings. Tanya to think about possibly creating a new email address for this purpose – such as <a href="mailto:hallkeeper@glenfarg.org">hallkeeper@glenfarg.org</a>. Janet can set this up if required.</li> <li>• It was suggested we submit an article to the Kinross newsletter to promote the hall outwith the community. David can give Tanya contact details.</li> </ul>	<p><b>Kareen</b></p> <p><b>Kerry</b></p> <p><b>Tim</b></p> <p><b>Tim / Robert</b></p> <p><b>Tim</b></p> <p><b>David</b></p> <p><b>Tanya / Janet</b></p> <p><b>Tanya / David</b></p>
<p><u>Dates of future meetings</u></p>	<p>Meetings will be held on 14 Dec 2016, 22 Mar 2017, 14 Jun 2017 and 13 Sep 2017 (AGM) – all Wednesdays <b>at 8pm</b> in the meeting room.</p>	

## **Glenfarg Village Hall**

Charity Number SC027474

Trustees Annual Report for the Year to March 31st 2016

The Trustees have pleasure in presenting their Annual Report and unaudited Financial Statements for the Year ending 31 March 2016

### **STRUCTURAL GOVERNANCE AND MANAGEMENT**

Glenfarg Village Hall is held in trust for the people of Glenfarg village and surrounding area. The trustees during the past year were Capita Trust Company. The hall is managed by a management committee made up of volunteers and representatives of user organisations. The committee has a constitution and Glenfarg Village Hall is a Scottish registered charity.

### **OBJECTIVES AND LETTING POLICY**

The hall is managed for the benefit of the community and is the only facility of its kind in the area. The objectives are contained in the constitution and are to promote “the physical and mental training and recreation and social moral and intellectual development through the medium of reading and recreation rooms library lectures classes recreation or otherwise as may be found expedient”.

The hall is available for use but anybody regardless of religion or age and is available to let at a reasonable hire charge set at a level which allows the hall rental income to cover the costs of running the hall. It is the only building large enough and with good access for the disabled to permit the wide range of activities currently arranged by local groups. However, given this wide range of use it is inevitable that the hall is less than perfect for some users – notably indoor sporting activities. It also has limitations for use as a performance space.

### **HALL MANAGEMENT**

Glenfarg Village Hall continues to be well-used by all sections of the community. Since the closure of the Glenfarg Hotel usage has increased. Notably, there have been “pop-up” events involving a pub and a restaurant.

Once again, the committee has been able to hold costs down, and hall charges remain at the same level as in 2009. The hourly charging structure is both fair and affordable and compares well with similar facilities in other communities. Hire charges are the primary source of income. During the year a grant was received for the purchase of tables which are made available to members of the community for a nominal hire charge.

Over the past year some repair work has been carried out to the toilets, the cupola on the roof and the window in the meeting room which has been completely replaced as it was rotting.

### **RECENT DEVELOPMENTS**

The land to the rear of the hall has proved a useful addition to the facilities, and the car park is well used.

The appointment of the Hall Keeper has meant that members of the committee are no longer involved in routing management issues. It also means that financial information is now available on a monthly basis showing the performance of the hall in terms of rental income and expenses.

## HALL ACTIVITIES AND USE

As in previous years, the hall has been used for a wide variety of purposes including a wedding, private parties, fund raising events, "soup and a chat", commercial presentations, mother and baby club, accordion and fiddle club, badminton, yoga, WRI, Scouts, Cubs, Guides, Brownies, Rainbows and Beavers, Folk Club, Arngask Church, and a variety of community meetings, elections and private functions. There has also been "pop-up" pubs and restaurants which have helped to fill the gap left by the closure of the Glenfarg Hotel. The hall diary is maintained on the Glenfarg Village website.

Once again, I would like to thank all our committee members, without whom the hall could not function. Special thanks go to Tim Corcoran who has made sure that the hall is properly maintained. I would also like to thank Tanya McKibbon for her work as Hall Keeper. The smooth running of the busy hall is largely down to her hard work.

## FINANCIAL REVIEW

In the financial year to March 31 2016 the hall ran at a small surplus. Income from lets rose. As hall rates have been held at the same level for the past six years, the increase in income must be attributable to increased use. In part this may have been due to the closure of the hotel, though this can only have had a small effect, as the closure took effect from December 2015 – two thirds of the way through the year. The increased hall use is a very welcome trend, though it does place greater stress upon the hall fabric. Maintenance costs, however, were low in the past year compared to the previous year (when a small loss was made as a result). The appointment of the Hall Keeper and the prepayment arrangements subsequently put in place have undoubtedly had a beneficial effect upon income from lets. The cost base continues to rise however, and the committee is vigilant in finding ways to keep running costs down so that the hall can continue to be let at very affordable rates.

The hall accounts show a small increase in reserves to £22,774 as at March 31 2015. The committee consider such a reserve to be prudent, representing as it does, around two years' operating expenditure. Given the age and condition of the hall it is important to maintain reserves at a level that can provide funds for essential or unexpected repairs.

## PLANS FOR FUTURE

The closure of the Glenfarg Hotel has had a big impact upon the community. A group of residents has been established to see what can be done to mitigate this impact. This group is considering options for the creation of a social hub, and the hall committee is in dialogue with the group to establish whether there is a part that the hall can play in such a facility. Options could include modification and/or extension of the hall.