



Aberlemno Village Hall Annual General Meeting
Wednesday 7th June 2023
Aberlemno Village Hall
7.00pm

	<p>In attendance Isabelle Davies, Chair (ID), Jacqui Thornton, Treasurer (JT), Lynn Patch (LP), Katherine Thomson (KT), Brian Ramsay, Trustee (BR)</p>	
1	<p>Welcome and apologies</p> <ul style="list-style-type: none"> ID welcomed everyone to the AGM. Apologies received from Jacqui McIntosh (JM) and Sandy Spence (SS). 	
2	<p>Minutes and matters arising</p> <ul style="list-style-type: none"> Approval for the minutes from the last AGM held on 9th June 2022 were proposed by LP and seconded by ID. No matters arising from the minutes. 	
3	<p>Chair's Annual Report</p> <p>See appendix 1. There were no questions from the floor.</p>	
4	<p>Treasurer's Annual Report</p> <p>See appendix 2. There were no questions from the floor.</p>	
5	<p>Demit of current office bearers / election of office bearers</p> <p>All office bearers stepped down from their positions in office. There were no nominations from the floor.</p> <p>ID confirmed that she will not be putting herself forward as the Chair for the coming year. It was agreed that the Committee will have a revolving Chair going forwards – the details for which will be agreed at the next Committee meeting on 21st June.</p> <ul style="list-style-type: none"> JT confirmed she is happy to continue as Treasurer. This was proposed by ID and seconded by KT. JT confirmed she is happy to continue as Secretary*. This was proposed by ID and seconded by BR. <p>* this is on the basis of the Secretary being responsible for organising meetings, preparing agendas and minutes. There are a variety of other tasks currently undertaken under the heading 'secretary' which will be reviewed at the next Committee meeting and either shared around the Committee or removed.</p> <p>KT will continue to focus on the Pictish Development Group activities.</p> <p>The next Committee meeting include a discussion on how the Hall will work going forwards with such a small committee.</p>	
6	<p>AGM Annual Checklist</p> <p>See appendix 3.</p>	

<p>7</p> <p>Action</p> <p>Action</p>	<p>Any other Business</p> <ul style="list-style-type: none"> • The issue of the state of the turning circle and car park was discussed including who actually regularly uses the car park which includes: <ul style="list-style-type: none"> ○ Hall users ○ Visitors to Pictish stones – cars, coaches, campervans ○ School parents dropping off and picking up children ○ Mobile library ○ Roads department • There are now concerns about the Hall’s liability should there be an accident or damage to vehicles due to the condition of the turning circle and car park. We have applied for several grants to support the cost of the required repairs but these have all been rejected. It was therefore agreed that the next steps are: <ul style="list-style-type: none"> ○ Speak with David Milne, as the land owner, for his views (ID) ○ Raise at the next Community Council meeting as this is a community problem and not just an issue for the Hall ○ At the next Committee meeting have an agenda item for this where we come up with a list of options and actions. Initial thoughts could include doing a survey to ask users what the impact would be if the car park had to be closed, joint approach to the Council, HES and School for support for funding, speak directly with the school in the first instance etc. • It was however agreed that a sign should be purchased without delay to display in the car park with the correct legal wording for users of the car park doing so at their own risk (JT) • It was also agreed that we will now reinstate the disabled parking bay, marking it off with signs and perhaps large plant pots – specific action for this will be agreed at next Committee meeting. • On behalf of the Aberlemno Village Hall Trustees, Brian Ramsay thanked the Committee for all that they do for the Hall. 	<p>ID</p> <p>JT</p>
<p>8</p>	<p>Date of next meeting</p> <p>Thursday 13th June 2024 at 7pm in Aberlemno Village Hall.</p>	

Appendix 1 – Chair’s annual report



Aberlemno Village Hall Chair’s AGM Report 2022/3

This year has been a hard one for the Hall with changes to the Committee and income limited by lack of regular lets. In response to this, a leaflet was drawn up and widely circulated and we currently have two potential users in discussion with the Hall Committee. It is also necessary to now review rental charges to address rising costs.

The school has returned to the Hall with three sessions per week and this is a welcome return to our rental arrangements.

Changes within the Committee will continue as membership evolves to meet our requirements with limited resources.

Archaeological work around the village continues, developing a better understanding of Pictish settlement, and lead archaeologist Gordon Noble from Aberdeen University is in contact with the Hall. We are currently playing host to a ring marked stone and carved stone and working with Aberdeen University and the Pictish Arts Society to create a home for a major carved stone which has undergone assessment and conservation and is now looking for a home. We may have to address our current opening arrangements if we are to host this stone. Our Pictish Room and Doors Open events give us a link to this exciting project. In light of this, the Pictish Development Group has been established with support from historians in Edinburgh and Dundee, to develop visitor information.

We continue to work to promote the Hall and hope to increase awareness of our existence and facilities to an increasingly disparate community. The use of the Hall by the re-established Community Council will hopefully increase awareness of the Hall and our new sign is part of the attempts to make the Hall more evident to local people.

As ever we have had our successes and our failures, but funds remain in good shape to allow us to move forward and address future challenges including zero carbon, upgrading our car park (a couple of funding sources have been identified for this and bids will be submitted this year), and external facilities to match our redecorated and renewed interior.

The Committee has continued to work hard to maintain the Hall as our popular Hall-Keeper has had to stand back from the Hall on health grounds – we hope her recovery continues well. We have held a number of successful events but are always open to ideas for more. We have also been developing our Friend Network and appreciate the support they give in hosting events.

The Committee continues to make charitable donations as appropriate.

The hard work and commitments of all involved in running the Hall is much appreciated.

Isabelle Davies
Chair

Appendix 2 – Treasurer’s annual report



Aberlemno Village Hall Treasurer’s AGM Report 2022/3

Aberlemno Village Hall Accounts 01/04/2022 to 31/03/2023

Receipts	2022/23	2021/22
Lets: Angus Council	£2,296.00	£200.00
Lets: Other	£201.35	£438.00
Toilet Donations	£287.31	£59.26
Fund Raising	£1,325.62	£981.00
Pictish Room	£588.74	£63.30
Bank Interest/Cashback	£9.46	£8.00
Jewellery & stones (Ferguson)	£276.65	£17.00
AVH Stones	£8.00	£0.00
Donations & Misc	£546.05	£271.82
Total receipts	£5,539.18	£2,038.38

Outgoings	2022/23	2021/22
Hall Keeper	£1,120.00	£1,680.00
Charity Donations	£138.00	£0.00
Fund Raising	£134.09	£18.85
Pictish Room	£80.88	£0.00
Janitor supplies / Maintenance	£802.85	£498.00
Utilities and Licences	£2,913.42	£3,246.27
Repairs and Improvements	£1,828.95	£0.00
Jewellery & stones (Ferguson)	£156.49	£0.00
AVH Stones	£99.04	£1.00
Misc expenses	£171.74	£59.80
Total outgoings	£7,445.46	£5,503.92

Summary	2022/23	2021/22
Receipts	£5,539.18	£2,038.38
Outgoings	£7,445.46	£5,503.92
Profit	-£1,906.28	-£3,465.54

Money Held	2022/23	2021/22
Float	£400.33	£400.32
Current Account (31/03/2023)	£8,133.52	£10,039.81
120 Day Notice Account (31/03/2023)	£10,347.26	£10,192.30
Total	£18,881.11	£20,632.43

Signed on behalf of all Trustees

Isabelle Davies, Chairperson

Isabelle J B Davies

Jacqui Thornton, Treasurer

J Thornton

Trustees: Rev B Ramsay, Mr D Milne & Mr A Spence

Scottish Charity No: SC008578

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AVH Accounts Summary to 31st March 2023

Fund Raising Income	
Spring Plant Sale	£ 274.00
Quarry Walk	£ 132.02
Aberlemno Sale	£ 223.50
Christmas Fair	£ 364.32
Wreath Making	£ 268.28
Clothes on Vinted	£ 40.00
Refund	£ 23.50

Total	£1,325.62

Utilities and Licences	
Zurich Insurance annual renewal	£ 760.00
Yola annual payment	£ 208.90
Oil from Carnegie fuels	£1,858.50
AFVH annual payment	£ 5.00
Music Licence	£ 27.02
Stewart Ramsay - Fire Ext service	£ 54.00

Total	£2,913.42

Repairs and Improvements	
Boiler Services Forfar	£ 72.00
Hall supplies inc teapots, table cloths	£ 175.87
GD Plumbing - boiler room leak	£ 58.40
Milk jugs, teaspoons,	£ 63.94
Hall Notice Board - XL Display signs	£ 310.80
Bruce Locksmith	£ 145.00
Angus Oil Tank Solutions – tank repairs	£ 327.96
Hardwood Timber - Hall signage	£ 674.98

Total	£1,828.95

Appendix 3 - AGM – annual checklist

Action	Last completed	Next Due	Cost based on last invoice	Comments /Actions
Fire extinguisher discharge test	February 2023	February 2024	£54.00	New extinguishers may be required at next service
Electrical/wiring review as per BS 7671 IEE Wiring Regulations 17 th Edition	January 2018	January 2023 (every 5 years)	TBC	Check with FVH how they deal with this (ID)
Fire Safety Inspection (Angus Alarms)	March 2023	March 2024	£156.00	
Risk Assessment (General)	May 2019	As required	N/A	
Risk Assessment (Event)	As required	As required	N/A	Responsibility – event lead
PAT testing	July 2022	July 2023	£45.00	ID will contact Susan Todd
Insurance – Zurich	July 2022	July 2023	£780.14	Policy No XAO1220617843
Electricity – Octopus	Monthly	Monthly	*	* drawing down on overpayment
Website provider – Yola	July 2022	July 2023	£208.90	Half paid by CC
Licences – Music	November 2022	November 2023	£100.00	
Water rates exemption	April 2023 - completed	April 2024	N/A	
Hall Letting Form	May 2022	May 2023	N/A	To be amended with new rates wef 01/07/2023 (JT)
Hall letting rates	May 2022	May 2023	Regular users £12ph All other lets £14ph Wef 01/07/2023	Amend letting form and website (JT)
Constitution	May 2022	As required	N/A	JT to e mail to committee members