

Minutes of the AGM of Lismore Public Hall

held on Wednesday 14th March 2018 in Lismore Public Hall at 8pm

1. **Register of Members and Directors present: Directors:** A. MacGillivray, G. Dixon-Spain, R. Dixon-Spain, A. Stewart, F. Van Halder, Sean McDonald, A. MacLean-Fleming, C. MacLean-Fleming.
Members: J.Wormleighton, C. Wormleighton, D. Thorburn, D. Ferguson, E. Greatrix, L. Buckle, C. Haworth, S. Tombs.

2. **Apologies:** Kiki MacColl.

3. **Minutes of the AGM held on Thursday 16th March 2017:**

These were approved as a true record of the meeting. Proposed: AMG;
Seconded: AS

4. **Matters Arising from the Minutes of the 2017 AGM:**

- a. Stage improvements – Fieke Van Halder explained the plans for curtains and lighting for the stage, as well as the fundraising "room divider" screen. Planks for this screen are available to sponsor – a good number has been sold already.
- b. Dance takings – Gilly Dixon-Spain explained that the figures for dances have now been broken down more thoroughly to make costs and takings clearer.

5. **Chairman's report on the activities of the Hall in 2017:**

The Chairman thanked all those present for attending the AGM and then gave a brief resume of the Public Hall's activities during the year.

Various improvements had been made to the Hall.

- The back stairs had been painted.
- A start had been made on the stage improvements, including a fundraising project involving the creation of a screen with panels

sponsored by various groups, businesses and individuals. Fieke van Halder and Kiki MacColl had been responsible for taking this project forward.

- The old noticeboard had been reinstated in the Hall porch by Sean and Iain MacDonald, it was hoped that Hall users would now be encouraged to display their posters on this, rather than on the Hall entrance door.
- A replacement wall heater has been installed by Niall Bachuil.
- The Hall floor was resurfaced as usual in the spring by Roger and Gilly, and a group of volunteers.

The Chairman asked to have the Hall Boards thanks minuted, to all those who had so generously volunteered their time during the year, and to all the Groups that had supported the Hall during the past twelve months.

The Hall had held two dances since the last AGM and also hosted the annual craft fair. The venue had also been hired for various private functions and events throughout the year.

The Board would also like to encourage the younger generation to become Hall Directors, especially since it is this generation who will be responsible for taking the Hall forward into the future.

The Hall Directors would like to express their sadness at the passing of Johnny Livingstone (Balure), who was a staunch supporter of the Hall for all of his life. It was felt that he would be sadly missed by everyone.

6. Treasurers report:

GDS presented the accounts prepared by Accountant Andrew Laird, and the years profit and loss summary with a breakdown of the dance takings and expenses as requested at last years AGM.

We had some minor repairs to do and some touching up of the interior paint workwork, and giving the hall a good spring clean with a 'Love your Hall' event, at which we had the generous help of members of

the community including, Martyn Murray, Dot and Bob Hay, Anna Stewart, Fieke Van Halder, Julia Fayngruen, Roger and Gilly Dixon-Spain, Sebastian Tombs, Colin Fleming, Mary Walker and Emma, Sarah Campbell, and Jennifer Baker, Julian and Carol Wormleighton. It had also been planned to paint the exterior of the building for which the materials have been bought along with the new plants and pots, we await a fine spell to get started. This accounts for our repairs and renewals expenditure of £513.64, plus floor resurfacing at £186.00. Steven Green wired in some new plugs in the Doctor's surgery at his request probono, for which we are very grateful.

Income for the year amounted to £10,890.96 and expenditure £5,294.89 which gave a surplus of £5,294.89. However after factoring in the capital expenditure carried over from the previous year of £2,838.44 (flooring and the remains of hot water system costs), late payment by the Appin Surgery last year and early this year means that there were 2 surgery payments in 2017. Taking that into account the actual surplus was £1,059.78.

Our largest sources of income this year have been the regular ones i.e. Doctors rent £1700 Lumiere £1,000 our regular user groups collectively raising £1,655 and the 2 dances at £1,900. Total approx £6,255

Looking at the Base costs of running the Hall telephone, electricity, bins, insurance, accountancy, fees for water testing, cleaning, and a small amount of maintenance we have to find a base level of income each year of approximately £5,300.00.

This next year of 2018, less income is expected since as you know Bowls will not be continuing, there is going to be no Singing for this year whilst Sarah concentrates on finishing her house, this will result in £500 - £600 less and as far as is known there are not 2 elections proposed, which in 2017 raised £420 income. It is expected that the income from the Community Trust will also be lower, due to them taking on the school house for meetings there. Cleaning will be more this year as Anna was paid for 2017 in 2018, so we will be looking to have to generate an extra £1,500 to make up the shortfall.

There will also be additional costs to cover the new mandatory whole electric system testing of approx. £800 this year, repeated every 5

years after that, we hope there will be no remedial work required.

Events to raise the extra money are therefore necessary.

We also plan to do the stage improvements and decoration.

So far £140 has been raised to pay for the wooden screening, which will enable the chairs etc. to be hidden from view. Other events that contribute are the Craft Fair, Outside rentals, an extra Dance in September, and donations. There are plans afoot to raise money with a map showing the food trail on Lismore, similar to the one on Mull.

GDS invited members to look to using their Amazon accounts to use 'Amazon Smile' that will donate 0.5% of all orders placed with them to 'The Charity Lismore Public Hall', she circulated instructions on how to do this.

This year funds will be focusing on work on the stage, and Electrical compliance

GDS presented income/expenditure graph representing year end results since incorporation, enabling the downward trend to be seen.

Last year the aim was to reverse the trend, it can be seen there have been inroads made into this. It also demonstrates that the good positive balances were in years in which grants were awarded, Car Park, Incorporation, Kitchen 2008 and Insulation 2013.

There are generally no grants available for repairs, replacements and maintenance, but there may be for improvement projects.

GDS recommended that the next Board of directors should pursue these grants before embarking on any further capital expenditure.

GDS said that she prepares a monthly summary for every Board meeting and at the end of the year, the detailed the version of these is sent to the Independent Examiner /Accountant Andrew Laird. He then does his wizardry, applies depreciation, net book value, creditors and debtors, does accrual of the accounts so that bills that cover part of one year are carried over into the next year, (this is why the cash book figures don't exactly match what is shown in the prepared accrued accounts).

Douglas Thorburn questioned why the Hall had not thought about installing solar panels, whilst the opportunity to do so was available. GDS explained that for various reasons, this initiative had been voted against by the Directors, as it was not considered to be practical, or a good use of Hall funds at the time. Julian Wormleighton highlighted several drawbacks with solar panels for the Hall, including very low energy usage during the hours of daylight. Douglas Thorburn noted that had this been done 5 years ago, considerable funds could have been raised but it was probably not worthwhile now, and in his view the opportunity had been missed.

7. Independent Examiner's Report:

GDS drew the attention of the meeting to the second last page of the unaudited financial statements of the year prepared from our books by Andrew Laird, who has done this for the last 9 years. He indicates here that we comply with current regulations, and he is content that we have represented our business correctly.

8. Appointment of the Independent Examiner for 2018:

GDS proposed that Andrew Laird be reappointed. This was unanimously agreed.

9. Approval of the 2017 Accounts:

The directors of the Hall had approved the accounts prepared by Andrew Laird, and would like to invite approval of these from the floor, this required a proposer and seconder, so that once approved they may be lodged with Companies House and OSCR. The accounts were submitted to the meeting for approval. Proposed: GDS; Seconded: Sebastian Tombs.

10. Fixing of the Annual Subscription, if any:

It was proposed that there be no annual subscription. Proposed GDS and seconded Julian Wormleighton.

11. Review of the equal opportunities policy: this had been reviewed by the

Directors at their last meeting and was found to be satisfactory.

12. Election of Directors:

GDS spoke as Company Secretary, explaining that Directors must retire after three years, and may present themselves for re election for a further cycle, and under exceptional circumstances for a further year. AMF has reached the end of her first 3 years, and was presenting herself for re election, since there were vacancies on the Board, no vote was necessary, she will therefore continue as a Director. All other Directors were continuing in office. There were no other nominations.

13. Any other business:

- a. Julian Wormleighton asked about the storage cupboards. RDS explained that this work was finally re started in the spring of the year. Dan Fox who was working on this with him had injured himself, this had stopped the work, it would be continued to completion when time permitted. RDS apologised for the continued delay. JW noted that it was a number of years since the initial grant was awarded for this work, this would not be appreciated by the grant aiding bodies, and that it should have been finish a long time ago. RDS said that he accepted this and would make no excuses, other than the continued lack of instruction over the years, as to what was required, followed by the installation of the hot water tank that made it difficult to know what should be built. When finished the cupboards would not be as originally planned. Carol Wormleighton asked if all of the items currently stored in the unfinished cupboards would remain, as it did not look as if there would be enough space for those who had originally booked cupboard space. RDS explained that a lot of space had been lost due to the installation of the new water tank, however there would be space for users such as the art group who had booked cupboard space originally.
- b. GDS informed the meeting that she had been on governance training on behalf of the Hall Board. On the 25th of May, new GDPR legislation was to come into force regarding data protection. The Directors were currently working on complying with this legislation. Sebastian Tombs

suggested that all of the organisations on the island which hold personal data on members, could get together to work on this, to help each other comply. Fieke Van Halder noted that Business Gateway is also providing free courses on this.

14. Close, tea and biscuits:

Julian Wormleighton proposed a vote of thanks to the Hall Directors for their work during the past year, noting that the Hall was a vital facility for the island, and how important it was to go on caring for it. The meeting was closed at 9.00pm