

ANNUAL GENERAL MEETING

Melvich Community SCIO

Wednesday 21st February 2024

Start Time: 07:30 PM

At Strath Halladale Village Hall

MINUTES 2022-23 PERIOD

ATTENDEES (Board Members): 5

Eric Cameron (Acting Chair); Trudy Perry (Secretary); Debbie Smith (Treasurer); Adrienne Nicholas (Trustee); Mike Bryant (Trustee)

ATTENDEES (Members): 12

Eileen Bryant; Rosemary Cameron; Peter Fittock; David Hodge; William MacDonald; Janet Southard; Gwyneth Perry; Tim Reed; Aileen Rose; David Southard; Ian Fling, Catherine Simpson

ATTENDEES (Non-Members): 2

Janeene Nicholas; Norrie Russell

QUORUM SATISFIED: Yes (17) – 1/3rd of total membership of 46 required to be quorate = 16 members

GOVERNANCE:

The Secretary called the meeting to order and advised Members that Eric Camereon, our Acting Chair would be chairing the meeting.

It has been a difficult period for the charity, losing three founding members, namely Robert Kerr (former Chair), Suzanne Mackay (Community Garden Project) and David Hodge (Vice Chair) in the third quarter of 2023, so there was a need to stabilise the Board, meaning five (5) trustees present. Trudy Perry remained as Secretary and Debbie Smith as Treasurer. Mike Bryant and Eric Cameron have stepped up as Trustees and Adrienne Nicholas joined the Board in December 2023.

The Board would like to formally acknowledge all the hard work the founding Trustees have contributed to this point. There were many legacy issues that took a long time to resolve, multiple title deed issues to resolve, a new charity had to be established, and much funding sought to work our way through the huge project of getting a new community building a community garden project up and running and all the events produced throughout the year. Everyone deserves recognition for work that is often unseen.

MEMBERSHIP: As of the last AGM the Melvich Community SCIO Membership stood at 38 members. We have recruited 9 additional members, of which 1 has relocated out of area, leaving the current membership as of today at 46 Members. The Board will continue to promote Membership through all the social media channels and in the Community Update booklet.

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		Membership Total	Increase of:	Minus Deceased	Minus Relocated	Total Members	Quorate (1/3)
2024	FEB	47	9	0	-1	46	14

CONSTITUTION: Constitutional changes discussed during the year 2021-22 were (Updated):

1. *Expand area to match Melvich Community Council area (To be Actioned)*
2. *Add clauses to allow us to enter funding arrangements with Scottish Land Fund based on their constitutional requirements.* This element has been investigated extensively with the help of Voluntary Group Sutherland and it was agreed by the Board that the changes required to our Constitution outweighed the benefits of working with the Scottish Land Fund, at this time. This matter has therefore been removed from the funding route for a new community building however may be considered at a later stage.

CHAIR'S REPORT:

The Chair thanked everyone for coming and offered introductions to the Board.

EC then read through the comprehensive accounts report filed with OSCR and covered the main points of interest detailed in the report.

1. Summary of the main activities in relation to the charity's objectives
2. Summary of the main achievements of the charity in the financial period

The Board would like to thank our community, our grant funders and all of our volunteers for helping us have another successful financial year of Melvich Community SCIO. The support given to date gives the charity's trustees confidence that the challenging objective of having a multi-generational multi-functional inclusive community hub building is achievable.

There then followed a discussion on the Melvich Community Hub project and Community Action Plan (CAP).

The project is currently in RIBA Stage 1 - Design and after presenting the community with a building containing everyone's wish list items, we are now at a point to go back to the community and say what do you not want in the building if the size is to be significantly reduced as some have suggested. However, the Community Action Plan currently with the Community Councils suggests perhaps Sinclair Court is a higher priority, which could potentially facilitate some of the activities the community hub would have looked to facilitate. A copy for the general public is being put together. The entire document is 100 pages plus 100 pages of Appendices, so we are trying to condense this to area relevant documents but have not yet met with the community councils to discuss the document for the first time so this will be forthcoming as soon as possible.

1. Current date for Communities Councils to meet is Sunday 10th March @ 1pm.
2. Suggest a special meeting so this can be discussed and see how the CAP impacts the Community Hub once everyone has seen a copy of it.
3. Recorded Comments (See attachment)

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Clearly, five people is not enough to do all the work required to achieve these objectives and to build a new community facility. People get burnt out and overwhelmed. Therefore, all members must seriously consider whether they wish the charity to continue. Without a total of 11 people on the Board assisting in many ways (we can all do something) the Board has serious concerns about its ability to achieve these objectives. Currently, if one of us has to attend to crofting or personal business we are then not quorate and can't hold our monthly meetings to get things progressed.

We are looking for **6 additional people** to step up as Trustees to the Board and lots of volunteers to help as follows:

- Event's Organiser (organisation, promotion and helpers)
- Website Management and Social Media (perhaps a youngster)
- Delivering Community Updates (helpers)
- Community Garden Project Lead (and helpers)
- Portskerra Play Park Project (helpers for fundraising and design & implementation of the project) Lead: Natalie Bird
- MOOV the active group that gets people outside for walking for fitness and mental health (people to join in) Lead: Sarah Kerr
- Minutes Secretary (taken from recorded sessions mostly)
- Bakers for events

ADOPTION OF THE MINUTES OF THE LAST AGM:

The minutes of the last Annual General Meeting dated 29/11/2022 were distributed to all Members prior to the meeting and subsequently passed for adoption.

Proposed By: Gwyneth Perry

Seconded By: Rosemary Cameron

All 17 members present voted to adopt the Minutes. No proxy votes were lodged with the Chair prior to the meeting.

CONSIDERATION OF THE ANNUAL ACCOUNTS:

The annual accounts for the period 1/4/2022 to 31/3/2023 were provided to all Members in advance of the AGM and on the evening.

Melvich Community SCIO has been actively engaging with potential grant funders and has made various successful grant funding applications to help our community on our journey towards establishing our new community hub. The accounts for this financial year show the receipt of grant funding (in the restricted reserves) that have a specific purpose as part of this journey and will be paid out when the relevant stage of work has been completed.

- £10,000 over two-years from SSE Strathy North Community Benefit Fund allocated to core funding and events, which will help us to deliver our charitable objectives.
- £16,886.11 was received from SSE Strathy North Community Benefit Fund allocated to RIBA Stages 0-1 to enable us to complete the design and feasibility elements of the project.

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- £2,200 was received due to the closure of North West Council for Community Action (NWCCA) who distributed some funds based on their Articles of Association to Melvich Community SCIO who were identified as a comparable charitable organisation. These funds have been allocated to the Play Park Sub-Committee towards their fundraising activities as the timeline for completion of this project is considerably shorter than the main Community Hub project.

DS confirmed that our annual accounts have been certified and filed with OSCR on-time.

RESOLUTION 006:

Melvich Community SCIO resolution for consideration:

1. To adopt the Minutes of the last AGM on 29 November 2022.
2. To adopt the Annual Report & Financial Statement for the period 1/4/2022 to 31/3/2023.
3. To appoint Reid & Fraser Chartered Accountants as Independent Examiner for the financial period ending 31/3/2024.

All Members present (16) voted in favour of this resolution. This resolution has been carried and will be actioned.

ELECTION OF THE CHARITY TRUSTEES:

The Secretary advised that the formal retirement of the existing Board will take place at the end of this meeting. The Chair thanked the Board for all their service.

The Secretary encouraged people to apply to be on the Board. Members and guests were reminded that to be elected to the Board you need to be a Member of Melvich Community SCIO and application forms are available on our website or via the Secretary. You are required to complete a Self-Nomination Form. There are a maximum of 11 seats available on the Board. Anyone who would like to join the Board should speak to a Board member for more information and guidance.

Julie Fitttock and Tim Reed then put themselves forward to be on the Board and completed Self-Nomination Forms at the meeting.

NOMINEE	PROPOSED	SECONDED
Eric Cameron	William MacDonald	Ian Fling
Trudy Perry	Peter Fittock	Aileen Rose
Debbie Smith	Trudy Perry	William MacDonald
Mike Bryant	Eric Cameron	Ian Fling
Adrienne Nicholas	Gwyneth Perry	Rosemary Cameron
Julie Fitttock	Gwyneth Perry	Eileen Bryant
Tim Reed	Eileen Bryant	Rosemary Cameron

No further objections were received during the meeting therefore those proposed and seconded shall be deemed as elected.

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The new Board will decide amongst themselves who will take the Officer roles, at their Board Meeting on 8th March 2024.

AOB:

1. The Secretary advised all members present that the Minutes would be made available on our website in due course.
2. Any Members who would like to attend a Board meeting are asked to contact the Secretary for an invitation.
3. A list of Board meeting dates will be published on the website.

NEXT MEETING AGREED: Board Meeting 8/3/24.

MEETING CLOSED 09:00 PM

End/tp

DATE MINUTES ADOPTED: _____

POSITION	PRINT NAME	SIGNATURE	DATE SIGNED
CHAIR	ERIC CAMERON		
Treasurer	Debbie Smith		

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Recorded Comments from Discussion:

Size of Hall	How much is it going to cost?	GP
Public Toilets	Are essential and does not want to see them removed before a replacement is functioning for the community to use.	WM
Parking	Still an issue at new hall due to the size of the plot.	WM
Transport	An EV would be good for community use.	IF
Transport	Sutherland Minibuses	EB
Architect	Are we tied to the current architects? Could we do a Design & Build Contract instead?	EB
Kitchen	A commercial kitchen would be better at new hub so we could do catering on-site.	RC
New Hub	Shortage of Wedding Venues in the area	RC
New Hub	Th new hub needs to offer something different to the other halls in the area	NR

Some of the issues raised are more for the attention of the community council than the charity and this information has been noted by Eileen Bryant, Community Council Chair in attendance at this meeting.

Any comments made during the break may not have been recorded so if anyone has anything to add to the list, amendment is approved.