

Minutes of the AGM of Lismore Public Hall
held on 16th March 2017 in Lismore Public Hall

1. Present: Anita Bachuil (AB, Chair), Jennifer Baker (JB), Dot Hay (DH), Anne Livingstone (AL), Julian Wormleighton (JW), Carol Wormleighton (CW), Robert Davies (RD), Roger Dixon Spain (RDS), Kiki MacColl (KK), Liz Buckle (LB), Archie MacGillivray (AMG), Sean MacDonald (SM), Anna Stewart (AS), Gilly Dixon Spain (GDS), Fieke van Halder (FvH), Sebastian Tombs (ST), Lorraine MacCormick (LM) and Ann MacLean Fleming (AMF).
2. Apologies: Memory MacDonald, Niall Bachuil, Valerie Livingstone, Margaret Black and Colin MacLean Fleming.
3. Minutes of the AGM of 26/5/16: These were approved as a true record of the meeting: Proposed: AS; Seconded: GDS.
4. Matters Arising:
 - a. Group of Helpers – ST noted that the offer of help with the Hall still stands, although the group has not as yet been called upon to help.
 - b. AL noted that the three things she had asked to be done with regard to the stage at the last AGM have not been actioned. AB explained that the stage had been discussed several times and that a report had been received on this from Jo Lewis. The suggestions so far would have involved considerable cost. AL said that only a simple light was needed to allow bands to see music. JB suggested free standing lamps, even as a temporary solution. Although there is an electricity supply to the ceiling, there were technical issues with supporting lights up there. At least some of the stage issues will be attended to during the “Love Your Hall” event.
5. Chairman's Report: *This was provided by AB – see separate sheet.* JB noted that there was a distinction between users renting the Hall and Lismore Lumière, which raises money for the Hall. KK asked for clarification of what the Mooring Association is. AB noted that there was no intention to differentiate between types of user, simply a desire to mention some of the regular users of the Hall.
6. Treasurer's Report: This was presented by GDS (*see below*). KK asked about dance expenditure, as the figures seemed low. GDS explained that band costs were paid on the night, so profits reflected takings minus band costs.

Other dance expenditure was what was spent in the shop for the dances. JW asked that the figures be further broken down in future years, clearly showing band costs and all other costs relating to the dances. KK said that this would allow people to see exactly what was raised at the dance on the night. LM suggested that bands should not be paid unless an invoice was presented. RDS noted the difficulty of obtaining an invoice when bands had not produced one and had been drinking.

JW asked if the doctor's surgery charge had been reviewed in recent years. GDS confirmed that it has and is deemed to be fair.

LM asked why there had been such big losses in 2010 and 2015. It was explained that this was due to large capital expenses, e.g. in 2015 the hot water system was upgraded.

7. Independent Examiner's Report: the document produced by the accountant was presented to the meeting for approval. KK asked about the medical fund. GDS referred to page 6 of the I.E.R., where details of this could be found. She noted that these funds do not appear in the Hall's bank account, nor does the Hall have access to the funds of either the medical fund or the IT group. LM noted that Beth Campbell is involved with the medical fund. KK said that it would be good to find out more, so it was agreed to research this. LM provided some information on this subject. The money comes from donations. AL explained that the funds raised from the telephone list used to go into the medical fund. The money from this now goes to the IT group. LM noted that there is still money in the medical fund for the island to spend. JW noted the difficulty in administrating this and said that it was not the responsibility of the Hall. The IT group and the Medical Fund are under the umbrella of the Hall as they need an address and a charity number in order to function as they do. It was explained that Lumière is part of the Hall, so is different.

JW noted that the Bowls club, currently moribund, has approached the Hall, to ask if, while the club is inactive, the Hall would become the caretaker of the Bowls Club funds. There will be a donation to the Hall for this service. This will appear under restricted funds in future years.

AB said that it is important that the medical fund situation is remembered. There should be a mechanism in place to access these funds and have them available as

the island needs them. It was agreed that this will be investigated further. GDS asked if the money could go towards surgery repairs. It was felt that people should know that the fund is there and that they can apply to it. It is also impossible for people to donate to the fund if they don't know that it is there or if there is no mechanism to operate it. ST suggested that the doctor could be involved, but there were concerns that it could be incorporated into Appin funds when it is meant to be exclusively for Lismore use. The meeting requested that the Hall Board raise the issue with Beth and research this further.

8. Appointment of the Independent Examiner for 2017: GDS proposed the reappointment of Andrew Laird as the independent examiner. This was seconded by AB.
9. Approval of the Accounts: GDS invited approval of the accounts from the floor. Approval was proposed by JW and seconded by ST.
10. Annual Subscription: The Directors recommended that there be no annual subscription. This was proposed by JW and seconded by DH.
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: There were no Directors retiring who needed reappointment. There were four new directors: Kiki MacColl (proposed AB and seconded AS); Fieke van Halder (proposed GDS and JW); Colin MacLean Fleming (proposed AS and seconded KK) and Roger Dixon Spain, who had previously been co-opted (proposed LM and seconded DH). The remaining Directors would remain in post. AB is retiring as a Director.
13. Any Other Business: GDS spoke on the "Love Your Hall" event. Lots of people have volunteered for this spring clean/ tidy up/ painting effort. There will be a barbeque or something similar following the clean up so that this will be a fun event for the volunteers involved. It was asked if the floor would be redone – there was discussion on this. RDS said that it really should be done but that this would be separate from the Love Your Hall event. He also requested that the Love Your Hall event take place later in the year when there would be better weather. The weekend of 17th June was agreed as the date for this.

LB asked about the arts programme. LIP and the Community Trust are involved with a Creative Scotland bid for an arts programme for the island. This was met with enthusiasm by the meeting and will be investigated further. ST spoke on a positive initial meeting which had been held about this. There would be a public

meeting to discuss this further in the near future. JB noted that the Hall, School, Church and Comann Eachdraidh are working together to produce the Lismore Festival and that many of those participating are not charging for their services.

AB closed the meeting and thanked everyone for their attendance. JW and ST proposed a vote of thanks to the Hall Directors. There was an enthusiastic vote of thanks to AB who is retiring as a Director, having served as Secretary, Treasurer and finally Chair.

The meeting closed at 9.16pm

Lismore Public Hall AGM 2017 .2.16 in the Hall 8pm

Treasurers Report. This covers the 12 month period 1/7/2016 to 31/12/2016

This year we had 2 treasurers for the early part Colin MacLean Fleming and in August he handed over to me,

I will present the cash book figures for the year (hold up Sheet one) and Then an overview over the 8 years since incorporation (shown on sheet 2)

As you have heard from Anita we had some capital expenditure this year relating to replacing the water damaged lino flooring, woodwork and lino, flooring in the bar and passageway, Lighting in the surgery as well as the final expenditure on the Hot water system. This amounted to £2933.13

I have excluded this from the cashbook analysis so you can see that our operating costs were £6147.65

Our Income came to £7,998.34 which has resulted in there being a surplus of £1,850.69 before capital expenditure.

Our largest sources of income are the regular ones i.e. Doctors rent £1756, Lumiere £1139 and our regular user groups collectively raise £1,778.00 the dances about £450 each . Total £5573.

Looking at the Base costs of running the Hall telephone electric bins insurance accountancy fees water testing, cleaning, a small amount of maintenance we have a base level of income to find each year of approximately £5,790. Events to raise extra money are therefore necessary to cover the unexpected like our flooring or improvements to the stage and decoration. To which end the Craft Fair, car boot sale and outside rentals and donations contribute.

Looking at the balance at the end of the year and adding back in the capital expenditure we have a deficit of **£-1082.00** to carry forward. We will aim to

cover this and keep the Hall in good repair for all the island inhabitants to enjoy as soon as possible in the next two years.

I would now like to bring to your attention the income/expenditure at the year ends since incorporation this will enable you to see a trend.

It is represented in Figures and graph form.

You can see that there has been a trend that we need to reverse. The times that there has been a good positive balance at the year-end there have been grants involved,

(Carpark, incorporation and Kitchen 2008).

(Insulation 2013).

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

I put it to the next Board of directors that we look to pursue these before embarking on any further capital expenditure.

The cash analysis I have shown is a summary of what Colin and I prepare for the Accountant. He then does his wizardry, applies depreciation, net book value, mentions creditors, and debtors and comes up with the approved form of accounts for the OSCR and Companies House.

Going on to the independent examiners report. On the second last page of the unaudited financial statements of the year prepared from our accounts by Andrew Laird Accountant who has done this for the last 8 years. He indicates that we comply and he is content that we have represented our business correctly.

I would like to first of all propose that we reappoint Andrew Laird as our Independent examiner for 2017

I would also like to invite approval of our accounts from the floor proposer and seconder so they may be lodged with Companies house. And OSCR.

Expenditure 2016

Capital item hot water system	£348.00
Capital items new floors Loo and surgery lighting	£2585.13
Insurance	£1395.32
Electricity	£1668.20
Bt/broadband	£475.97
Cleaner	£650.00
Cleaning materials paper goods	£32.50
coffee tea squash sugar	£52.03
Hall floor	£0.00
Accountancy annual return	£338.00
Maps	£126.00
water treatment	£207.42
Argyll and Bute	£243.47
Sports day dance	£75.36
New year dance	£80.00
Stationary post	£42.96
Repairs renewals	£760.42
Total	£9080.78
Less capital	£6147.65

Income 2016

Other	£200.00
Maps	£120.00
Donations	£85.00
New year dance	£435.00
Sports day dance	£475.00
Other rentals	£1139.63
Lumiere	£1120.71
country dancing	£220.00
Singing	£696.00
Bowls	£154.00
Art group	£111.00
Parent council	£25.00
Community Trust	£244.00
Community council	£245.00
Community transport	£108.00
Doctors rent	£1756.00
Rent of equipment	£6.00
Car boot sale	£413.00
Christmas Craft Fair	£445.00
Total income this year	£7998.34
Surplus	£1850.69

Balance leaving out capital expenditure

2016 expenditure	-6147.65
2016 income	£7998.34
Balance	1850.69
Capital expenditure in 2016	£2933.13
remaining capital costs to be met as of 31/12/16	-1082.44

Base costs of running the Hall

bt	£475.97
electric	£1668.20
argyll and bute bins / licences	£274.57
insurance	£1395.32
accountancy / companies house	£338.00
water tests	£207.42
cleaner	£650.00
hall floor maintenance ≈	£200.00
Repairs ≈	£500.00
Total	£5709.48