

# TYNINGHAME VILLAGE HALL

## MINUTES OF ANNUAL GENERAL MEETING

Held by Zoom Conference call, Tynninghame, on Friday 5th April  
2020

<b>PRESENT</b>	
<b>COMMITTEE:</b>	
David Clark (Chairman)	<b>DC</b>
Tim Harper (Treasurer)	<b>TH</b>
Barbara Schofield (Secretary)	<b>BS</b>
Margaret Evans	<b>ME</b>
Jessica Chatters	<b>JC</b>
Erica Wimbush	<b>EW</b>
Chris Gunstone	<b>CG</b>
Carol Crowther	<b>CC</b>
Alison McGregor	<b>AM</b>
<b>LOCALS:</b>	
Daniel Wight, Nigel Schofield, Andrew Jones, Elinor Evans, Morag Cooke, Rae Goode,	
Nathan Goode, John Crowther, Shireen Green, Alastair Stobart, Liz Stobart, Judy Riley,	
Heidi Innes, Lindsay Arthurs, Ian Arthurs, Zelia Bowles, Jeff Bowles	
	<b>TOTAL</b>
	17+9

ITEM	DESCRIPTION
<b>1.0</b>	<b>WELCOME BY THE CHAIRPERSON</b>
	DC welcomed everyone to the virtual AGM over the zoom platform. BS ensured all entered room and asked for agreement for the meeting to be recorded for minute taking only and explained that video could be turned off. All placed on mute except those presenting. Questions to be asked by raising of hands or in AOB.
<b>2.0</b>	<b>APOLOGIES</b>
	Hilary Cochran (Proxy vote to Chair), Peter Cochran, Maria Kemp.
<b>3.0</b>	<b>APPROVAL OF MINUTES OF THE AGM HELD ON 12<sup>th</sup> April 2019</b>
	The minutes of last years' minutes have been circulated in advance on website. Hopefully you will see that many of the suggestions from last years' AGM have been implemented. The minutes of the last AGM held on 12 <sup>th</sup> April 2019 were approved. Judy Riley (Proposed) / Lindsay Arthurs (Seconded)
<b>4.0</b>	<p><b>CHAIRPERSON'S REPORT</b></p> <p>DC explained that people could raise any questions at the end of the meeting. He referred to the Chairpersons report circulated prior to the meeting by email and on website. Copy below. DC explained that a lot of progress had been made over the last year; Lots of community events had taken place up to the corona virus outbreak; There had been a lot of fundraising efforts; The secondary glazing work installed by Glaze and Save was now complete.</p> <p><b>1. Introduction</b></p> <p>Firstly, I hope that you are well in these most unusual times. As you will appreciate, the AGM for the Tynninghame Village Hall (the "<b>Village Hall</b>"), which would ordinarily be held in April, has had to be postponed. We will look to hold a replacement meeting as soon as practicable, even if this ends up having to be via telephone or video conference. However, in the meantime, this update is designed to provide you with details which would otherwise have been discussed at the AGM.</p> <p>The last year has (save for the last few weeks of course) been a busy one in the life of the Village Hall, both in terms of events as well as behind the scenes fundraising efforts. Many thanks to all of you who have attended events (especially to those who have played some part in organising these) as well as those who have contributed (financially or otherwise). The Village Hall continues to be a focal point in the village and helps to bring extra life and spirit to our community which I am sure many will appreciate.</p> <p>As you will no doubt be aware, the Village Hall is currently closed and will continue to be so for the foreseeable future. It will re-open as soon as considered appropriate (and taking account of government guidelines). However, even with the Village Hall closed, the spirit of the community is very much alive and we are delighted that so many of you are keeping in contact (...from a distance) and trying to help each other/the wider community.</p> <p>Hopefully you will find the update useful and if you have any questions in respect of this, or indeed in respect of the Village Hall more generally, please do speak to one of the committee or email <a href="mailto:tyninghamevillagehall@gmail.com">tyninghamevillagehall@gmail.com</a>.</p> <p><b>2. Village Hall Committee</b></p> <p>As a reminder, the Village Hall Committee currently consists of:</p>

- David Clark (Chair)
- Barbara Schofield (Secretary)
- Tim Harper (Treasurer)
- Erica Wimbush
- Margaret Evans
- Jessica Chatters

Dave Wakefield takes responsibility for day to day operations of the Village Hall and special thanks must go to him for ensuring the smooth operation of the Village Hall over the last year.

As a Committee, we are also very grateful to the various other sub-committees/friends of the Village Hall who do so much in organising events and participating in these.

Sadly, Barbara has indicated that she wishes to step down from the committee after several years of stellar service and will do so once Village Hall life returns to normal and we can ensure a smooth handover. She will be greatly missed from the Committee.

If anyone else would like to join the Committee (or recommend a friend...) please do let us know.

### 3. Update

The last year has focussed largely on two areas: (1) community events; and (2) fundraising efforts.

However, before looking at progress with each of these areas I would note, for those not aware, that the website for the Village Hall has been transformed (for which special thanks go to Barbara). We believe this is much improved with there now being an online diary function to check hall availability and clearer information about the Village Hall more generally. If you have not already seen this, please do look when you have a moment (especially as the website currently contains useful information regarding local efforts relating to Covid-19): <https://tyning-hamevillagehall.org.uk/>

#### Community Events

There have been so many wonderful events in the Village Hall in the last year including:

- Harvest Lunch
- Ceilidh
- Christmas wreath making
- Burns supper
- Pub nights
- Tea concerts

I know many of you have attended several of the events in the Village Hall and these continue to be well received and enjoyed by many in the village. As well as helping raise funds towards the refurbishment these have helped bring many people together (both in terms of organising and participating) and thanks must go to all involved. The addition of the tea concerts (led by Margaret Evans) have proved successful and are a welcome addition to the events calendar.

The key aim/purpose of the Village Hall (as a charity, and so our responsibility as trustees) is to foster community spirit and interaction, and I hope that we are achieving this through hosting such events.

### Refurbishment fundraising

The other main focus over the last year has been to progress plans to upgrade the facilities in the Village Hall (and so encourage/facilitate wider use by the community). For those who have been in the Village Hall recently, you will see that not much has actually changed in the last year. However, rest assured that this certainly does not reflect the work that has been going on behind the scenes to help continue with our refurbishment plans for which much progress has been made.

One development of note is that secondary glazing was installed in the main hall in 2019 and this is already serving to reduce heat loss (and so heating costs). The fact that many will not have noticed this development is actually positive in that the secondary glazing is designed to be in-keeping and so not detract from the character of the main hall.

With regards fundraising, as was apparent at the AGM last year, fundraising in the current environment (even before coronavirus) has been tough, with factors such as Brexit and general economic concerns not helping as the number of funding options available to us appears to be constantly reducing. However, led by Erica Wimbush, several fundraising applications have been successful and in particular I am pleased to report that we have been successful in obtaining grants from:

- Be Green (£5,000 – towards LED lighting)
- ELC Community Intervention Fund (c. £4,800 towards secondary glazing)
- Dunbar and East Linton Area Partnership (two grants totalling c £5,800)

Community events have also helped raise additional funds. In particular, a special thanks to all those at Tynninghame House for kindly selecting the Village Hall as the beneficiary of one of your annual Open Gardens Day last year. The day was such a success for the Village Hall, raising over £2,000 towards the refurbishment funds. This was a real community effort (led by Jessica Chatters) who rallied the village in baking and making the teas/cakes. Hopefully this is something which can be repeated.

More recently I am sure that many will have seen the wonderful painting of the village produced by Erica Wimbush. As well as appearing in the Village Hall noticeboard, several copies have been distributed with donations being made to the Village Hall in return. I am sure that this will prove useful for years to come in helping delivery drivers and visitors to the village too!

#### **4. Finances**

In light of the various successes noted above (as well as income from regular events and bookings), the finances of the Village Hall are looking positive this year. A copy of the latest accounts are attached.

With the benefit of the various fundraising efforts, we now feel in a position to start some further refurbishment works.

#### **5. Looking forward**

With the funds of the Village Hall now being in a much healthier position we have, subject to final costings and building consents (which, in the current environment may be delayed), provisionally instructed builders with view to:

- (i) refurbishment of the toilet facilities;
- (ii) completing secondary glazing in toilet and kitchen areas;
- (iii) putting in place a new cooker for the kitchen area; and

(iv) upgrade the lighting.

We will also continue fundraising efforts to complete other tasks (such as a full upgrade of the heating and freshen up of the kitchen and main hall).

As soon as possible, we obviously hope to also resume community events in the Village Hall (and hope to see as many of you as possible at these events).

## 6. Conclusion

I hope that you find the above update useful. Formal matters ordinarily covered at the AGM such as election of the Committee and approval of 2019 AGM minutes will be completed at the 2020 AGM once a suitable date is selected. If you have any questions/comments in the meantime please do let any of the Committee know.

Thank you to everyone who supports the Village Hall in whatever form. Hopefully it will not be long until we see the doors of the Village Hall open again and village life return to normal.

Thank you again for your continued support.

**David Clark**

**Chair, Tynninghame Village Hall**

**29 April 2020**

## 5.0 HALL REFURBISHMENT UPDATE

EW shared three slides outlining the progress to date. EW explained that the work had kept in mind the consultation priorities from Tynninghame community survey(2018) taking into consideration where funding had been available. E.g. Lighting. (Shown on slide 1).

There had been a number of funding sources, combined with the halls' own funds and income from rental and fundraising events. Grants had been applied for as indicated in slide 2). There was no contribution made from landlord and Social investment Scotland had advised against taking on loan debts. Slide 3) gives an overall summary of the current position.

EW explained that the work to upgrade lighting was to proceed this month and would result in the loss of the "red glow" as well as improve on current position. In terms of the next work on upgrade of toilets, there would be an accessible toilet, further toilets and storage space. In the kitchen there would be a minimal upgrade, replacing cooker, increasing ventilation and repairing of the ceiling. The current state of which would not pass Hygiene as it stands.

### Slide 1: Tynninghame Village Hall Refurbishments

Improve heating and insulation (24%)

Improve the antiquated and insufficient toilets (17%)

Upgrade the basic kitchen facilities (18%)

Improve the lighting (13%)

### Slide 2: Funding sources

Village Hall funds – rental income (unrestricted reserves), Community fundraising

Grant funding applications – Area Partnership, East Lothian Council, Be Green, Foundation Scotland, FCC Scottish Action Fund (landfill), Calor Rural Comm Fund  
 Landlord – unwilling to make either a charitable donation or a loan “unfortunately the estate is not currently in a position to contribute to the costs of renovation”  
 Loans – Social Investment Scotland advice: Village Hall would be ill advised to take on a loan debt given the current level of Hall income and remaining surpluses in the year. A loan would only add further cashflow pressures to the daily / weekly operation of the hall.

**Slide 3: Summary of Progress to date**

Item	Funding sources	Funding requested/secured	Contractor
Professional fees	TVH unrestricted reserves (2018)	<b>up to £5,000</b> Architects fee £2,600 Building wrt fee £300 Planning app fee £200	Sandy Ford - £1,000 EL Council EL Council
Secondary glazing	TVH unrestricted reserves (2018)	<b>£1,200</b>	Save & Glaze - £7995
	Dunbar and East Linton Area Partnership	<b>£2,000 (Phase 1)</b> Received – May 2019	Phase 1 – 2019
	ELC Community Intervention Fund	<b>£4,797 (Phase 2)</b> Received - Feb 2020	Phase 2 – June 2020
Replace lighting & heating panels	Be Green	<b>£5,000 (excl VAT)</b> Received - March 2020	Fraser Russell – June 2020 LED lighting - £3611+VAT Heating panels?
Upgrade Toilets & Kitchen	Dunbar & East Linton Area Partnership (2019/20)	<b>£3,816</b> (10.75% CPT for FCC funding) permission to keep and use for Hall refurbishment	Grant Watson - £9,815

	Tynninghame Open Gardens 2019	£2,236	
	TVH unrestricted reserves	up to £12,000	

Additional information was provided by Nigel Schofield (NS). NS explained that he had contacted the planners and building control about the schemes for Kitchen and toilets. They confirmed that it would need a planning application, building warrant and listed building consent the latter at no extra cost). NS explained that previous plan would not comply with the above and that he had tried to contact the Architect Sandy Ford. He had therefore contacted his companies' Architectural team and confirmed that an individual from there would be prepared to take on the work of updating the drawings to comply with building standards. The person would need to have personal insurance that would need to extend for 7 years after work was completed. This would mean there would be a charge but that it was likely that it would be less than Sandy Ford's quote. NS suggested that a simultaneous submission for planning and building control would be best as this was a small job. EW thanked NS for his help with this stage. EW appreciated that it may feel like the work was slow going and it was a shame that it could not be realized when the hall was empty. DC thanked EW and NS for the work on this part. DC stated that £16,000 of grants that had been realised was an incredible effort on EW part.

## 6.0 TREASURER'S REPORT 2019 (given by TH)

TH went through report which had been circulated before the meeting. TH thanked EW on her achievement in difficult fundraising environment.

TH explained that the accounts had been audited and approved by Douglas Home and Co. A copy of the accounts was shared with the meeting and are displayed on the website. The report is shown below.

TH explained that there had been significant cancellations of the hall, most had rebooked. No deposits had been held for any that had been cancelled so had no negative impact on the accounts this year.

DC thanked TH, and stated that whilst there are monies in the bank we would need to be careful as there were no monies coming in. Currently there were no community events but as soon as possible a regular programme of events would be held.

### Treasurer Report 2019

The Accounts for the year ending 31 December 2019 have been audited by Douglas Home and Co as per previous years. They reflect a profit of £6,424 (£2,493 in 2018).

In general terms the accounts are healthy with total revenue up considerably (£20,000 up from £9,500 in 2018) from 2018. This is due to an increase in hall rental and community events income, the addition of the "cricket pitch" fund and the receipt of £5,800 in grant funding towards the refurbishment of the hall.

The other grants referred to in the Chairman's report (Be Green and ELC Community Intervention Fund) will be included in financial year ending 31 December 2020.

It should be noted that the cricket pitch fund of £735 is money raised by the residents of the village for the continued cutting of the cricket pitch in 2020. The village hall bank account is being used as a facility to hold this money until such time as it is required. It will not be used for any other purpose.

Expenses are also up (£13,800 up from £7,000 in 2018) significantly from 2018 primarily due to the installation of phase 1 of the secondary glazing (£4,884) and some electrical work that was required within the hall (£945). Community events expenditure, due to the increased number of events, was also up by £1,400. A large proportion of this extra expenditure is has been recouped under community events income.

Cash at bank at the end of the year of £19,829 reflects a £6,300 increase on 2018 and ensures resilient reserves going forward into 2020.

## 7.0 COMMUNITY EVENTS

BS Explained that the Annual Report for OSCR had been emailed and posted on the website prior to meeting.

BS thanked all those running, participating, or supporting our events over the last year. A summary of which is available in the Annual report used as a basis for the return to the Charity regulator OSCR alongside the financial report. BS shared a table indicating the type, attendance and income generated from events and explained that there were also regular non income generating community events such as the Pub Nights, Hogmanay, Christmas party, Halloween events. There were also several regular classes such as yoga and dog training and Wee fair. The signing group had moved to on-line.

In the future it is hoped that events could be offered, perhaps with smaller numbers and outdoors, as soon as it was safe to do so. Suggestions and ideas of the type and different was to offer events would be welcomed.

Event	Attendance	Donation suggestion	Donations if known	Monies raised for hall
Village Map	30 copies printed	£10	£340	£340
Harvest Lunch	38 adults 2 children	£15	£90	£373
Ceilidh	45 adults	£10	-	£0
Christmas Wreath making	20	£10	All consumables	~£200 tbc
Tea concert 1	20	£10	Travel expenses	£98 (£200 to performers)
Tea concert 2	35	£10	Travel expenses	£94 (£220 to performers)

Tea concert 3	50	£0	Travel ex- penses	£144.60 (£343 to performers)
Burns Night	51	£10 + £5 do- nation		£332
Open Gardens				£2236
Pub Nights	Variable ap- prox. 5-15			£0
Christmas Party			Tree donation	-all costs

ME then explained the Tynninghame community Zoom COVID group that had been set up to cover coronavirus lockdown period. This allows a virtual get together and communication to discuss shopping, prescription collection or help when people are ill. With the lockdown easing it is proposed to conduct the group in a different format until people can get together. The last zoom meeting will be Monday 6<sup>th</sup> June. EW explained that there could be two meetings at different times during the day and may be called Tynninghame Voices. This would provide contact at a time when people are not seeing each other. ME agreed to host initially, perhaps with rotating host and at different times. It was hoped that there would extend beyond the immediate chat group. It was proposed to start the week after next to support people during the easing of lockdown when information can be confusing and it would be a nice way to share what's going on.

## 8.0 ELECTION OF OFFICE -BEARERS AND COMMITTEE MEMBERS

8.1 DC noted the following: Carol Crowther, Alison McGregor and Chris Gunstone had been co-opted onto the committee. All the committee members would now stand down in line with Constitution. Any other person who wished to join could do so now or at any other time of the year via WhatsApp, by email etc.

DC thanked BS for efforts over the last 3 years explaining that she had made a huge difference to Community events and completing tedious admin tasks, like reports to OSCR and work on the website. Daniel Wight also added that BS had been efficient on replying to communication and ensuring people kept in contact with one another.

DC echoed EW thanks and stated that BS would be a big loss to the Committee.

### Election of Committee

- With the exception of BS, the following would stand together as one committee for election.
- EW, TH, JC, ME, CG, CC, AM, DC

Importantly, would anyone else like to stand?

The Following were duly appointed: Proposed Judy Riley, Seconded by many including Alastair Stobart. There were no objections.

Chairperson -David Clark

Treasurer- Tim Harper

Secretary- TBC

Committee

Erica Wimbush  
Jessica Chatters  
Margaret Evans  
Alison McGregor  
Chris Gunstone  
Carol Crowther

It was noted that the appointments would be recorded and discussed at the next committee meeting and office bearers elected then too.

**9.0 AOB**

Prior to meeting **Shireen Green** had raised the following, below is the reply as it was thought useful for general circulation.

Eligibility - the constitution doesn't actually place a specific residency requirement on who can be on the committee (it does prohibit 'employees' and anyone who is disqualified from being a charity trustee though). In practice we only expect those living locally to want to be involved in the committee (hence any references to local residents). In terms of those who tend to attend regular events (e.g. harvest lunches, pub nights, Christmas party etc) the 'catchment area' (for want of a better phrase) tends to incorporate the village, the Main House, Lawhead, Knowes and sometimes Loch Houses.

- Lease - you are correct that a 15 year lease was entered into in respect of the hall. The lease is actually only in respect of the interior of the hall - the Haddington Estate continue to have responsibility for the exterior. I'm afraid those involved in the decision making process at the time are no longer on the committee but we understand the rationale to include: (1) the desires of the estate (they apparently offered a long term lease if there was a properly constituted body which would be the entity entering the lease, which led to the formation of the Village Hall charity); (ii) there not being a particular appetite at the time for taking on longer-term responsibility; (3) concerns over fundraising options for a buy-out; (4) potential concerns for wider health and safety issues (and costs) if there was greater responsibility for the building. I can't say this is definitive but we'll try and speak with some others who were involved in the lead-up to the current arrangements to see if we can get a true reflection of what the thinking was. For the sake of completeness, I'd just confirm that we (as the present committee) have not discussed the idea of a community buy-out of the Hall with the estate.

- Extent of hall - as noted above, the lease covers the interior of the Hall only (although we have use of the shed at the back for storage). We don't therefore have specific control over other areas such as the field at the back. However, we are mindful of the fact that those who lease the hall will often be travelling from elsewhere and the T&C's for the rental make clear that those renting the hall should be responsible and not block the access for the back of the hall (or to the properties which use this as access). We have also recently purchased cones and a chain to try and block access (when events are held) to avoid disruption to neighbours although, unfortunately, given the nature of the hall (and committee) there is not someone there to police events and whether people adhere to our requests re. parking.

- Cricket pitch fund - The TVH committee does not have a specific role in the discussions regarding the future of the cricket pitch (the remit of the hall is really just for events in the hall as opposed to wider village issues). However, when the estate contacted the local community council to discuss the future of the cricket pitch a representative of the TVH committee (me) attended a meeting with the estate along with a member of the Dunpender community council. This led to the wider meeting which Danny organised and the discussions which Chris Mason and others are involved in currently. With the estate no longer wanting to pay for cutting the grass (when the cricket club was in operation they dealt with it and so the estate only ended up paying the last few years which they no longer want to do) a collection was organised to pay to cut the grass for the

next year. This allowed for the 'status quo' to be maintained (i.e. the estate would not change the use of the cricket pitch or let it grow wild if someone else covered the costs) when other options were considered. TVH are only involved as there was a desire to keep the money stored safely and so the 'fund' simply reflects the money that was collected to pay for the grass cutting (which will not be used for general village hall costs).

**Alastair Stobart(AS)**

AS felt that the Estate was not all that supportive of providing monies for the village hall. This was totally out of character. He asked what the intentions of the trustees on the Estate are. Was it there intension to leave us to do everything ourselves.

DC replied that he had been in touch with Mike Thompson before he left on sick leave. It was clear that there were no intentions to change the way they ran the Estate but this has change due to properties being put up for sale. Dc didn't actually know at the time of speaking what intentions were now. DC could get in touch with MT again to see if there were any other intentions.

DC briefly outlined the remit of the Hall Committee and explained that other forums, for example the cricket pitch could be set up.

**Shireen Green (SG)**

SG wished to point out that during the renovations of the kitchen and toilets that the drainage system ran through her garden. NS stated that this would be looked at as part of the building control. EW asked if SG had a map of the drainage. SG replied that she had a sketched map that she would forward to NS.

Meeting closed after brief second zoom meeting to ensure all questions had been covered.

Any comments, queries, suggestions etc may be sent to [Tynningahmevil-lagehall@gmail.com](mailto:Tynningahmevil-lagehall@gmail.com) and will be presented to the Committee at the next Meeting.