



Gullane Community Association

## **Gullane Community Association**

The Village Hall, Hall Crescent,  
Gullane, East Lothian EH31 2HA  
Charity number SC 000497

### **Minute of the Annual General Meeting, held on Wednesday 30 January 2019**

#### **1. Present**

Residents: Anne Patterson, Robert Patterson, Liz Thomson, Rosie Brier, Bobby Hay, Keith Anderson, Erin Mwembo, Catherine Montgomery, Georgie Cowan, Mike Nicklas, John Clare, Mandy Cannon, Jonathan Kinna, Eric Burn.

Trustees: Colin Thomson, Eric Thomson, Iain Blakebell, Margaret Bruce, Veronica Campanile and Gary Hitchen

#### **2. Apologies**

Colin Thomson (Gullane Community Association chair), Lorraine Hunter (Bookings Secretary), Fiona Wilson (Trustee)

#### **3. Declaration of Interest**

None

#### **4. Minutes of the last Annual General Meeting**

These were available throughout the hall. Adoption of the minute was proposed by Gary Hitchen and seconded by Mandy Cannon

#### **5. Matters Arising**

Eric Thomson spoke to the following points:

Keystone awards: the Trustees decided not to continue at one of our meetings as requires a lot of effort and we were unsure how much benefit they brought.

Missing tablecloths: we had appealed for these to no avail and subsequently we bought another set and our tablecloths are now well stocked.

## 6. Correspondence

None raised

## 7. Election of Office Bearers

Eric Thomson advised that both Colin Thomson and Iain Blakebell are happy to continue in their roles and he invited proposers and seconders:

- Chair Colin Thomson: proposed by Liz Thompson and seconded by Gary Hitchen
- Treasurer Iain Blakebell: proposed by Anne Patterson and seconded by Mandy Cannon

## 8. Adoption of new constitution

Keith Anderson took attendees through the process to date. This started two years ago when a new draft of the Trust Deed was approved in principle by attendees. Keith liaised with the charities regulator OSCR to approve the new Trust Deed and hence today it is proposed to formally adopt this. He clarified that the new Trust Deed had been passed round today and had been signed by more than three quarters of attendees. The Trust Deed will be signed by all Trustees after the meeting and then lodged with the regulator OSCR along with proof of support.

The Chair thanked Keith Anderson for all his work to achieve this.

## 9. Chairman's Report

The report below was prepared by Eric Thomson and circulated at the meeting:

Forward plan – update January 2019:

### **Miscellaneous items previously completed and in no particular order!**

- Refurbishment of Kitchen
- Upgrade of stage lighting and AV system
- Refurbishment of entrance hall and toilets
- Installation of Mobile Hoist and Variable Height Changing Table to Accessible Toilet
- Oil tank removed
- Old gas boilers removed
- Photovoltaic Panels Fitted
- New Heating System Installed
- Fitted internal notice board
- Fitted external notice board

- Installed a locked cupboard for sensitive documents
- Up-graded Deed of Trust.
- Fitted grab handle to Kitchen Door
- Main Hall Painted
- New Hall Curtains Fitted
- New Stage Curtains Fitted
- New small tables purchased
- New table cloths purchased

### **2018 Projects under consideration / ongoing**

1. Complete the five year electrical test on fixed equipment. Completed November 2018
2. Small Hall Refurbishment – High Priority fundraising in progress
3. Creative External Signage – ongoing
4. Main Hall Lighting replacement – outline proposal already agreed but likely to be low priority due to costs
5. Stage Accessibility – options to be scoped and approximate costs to be defined. This will help dictate priority.
6. Main Hall Fire Exit Accessibility Upgrade – desirable but low priority
7. Fundraising / Gift Aid Development – 3-5 year cycle but will target new homes when building is complete.
8. Separate Annual Maintenance Plan kept up to date and carried out each November

EV Charging Point: ELC approached the Trustees as they are looking to install an electric charging point with space for two vehicles in Gullane and they proposed this car park. The Trustees approved this proposal in principle if the Council would relocate the recycling bins. The Council is now considering this.

Community Asset Transfer: ELC is proposing community transfer of assets and have proposed the transfer of the Recreation Hall situated behind this hall. The Trustees have decided not to put in a proposal for the transfer of this asset due to the poor condition of the building.

John Clare asked if we can put in an objection in case the Council may decide not to maintain the building which could result in this being lost by the community and the land eventually being sold. The Chair responded that it would require a community group to take this proposal on and he clarified that this land is part of a trust combining the tennis courts and the said area so it could not be sold on.

## **9. User Group Reports**

## **9.1 Gullane Community Table Tennis Club / [www.gullanetabletennis.club](http://www.gullanetabletennis.club)**

Presented by Jonathan Kinna Chair Gullane Community Table Tennis Club

Update: 30 January 2019

### Origins

Table tennis has been played in Gullane Village Hall for over a year now under an initiative of Table Tennis East Lothian to create community table tennis clubs across the county. In September 2018 the club was formally constituted and affiliated to Table Tennis Scotland.

### Our objective

Is to provide facilities and promote participation of the whole community of Gullane and districts in the sport of table tennis.

### Who we are

We have junior and senior / adult sections both of whom play on a Wednesday evening in the Village Hall. The juniors between 6pm-7pm and the seniors 7pm-8:30pm. Since October 2018 we have had 21 different juniors play. Numbers are increasing per session with last week seeing 14 players attending. Through Table Tennis East Lothian, a link with Gullane Primary School to promote the sport is being established. This has already helped increase our numbers and we expect further in school demonstrations will maintain this trend.

For the seniors / adults we have 18 subscription members with a further 10 weekly members. We are averaging 16+ players per session for the seniors. A flyer drop across the village and surrounding areas has helped build our numbers and we are now drawing in new members from word-of-mouth and a weekly posting on the Gullane News Group Facebook page. Please see also the club's website: [www.gullanetabletennis.club](http://www.gullanetabletennis.club) for more information.

### Future plans:

We have recently taken delivery of a fifth table, with the help of the Village Hall Trustees and the Gullane Area Community Council. The increased capacity, this brings, will allow us to further grow the club membership and participation and enable both singles and doubles to be played on a Wednesday evening.

We held a successful 'Festive Friday' event for families on Friday 28th December which drew in 31 players young and old. We will likely do more similar events in the future.

Three of our senior members are currently training to be Level 1 coaches under the Table Tennis Scotland scheme. Once qualified they will not only reduce our reliance on the Haddington TTC coaches for our junior sessions but also enable us to do more coaching with our seniors.

### Thanks to the Village Hall Trustees:

The village hall is a great venue for table tennis and has been instrumental in establishing the club so far. We are very grateful for the continued support of the Trustees of the Village Hall and its management board as we have developed the club.

## **9.2 Little Big Screen presented by Gary Hitchen**

Little Big Screen has been running for many years with films each month apart from the summer. We show adults films in the evening and children's films on some afternoons depending if we have a good film which will draw people in. Adult films are still well attended and we have only had to cancel one due to a power cut. We have supported the Brain Tumour Trust with around £300 and also local charities such as the school PTA. Our next films are on February 16<sup>th</sup> with 'A Star Is Born' and 'Christopher Robin' in the afternoon.

## **9.3 Gullane Community Ceilidh presented by Catherine Montgomery**

Gullane Community Ceilidh Band, since its inception in 2017, continues to go from strength to strength. Meeting in the Village Hall on Friday mornings for a weekly practice there are now 10 band members spanning from 17yrs of age to 93 yrs of age - Iain, Erin, Jean, Angela, Morar, David, Fiona, Jan and Rob. The band is supporting the fund raising for the refurbishment of the small hall contributing to the £4800 that has been raised to date.

The ceilidh band meeting has had several performances during 2018 which included:

- Gullane games family ceilidh
- Goose Green summer event in the marquee
- Abby Nursing Home, North Berwick,
- Summer Sounds concert in the village hall
- the annuals community Hogmanay ceilidh
- regular performances to Muirfield Nursing home residents who pop over for a coffee & cake on a Friday morning

All of the events have been a great success creating lots of lovely memories for the band members and hopefully for those listening and sharing in the music. One event in particular that should be mentioned is the Hogmanay ceilidh. This year we had a full house with 120 people sharing food, songs, music and dancing. The event ran very smoothly with contributions from Ted Campbell, MC for the evening and Kitty Shaw who was the caller for the evening and we raised in the region of £840. It was a lovely atmosphere in the hall with people from California, Eastern Europe, holiday makers from the South as well as folks from our own local community here in Gullane. There was a real sense of community with everybody joining in helping to set out the tables with food, clear away dishes and wash and tidy up as well as having lots of fun. I would like just at this point to read you a lovely email I was sent from someone who came along on the night - Ann's email...

We have some dates booked in the diary for this year:

- joint community ceilidh fundraiser with Bethany

- playing in the new lounge at Muirfeld Nursing Home
- Gullane Games family ceilidh on the 1<sup>st</sup> August
- and of course the community Hogmanay ceilidh on 31<sup>st</sup> December 2019

And hopefully there will be more...

We are always on the lookout for new members, all are welcome and an accordion player would be especially good to round the sound!!

We continue to be supported by the Trustees, Gullane Community Association – thankyou.

Finally, Anne Hay had emailed Catherine to propose that the Gullane Community Ceilidh Band play at a number of events in 2019 acquiring money for Bethany and the Small Hall refurbishment.

#### **9.4 Sewforth presented by Liz Thomson**

Sewforth Textile Craft group meet in the main hall on the first Saturday of the month. Activities vary from meeting to meeting but are of a practical nature, from embellishing stitching projects to macramé to modern lino printing and felting. Occasionally we will have a speaker but otherwise the activity is led by one of the group.

We have over 20 members but welcome visitors to the meetings. Attendance has been around the high teens over the last few meetings.

When we first moved to the Village Hall we used the small hall but we were often too limited for space. We have enjoyed the greater flexibility of the main hall. Throughout the year we are always warm and appreciate the convenient location and excellent facilities. It is so easy when we need a break for our afternoon cuppa and scone.

The group look forward to meeting here for the foreseeable future.

#### **9.5 Castlefield Archers presented by Eric Burn**

Archery runs on Monday nights at 7pm with around 12 members including young people, for about 6 months of the year. I'm the oldest and so the younger members greatly help to access the equipment under the stage.

## **10. Treasurer's Report**

## Income and expenditure 2018 / 2017



Gullane Community Association

### Gullane Community Association Receipts and Payments Account for the year ended December 2018 Charity number SC000497.

<b>Receipts ; Income</b>	<b>2018</b>	<b>2017</b>
Donations Received	450.00	100.00
Fund Raising	2,863.44	7,602.57
Awards; Co-op and E.L.C.		1,859.91
Gift Aid	3,068.00	3,242.00
Bookings	18,759.95	16,168.35
Electricity payback from solar panels	398.73	579.54
Gas return		819.22
Insurance return		302.86
<b>Total Receipts</b>	<b>25,540.12</b>	<b>30,674.45</b>
<b>Payments (Expenses)</b>		
Cleaning, checking and materials	4,856.51	4,847.41
Electricity	4,277.97	2,679.74
Fund Raising	223.11	3,851.24
Donations to charity by LBS	300.05	
Booking refunds	390.00	320.00
Insurance	2,686.33	1,342.33
Booking secretary	2,599.92	2,599.92
Refurbishment		8,852.80
Service and repair	5,227.58	4,388.18
Stationery	43.68	231.97
Restricted funds		0.00
Water		0.00
Trustee remuneration		0.00
<b>Total payments</b>	<b>20,605.15</b>	<b>29,113.59</b>
<b>Statement of Balances as at 31 December 2018</b>	<b>£</b>	<b>£</b>
<b>Opening Balances</b>	<b>18,528.87</b>	<b>16,968.01</b>
<b>Surplus/(deficit) for the year</b>	<b>4,943.97</b>	<b>1,560.86</b>
<b>Closing balances</b>	<b>23,463.84</b>	<b>18,528.87</b>
Reserves		
Assets: Insurance valuation	699,554.00	
All funds are unrestricted apart from those listed.		
Colin Thomson (Chairman)	Date	



**Gullane Community Association**  
**Additional account information 2018**  
**Charity number SCO00497.**

Gullane Community Association

	£
<b>Donation</b> by LBS to Brain Tumour Charity	300.05
<b>Electricity</b>	
Electricity payments	4,277.97
Electricity income from solar panels	398.73
<b>Fund Raising with expenses taken off.</b>	
Apple Festival	208.17
Ceilidh Band's donation to Small Hall refurbishment. Includes: donations from Longniddry Golf Club for Goose Green playing, Summer Sounds Afternoon Tea, Games Ceilidh and the 2017 Hogmanay Ceilidh.	1,685.50
LBS	874.00
Children's Drama (2 events)	234.75
Social Lunch	242.52
<b>(Refurbishment costs)</b>	0.00
<b>(Service and Repair)</b>	
Deed box and letter box	83.79
Stage lamps and new wiring circuit	736.14
Emergency lock repair	110.40
Hedge removal	90.00
Hoist service in accessible toilet	120.00
Piano tune	63.00
New amplifier	89.95
Fire alarm check for 2017	264.00
Fire alarm check for 2018	228.00
Fire extinguisher service for 2018	103.28
Five year electrical wiring check	470.40
Heating service	300.00
PAT electrical appliances test	180.00
Toilets-paper towels, toilet rolls and phs Personal Hygiene service	1,339.02
Roof check	348.00
Table cloths	528.36
Window cleaning	60.25
Hooks, keys, website, kettle etc	112.99
<b>(Cost of running the Hall for the year 2018)</b>	18,010.31
Cleaning and checking, electricity (net), Insurance, booking, stationary, service and repair	

Other funds held in the Hall account that have not changed throughout the year;

Drama project £582.12

Millennium project £48.24

Skate park £704.00.

Sound system up-grade £1,859.91

Gary Hitchen said he would look into why the payback from solar panels was lower in 2018 than in 2017.

The Treasurer noted that insurance seems to have doubled but this includes 2019 costs as payment is now annual rather than monthly.

Margaret Bruce added that maintenance is mostly planned though some not and much of this work is to ensure the hall is as safe as possible. We have a great group of villagers who are involved and she thanked them all.

Eric Thomson asked for a proposer and seconder to approve the accounts. The accounts were proposed by Anne Patterson and seconded by Gary Hitchen and then signed by Eric Thomson at the meeting.

## 11. Bookings Secretary's Report

The report was read by Eric Thomson on behalf of Lorraine Hunter, Bookings Secretary

### Gullane Village Hall bookings 2018

- Income from bookings has been increasing year-on-year for the past 5 years. In 2013 it was £9,791, in 2015 it was £15,250, and in 2018 it was £18,370. Hire fees have stayed the same, so the growth is entirely due to the increase in the number of bookings.
- Hall bookings are split between regular users and one-off bookings:

➤ **Regular users:**

In 2018, the number of regular classes, clubs and activities stayed pretty much the same as the previous year, although we sadly lost the monthly lunch club *The Social* in September. However, the community table tennis club has gone from strength to strength in the second half of the year and has now firmly established itself as a regular fixture on the hall calendar. Regular sessions running in the hall in 2018 were:

<b>Weekly</b>	<b>For children and young people:</b> <ul style="list-style-type: none"><li>• Enjoy-a-Ball</li><li>• Rugbytots</li><li>• Beavers, Cubs and Scouts</li><li>• Drama group (in association with East Lothian Council)</li></ul> <b>For adults:</b> <ul style="list-style-type: none"><li>• Pilates (three different classes)</li><li>• Zumba Gold</li><li>• Archery Club</li><li>• Table Tennis Club (junior and senior sessions)</li><li>• Bums, Tums &amp; Tone Fitness Class</li><li>• Post Office Outreach Service</li></ul>
---------------	---

<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Sewforth (sewing group)</li> <li>• Little Big Screen</li> <li>• Gullane Community Association trustee meetings</li> </ul>
<b>Bi-monthly</b>	<ul style="list-style-type: none"> <li>• Gullane and Dirleton History Society</li> </ul>
<b>Quarterly</b>	<ul style="list-style-type: none"> <li>• Community Council meetings</li> </ul>
<b>Annually</b>	<ul style="list-style-type: none"> <li>• Apple Festival (all profits go to the village hall)</li> <li>• Gullane Games Week</li> <li>• Scout jumble sale</li> <li>• Community Hogmanay Ceilidh (all profits to the village hall)</li> </ul>
<b>Bi-annually</b>	<ul style="list-style-type: none"> <li>• Burns supper (all profits go to the village hall)</li> <li>• Pantomime (all profits go to the village hall)</li> </ul>

### One-off bookings in 2018

<b>Local group/charity fundraising events</b>	14 charity/community fundraising events including: a Greek night, two quiz nights, a coffee morning, a karaoke night, a bridge lunch, three musical afternoon teas, two film nights, a comedy night, a yoga and wellness session, two Christmas Fairs and the Gullane Community Hogmanay Party.
<b>Private parties</b>	15 children's parties and five adults' parties
<b>Other events</b>	43 other events/activities including: Scottish country dance evenings, children's school holiday drama workshops, two rehearsals of the Haddington Fiddle Players, Gullane Athletic kids football club's indoor football practice sessions over the winter months, a Girl Guides gifting service, a jazz concert, steward briefings for the Scottish Open, a recruitment open day for the Bonnie Badger, the inaugural Gullane Tenants and Residents meeting, and the first ever Rainbows/Brownies/Guides sleepover in the hall!

### Footfall

Footfall in the hall in 2018 was less than in 2017 but that is mainly accounted for by the two elections in 2017 when the hall served as a polling station and around 1000 people came in to vote on each occasion. In 2018, we estimate that 3,661 people came to 545 events/classes/activities in the village hall, with a total footfall of 14,172.

Lorraine Hunter, Bookings Secretary, 25/1/19

Eric Thomson highlighted the year on year increase in income over the last five years and the high level of footfall and activities. He also noted that many people help out and he tabled a thankyou list for all to browse.

## **12. Our next AGM: Wednesday 29<sup>th</sup> January 2020**

### **13. AOCB**

Anne Patterson proposed putting up a new sign for the Millennium Wood for the 20th anniversary using the unspent money.

It was noted that the street light at the front is not working. The chair clarified that the Council doesn't think this nor the light at the back of the hall belongs to them so they haven't been repaired.

It was noted that archery members often can't get into the car park. The Chair said that this has been discussed at length including a range of options to restrict use such as putting up a barrier but all of these have complications. It was suggested that users could go into the gym and speak to the staff directly.

A member noted that the clock at the bakery was not working again and proposed that GCA reported it. Anne Patterson advised that this came up at the Tenants and Residents meeting and someone is going to speak to the owner of the bakery.