

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

NINTH ANNUAL GENERAL MEETING

THURSDAY 29TH OCTOBER 2015

FORMER CHURCH HALL, QUARRYWOOD ROAD 7.00 PM

AGENDA

- 1. APOLOGIES**
- 2. ATTENDANCE**
- 3. MINUTES OF PREVIOUS MEETING**
- 4. CHAIRPERSONS REPORT**
- 5. DEVELOPMENT OFFICERS REPORT**
- 6. TREASURERS REPORT**
- 7. ADOPTION OF ACCOUNTS**
- 8. APPOINTMENT OF AUDITOR**
- 9. ELECTION OF DIRECTORS**
- 10. ANY OTHER BUSINESS**

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

EIGHTH ANNUAL GENERAL MEETING

**Held in the former Church Hall in Quarrywood Avenue on
Thursday 30th October 2014 at 7.00 p.m.**

The meeting was chaired by Evelyn Scott, Convenor who extended a warm welcome to all..

1. Apologies

Willie Bain MP, Paul Martin MSP, Councillor Burke.

2. Attendance

Members - as per attendance list

Invited Guests: Councillor G Leonard, Councillor Sohan Singh. Councillor Boyle.

In attendance, Jim Hope, Development Officer and Company Secretary.

3. Minutes of Previous Meeting

Adoption of Minutes was approved by Margaret Henry, seconded by Margaret Stewart.

4 Annual Report

The Convenor commented on a Report on Company Activities previously circulated.

5. Development Officers Report

In his Capacity as Company Secretary the Development Officer informed that Annual Returns and Final Accounts for Companies House and the Office of the Scottish Charities Register had been submitted for Barmulloch Community Development Company and Barmulloch Tenants and Residents Association.

6. Treasurers Report

The Treasurer, Jacqueline Stewart, explained the monthly accounts reporting system used by the Board . Final Accounts 2013/2014 were distributed and presented. No questions were raised..

7. Adoption of Accounts

Adoption was proposed by Margaret Stewart, seconded by June Crawley.

8. Appointment of Auditor

JS Thom Chartered Accountant was appointed to examine, prepare and publish Company year-end accounts. Proposed by Mary Dougan, seconded by Jackie Stewart

9. Election of Directors

The Convenor asked the Company Secretary to conduct this part of the Agenda.

The Company's Memorandum and Articles of Association require two Directors to resign each year to allow members to seek election to the Board or nominate candidates. Two Board members left during the year creating two vacancies. Two Nominations for election were received from Marion Dunn, 73, Rockfield Place and Christine McBain, 128, Wallacewell Road. Both were proposed by Bernadette Hewitt, seconded by Margaret Henry.

10. Any Other Business

The Convenor invited Councillor Leonard to say a few words. He asked the community to support the work of BCDC and invited general comment. This encouraged valuable comment from company and community members and a number of follow up meetings were arranged to expand on topics raised.

The Convenor thanked all for attending and closed the meeting.

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

ANNUAL REPORT 2015

At our last Annual General Meeting you were informed “your company has expanded in terms of responsibilities and accountabilities at a rate never before experienced”. I am happy to report there has been no change! You were also informed the changing situation would require much planning and adjustment. In 2015 the Company embarked on a number of initiatives to prepare the Board and Company for future challenges. These are highlighted below along with some significant achievements and milestones in the year since our previous AGM.

1. BARMULLOCH RESIDENTS CENTRE

The former Tenants and Residents Hall was demolished in late June and ground works for the new Barmulloch Residents Centre started on 9th July by our contractors Elmwood Contracts. The Project was delayed by some problems over the transfer of site ownership, entirely out of our control. The site is very tight with little room for site buildings etc and a compound for equipment was established in Robroyston Park, with a site office in a nearby ground floor flat, courtesy of Glasgow Housing Association. Because of the need to operate heavy mechanical plant, Contractor has not yet been able to mount a Project Notice Board which will give an artists’ impression of the completed building and will acknowledge supporting organisations and agencies. Last week the Contractor began placing the structures for walls and roofs in position and it is hoped the building will be wind and watertight early in November. Thereafter fitting out work will take place. The building is only one week behind schedule at present and it is anticipated the July 2016 completion date will be met. The Barmulloch Residents Centre will comprise 3-halls, 2- meeting rooms, soft play area, recording studio and 2 offices.

2. THE BROOMFIELD ROAD CENTRE

The Rob Roy Amateur Boxing Club began operations in the former All Saints Church from January and are benefitting from having more spacious premises than they previously had in the Tenants Hall. The Centre and adjacent Hope House remain the property of the Archdiocese of Glasgow, which kindly granted permission to BCDC to use the premises under a Licence Agreement until BCDC are in a position to make a purchase bid. BCDC are in the process of compiling a funding package to cover the purchase and carry out necessary repairs and renewals.

3. HOPE HOUSE

Our last Annual Report informed of work in progress to the former Priests House adjacent to the Broomfield Road Centre. In April we were delighted to welcome Alastair Wylie to perform an opening ceremony on the premises, which his Company, CCG Contractors had completely refurbished. A number of former parishioners of All Saints and the former Priest Father Brown were invited and expressed delight the premises were being used for community benefit. Mr Wylie turned down our proposal the House should be carry his name and the Board agreed it should be known as Hope House. The House has a total of nine rooms for let, including a suitably equipped meeting/training room. Our Money Advice staff use two rooms. Their experiences indicate other help required by vulnerable families and people and the House now accommodates training/respite programmes for local carers and courses on fuel economy, financial budgeting, cooking and ante natal depression. BCDC intend to expand this type of assistance.

4. BARMULLOCH RECREATIONAL CENTRE

Your Company has well developed plans for an operational base in the former church hall in Quarrywood Avenue. The premises are leased to us by the Church of Scotland on a favourable peppercorn rent. We moved in some 6 years ago when the Tenants Hall became unfit for use. We now use the premises on a 7 day basis with an 80% utilisation rate, Monday to Friday. We hope to be able to transfer all activities to the new Hall in 2016 and introduce new programmes, which by nature cannot be delivered from the new Barmulloch Residents Centre. Some were mentioned in our last report i.e Social Enterprise Companies and physical/outdoor activity, however in recent months

BCDC has been asked by officials from public bodies to convert the existing premises and accommodate a specific community activity. This would mean major changes to our existing plans and an increase in useable space, all requiring considerable expenditure. Discussions are at an early stage and are speculative; therefore it would be inappropriate to comment further. We are in contact with the Church of Scotland regarding the future of the premises.

5. ROBROYSTON PARK

BCDC has had a long interest and involvement in Robroyston Park. We were prime movers in having featured entrances built, the Multi Use Games Arena and Childrens Play Area installed and we use the Park for our successful C in the Park event. The Park is a tremendous resource to the community and with some imagination and development it can prove even more beneficial. We have submitted an application to the Big Lottery to fund a Feasibility Study which will identify new uses/activities for the Park and gauge local demand. It is anticipated the Study will result in plans requiring considerable expenditure. Such a Study is essential to attract interest from project funders. Assuming a successful outcome from the Big Lottery application, it will probably be completed early in 2016, much later than indicated in the previous Report. The delay will we believe prove worthwhile as a number of interesting proposals have been put forward in recent months by Glasgow City Council and other agencies – all to be considered by the Study. Planning is on-going and it would not be appropriate to outline them at this stage.

6 SOCIAL ENTERPRISE COMPANIES

A lack of suitable premises has delayed the introduction of these enterprises, which aim to employ/train local residents and generate trading surpluses for re-investment in the operations. Our new plan is to start a soft landscaping company employing local unemployed youths before Spring 2016. Plans have taken some major steps forward with the offer of ground maintenance contracts from some public bodies. Equipment and premises are currently being investigated and we are confident operations will begin early in 2016. The other Company is a training model for young people to develop hand skills, ingenuity, invention etc in a structured environment using a manufacturing approach. At present we have no premises suitable for this venture.

7. BARCLAYS FOOTBALL FOUNDATION

Recently Barclays Football Foundation awarded a grant to refurbish the Multi-use Games Arena by replacing the existing surface and installing a form of shelter for spectators. BCDC are working with contractors to design shelters that will hopefully allay concerns of local residents. The MUGA is Barclays only project in Scotland and recently they announced the project was to be given priority status. They are aware of the Feasibility Study planned for the Park and have expressed a wish to be kept informed of development proposals.

8. MY MONEY MY WAY

Since July 2014 the Company has offered advice to local residents on financial planning, benefits, tribunals, appeals, claims etc on a drop in basis. This service, manned by two full time staff members, has proved very successful, numbers attending weekly has shown a steep rise with 227 clients receiving assistance in September of this year. In anticipation of growing demand the service was transferred to Hope House in March. The Project was funded by the Big Lottery following an application by a now defunct local organisation. BCDC were approached by the Lottery to take on staff and continue the Project. On the mistaken belief sufficient funds were available until March 2016, BCDC submitted an application for a three year funding package for a continuance of the project to commence 1st April 2016. A realisation that reported match funding was not available beyond September caused the Company to seek £28k to maintain the Project and Staff from October to March. Our thanks are due to Glasgow Housing Association and the Big Lottery for providing shortfall funding.

9. FINANCIAL AND LEGAL IMPLICATIONS

The Board are conscious of risks that accompany speculative development plans and sudden growth. Accordingly they have taken a number of actions to protect your company and make it more efficient in its ability to cope. (See also Item 10). Our financial controls have been expanded to provide additional information and partly re-designed to ease understanding. Budgets and spending plans form part of the Monthly Financial Reports prepared by the Treasurer and are rigorously scrutinised by Directors. It can be reported, with much satisfaction, BCDC is in the happy position of generating more income by its own efforts than it spends on operational costs. (Wages are all covered by grants.) These are influenced by the Chartered Accountant we retain to prepare our Annual accounts. In this financial year our income will rise beyond the £500k level (due to grants being received for the new build) and will require completion of Audited Accounts. This will entail a much greater level of scrutiny than our current Unaudited Accounts, with the CA visiting the Company with the right to look at any/all areas of financial administration. The purchase of the land on which the new hall is being built was a long, frustrating and sometimes worrying process. All aspects of the transaction were handled by our Solicitors, TC Young to whom we are indebted to for their assistance and support. They are also responsible for overseeing our part in the Licence Agreement we have with the Archdiocese of Glasgow for the Broomfield Road Centre. Your company is governed by a document known as the Memorandum and Articles of Association, sometimes referred to as a Constitution. It states clearly Board member responsibilities and limitations. One important point in the Memo and Arts states that if the Company were to fail all assets must be passed over to a similar community organisation, so that assets would be retained for the benefit of the community.

10. BOARD DEVELOPMENT

Some changes in Board procedures and in its personnel occurred during the year. In May our long time Board member and Convenor, Evelyn Scott resigned for personal reasons. The Board agreed Vice Convenor June Crawley should take on the role until Board appointments are considered in October. Board also agreed to change the title of leader of the Board to that of Chairperson and June Crawley was appointed as Acting Chairperson. Because of the growth of the Company in recent years and in consideration of future challenges, the Board decided to invite some business professionals to join their number. They were delighted to welcome Tracey Sinclair, Director of Safedem and Janice Kennedy of Scottish Enterprise in August. Another recent and welcome addition to the Board was Kim Duff, proprietor of Soapy Bubbles and Chairperson of Wallacewell Community Council. All have strong local connections and we are sure their expertise and wise counsel will be of great benefit to our company and community. Our previous Annual Report detailed responsibilities Board Directors have taken on to promote the work and influence of the Company. Activities have been stepped up and Directors are involved as follows;

Education and Learning – Mary Dougan and Rosemary Fox,
Health and Wellbeing – June Crawley and Margaret Stewart.

IT Training – Jackie Stewart,

Social Enterprise Companies – Tony Clark

Governance – Bernadette Hewitt.

Social Events – Margaret Henry,

C in the Park - All,

Employment Training - All,

Property Lets – Jackie Stewart.

Promotion and Marketing – Jackie Stewart.

Enterprise – All.

Other Director activities not listed and worthy of mention are the regular voluntary contributions towards operating and maintaining all facilities and premises. This includes regular cleaning of the former Church Hall and Hope House and opening and closing premises as required. Special mention must be made of Jackie Stewart and Tony Clark. In addition to listed responsibilities they regularly volunteer to take care of repairs and renewals, thus causing considerable cost savings. Two weeks ago, they replaced all lights in the Former Church Hall, washed windows, painted walls and installed new tables and chairs as ordered by your Board. BCDC Directors are all volunteers, operating the

Company on behalf of the community. They do not own the Company or any part of it. All premises, licences, contracts and other assets are wholly owned by the community. Point of interest. The Board held its 100th Board meeting in October.

11. Governance

Improved governance or management standards should go hand in hand with growth planning, so the Board considered how their personal input and the performance of Company staff could be assessed on a regular basis. They agreed to update Company Standing Orders and to devise an annual formal system of review and evaluation. The outcome was a Board Appraisal Scheme where Directors, anonymously, were given the opportunity to comment on a number of statements listed about Company, Board and Staff efficiency, financial monitoring and proposed future developments. The Scheme was introduced in September and a paper on results is attached. Outcomes were encouraging, suggesting the Company had good governance procedures and importantly, these were being closely followed. Some criticisms were made and these are being considered. Company governance standards are also influenced by our status. We are a Company limited by guarantee and registered at Companies House (286657) and a Registered Charity with the Office of the Scottish Charities Register (SC036648).

12. ANIMATING ASSETS

During the year your Company was asked to participate with a group of local organisations and discuss how we might become 'animated' and use our 'assets' in some joint form to improve our community. Organisations from Balornock, Barmulloch, Robroyston, Royston and Springburn took part in a series of meetings, due to end in October, introduced and managed by Dr Cathy Sharp, Research for Real, commissioned by the NHS Health Improvement Team (North East). The outcome will be a group run by local organisations which will devise and implement a number of activities/events to improve social and economic development in the north east of the City in partnership with local authorities. BCDC were prominent in the Animating Assets group with 4/5 directors attending each meeting.

13. COMMUNITY FUTURES 2015/2018

Over its nine years of existence your Company has regularly published future plans in Document form as a guide to the Board and to inform the general public. Our next Community Futures document was partly produced during the year by a team of business undergraduates from the University of Strathclyde who concentrated on business elements. Their main focus was the 5-year plan Business Plan we submitted to the Big Lottery to secure funding for the new hall. Faced with increasing demands on executive staff the Company looked for other assistance to write the documents and sourced free assistance from two ladies, members of Bridges, a group set up specifically to assist asylum seekers/migrants to prepare for employment. Leda from Rumania and Priscia from Zimbabwe worked for almost two months on a part time basis to write the text for a Community Futures 2016/2021 document. Early in 2016 the document will be produced in final form and distributed.

14. FRIENDS OF ROBROYSTON PARK

BCDC administer FORP, a Registered Charity, which was set up to recommend developments in the Park. It has been dormant for two years, but with current plans for the Park it is likely it will be activated soon with new members from outside BCDC to work with Margaret Henry, Bernadette Hewitt and Jackie Stewart, committee members, and Jim Hope (Treasurer).

15. C – IN – THE - Park

The 2015 Gala this year was very successful with a number of new attractions. Weather was cloudy but dry and a large crowd turned out to hear a Pipe Band, local pop group, samba dancers and to see a number of dance groups. The conservation tent and birds of prey area proved popular as did inflatables, face painting and stalls. Some plans already in place for 2016 will have a focus on farm livestock and pets. Ideas would be welcomed!

16. SOCIAL ACTIVITIES

As the Board and Development Officer's time had to be concentrated on the new halls and other growth opportunities, the number of social activities in the past year declined. We still managed a Race Night and a Christmas Fayre, which contributed to Company operating costs.

17. BCDC ASSISTANCE TO OTHER GROUPS

Over recent years the Board has become increasingly involved in assisting local organisations. For example the Company frequently loans out its display boards, tents and games. Company staff and Board members are regular helpers at events throughout the area. The Company also lends its expertise to help organisations compile and submit funding requests. Over the past year six local groups have been assisted in this fashion.

18. WEBSITE.

Your company website www.bcdcglasgow.co.uk is designed and maintained by our Treasurer Jackie Stewart. It is comprehensive and contains company history, activities, photographs calendar of events, means of contact and many other details about BCDC. It is becoming increasingly popular and has received 23,700 'hits' since it was introduced. The Company also has Facebook and Twitter accounts.

19. WHATS ON – FORMER CHURCH HALL

The hall is in use every day Monday to Friday. Activities ongoing include a Playgroup (3-sessions), Bingo (2-sessions), Arts and Crafts Club, Barmulloch Coffee Club, Line Dancing, Slimming Club, Credit Union (3 sessions), Fitness Club and dancing classes. It is the base for all BCDC activities and meetings and it houses committee meetings of other local organisations. One-off Saturday or Sunday lets are granted for birthday and family parties, communion/christening celebrations and other social events. Demand is growing, these type of lets have shown a **146%** increase in summer months this year. We might expect hires to increase further with the refurbishment work carried out recently and the installation of new tables and chairs.

20. BCDC REPRESENTATION

Your Company is represented on a number of local organisations. By invitation staff and Board members serve on Unity Homes Housing Association, Robroyston Park Local Nature Reserve Management Committee and Friends of Robroyston Park.

21. BCDC STAFF

The Company now has three full time staff, a Development Officer and two Advisors in the Money and Welfare service. All posts are supported by grant funding. The Development Officer's post is funded until March 2016. All salaries are administered by the Company Treasurer. Early in 2016, a recruitment process will recruit a Centre Manager, Administration Assistant (part time) and a Janitor/Cleaner.

22. DEVELOPMENT TRUSTS ASSOCIATION

Company has continued membership of this Association which gives free advice and other services to development organisations.

23. NEWSLETTER

The Company Newsletter was produced four times in the past year and hand delivered to every household in Barmulloch. The Newsletter does not report on things past. It is intended to make the people of Barmulloch aware of what is available for them and what is being planned for the future. With such a forward looking approach we hope to create an enthusiasm in our community that will benefit all.

24. BTRA – PRESENT STATUS

For information, Barmulloch Tenants and Residents Association, founded in 1957, is registered as a Company incorporated at Companies House and has Registered Charity Status. The Company is dormant, i.e not trading. Its current status will be maintained and reviewed regularly.

25. THANKS

The Board wish to thank the following for their support and encouragement throughout the past year.

Safedem

CCG Construction

Alastair Wylie (CEO CCG Construction)

TC Young Solicitors

Councillors Leonard, Boyle, Burke and Singh

Willie Bain (Former Constituency MP)

Paul Martin MSP

Glasgow City Council (various departments)

Glasgow Housing Association

Unity Homes Housing Association

Police Scotland

Strathclyde Fire and Rescue

New Rhythms Glasgow

Community Links Scotland

Rob Roy Boxing Club

Glasgow Community Planning

Jobs and Business Glasgow

All Saints High School, Balornock, Barmulloch, St Catherine's, St Martha's, St Philomena's and

Wallacewell Primary Schools

Collective Architecture

City Properties

Kelvin College

Glasgow Life

John Wheatley College

Local Clergy

Archdiocese of Glasgow, Ken Crilly

Church of Scotland, Colin Wallace

Churches: St Catherine Laboure, Tron St Mary's.

NHS Health Improvement Team (North East)

All Members of the Company and the Board of Directors.

Jim Hope
Development Officer
25th October 2015

AGM 29th October 2015
BCDC - Treasurer's Report
1st April 2014 to 31st March 2015

○ SUMMARY OF THE YEAR

We bank with Unity Trust Bank with a deposit and current account. The annual unrestricted Income was £29,751 and expenditure was £18,155 giving a profit of £11,596. This is an £11,000 increase from the last financial year due to securing extra hall lets, reducing running and overhead costs and securing office rental costs for projects. The end of year company balance was £137,616 of which £16,187 is unrestricted funds. Unrestricted funds are earned income that can be used at the discretion of the board of directors to benefit the company, company premises and company activities only. Restricted funds are mostly grant funded and categorised as such to ensure they are used only for the purpose stated in any grant terms and conditions, this is particularly important during our new build where a tight control over finances is required.

○ TREASURER'S ROLE

The Treasurer has a watchdog role over all aspects of financial management. Decisions are not taken solely by the treasurer and must work closely with the board of directors to safeguard the company's finances.

○ LOOKING FORWARD

We have been working hard over the last few years to build reserves and we aim to introduce a "reserves policy" which will state the maximum and minimum levels of monies held unrestricted to prevent unnecessarily holding excessive reserves or even worst that reserves fall so low that the charities future activities can be put at risk. The Treasurer will continue monthly reporting of accounts to the board of directors for analysis and highlight any rise and fall of reserves.

○ IN CONCLUSION

Last year we expected to receive grants in excess of £500,000 which would have required us to have a full financial audit at a cost of £2,000. Due to unforeseen delays in the new build and grant claiming we did not go over the £500,000. However, this current financial year has seen an income already of nearly £400,000 resulting in a full financial audit taking place after accounts 2015/2016 are submitted to our accountant in April 2016. Although this is a new requirement for us we are confident that we have the appropriate systems in place to make sure this runs as smoothly as possible. If any more information is required feel free to email contact@bcdcglasgow.co.uk or visit www.bcdcglasgow.co.uk

○ ADOPTION OF ACCOUNTS

The 2014-2015 accounts have been prepared and examined by JS Thom Ltd Chartered Accountant and have been approved by the board of directors before being signed and returned for submission to companies house. As such we do not need the members of the company to approve the accounts but we do need the members to formally adopt the accounts for recording in the minutes of our AGM. A full copy of the unaudited accounts are available for anyone to have a closer look at or if you prefer you can download the full copy from our website. The chairperson will look for a proposer and a seconder to adopt the accounts.

Jacqueline Stewart
(Treasurer of BCDC)