

**BARMULLOCH COMMUNITY DEVELOPMENT COMPANY**

**TENTH ANNUAL GENERAL MEETING**

**WEDNESDAY 26<sup>TH</sup> OCTOBER 2016**

**FORMER CHURCH HALL, QUARRYWOOD AVENUE 7.00 PM**

**AGENDA**

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

## **BARMULLOCH COMMUNITY DEVELOPMENT COMPANY**

### **NINTH ANNUAL GENERAL MEETING**

**Held in the former Church Hall in Quarrywood Avenue on  
Thursday 29<sup>th</sup> October 2015 at 7.00 p.m.**

The meeting was chaired by June Crawley, Chairperson, who extended a warm welcome to all and introduced Kevin McCulloch of Elmwood Contractors who would give an update on the progress of the new BCDC hall.

#### **1. Apologies**

Anne McLaughlin MP, Paul Martin MSP, Councillor Burke, Councillor Boyle, Councillor Singh, Tracey Sinclair.

#### **2. Attendance**

Members – 37 - as per attendance list

Invited Guests: Councillor G Leonard, Kevin McCulloch, Elmwood Contractors.

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

#### **3. Minutes of Previous Meeting**

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

#### **4 Annual Report**

The Chairperson 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 2014/2015 were distributed and presented. Jackie explained the significant income increase was due to monies being received from Big Lottery for payout to contractors engaged in building the Barmulloch Residents Centre. This income will increase next year and will result in the Company having to fund a full Financial Audit, estimated at three times our normal fee rate payment. No questions were raised.

#### **7. Adoption of Accounts**

Adoption was proposed by Marion Dunn, seconded by Catherine O'Brien.

#### **8. Appointment of Auditor**

JS Thom Chartered Accountant was appointed to examine, prepare and publish Company year-end accounts.

Proposed by Margaret Stewart, seconded by Ryan Scott.

#### **9. Election of Directors**

The Chairperson 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. By rote Mary Dougan and Margaret Stewart stood down but intimated a desire to be considered for re-election. No other nominations having been received Bernadette Hewitt proposed their re-election, seconded by Christine McBain. This was accepted by all members present.

#### **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.

The Convenor thanked all for attending and closed the meeting.

# **BARMULLOCH COMMUNITY DEVELOPMENT COMPANY**

## **ANNUAL REPORT 2016**

The past year has been a busy one for Board and Staff. In the Annual Report 2015 it was reported a number of actions had been taken that would help the Company face future challenges. Many are now either complete or in their final stages and are highlighted below along with some significant achievements in the year since our previous AGM.

### **1. BARMULLOCH RESIDENTS CENTRE**

The former Tenants and Residents Hall has been replaced by a £1.7M development comprising 2-halls, 2- Offices, recording studio and an IT suite. Our Architects, Collective Architecture and contractors Elmwood Contracts have produced an attractive building to a design and standard specified by your Board of Directors. We could have specified a “breeze block” building but we wanted a WOW factor to enthuse our community. From the outside you might guess it is something special. When it is opened to view we are sure you will be impressed. Because of unforeseen ground conditions, wet weather over last winter and some technical difficulties, the project is running late and is now expected to be completed in November. As soon as possible thereafter we will open the Centre on a Friday and Saturday for members of the community to have free access to all parts before occupancy by tenants. We have received many expressions of interest from potential tenants and already we have about 50% of available space allocated. We offer our thanks to local residents for their patience and co-operation during the building phase. We wish to inform you that the lane between Zena Street and Quarrywood Road is being reconstituted but, in the interests of public safety it will only be opened when all works are completed. We were delighted to welcome Jackie Stewart as our Centre Co-ordinator in August. Jobs and Business Glasgow were engaged to handle all recruitment operations and after interviewing a short list of six, Jackie was the unanimous choice. It is particularly pleasing that she is a local person and because she contributed so much to the development of the new halls and the Company.

### **2. THE BROOMFIELD ROAD CENTRE**

The Centre is now owned by BCDC. In June we were the first organisation to be awarded the Scottish Land Fund Urban Award. The grant enabled us to purchase the hall, pay all legal fees and employ a part time employee to develop activities for the premises. An agreement with the Archdiocese of Glasgow to purchase the former All Saints Church resulted in a benefit to St. Catherine’s Laboure RC Church, which will receive substantial funds from the transaction. A further application to the Big Lottery’s Growing Community Assets fund to upgrade the premises has received first stage approval. BCDC’s intention is to mount a pitched roof on the main hall, new windows in Hope House, provide disabled access, facilities and suitable meeting rooms, changing facilities and additional toilets. Funds are available to appoint a design team and establish costs for all works.

The Rob Roy Amateur Boxing Club operations in the main hall area show much growth and are generating a lot of local interest. At this point BCDC wish to congratulate the Club and four of their young members who recently won Scottish National Championship trophies. Hope House is proving its worth. It housed our My Money, My Way (MM,MW) project offering benefits and welfare advice, houses a Carers Group, various ad hoc meetings of local organisations and will soon be home to the Springburn Credit Union. Unfortunately, due to lack of funds we had to close the MM,MW service, which proved very successful, hosting well over 3,000 client meetings in a two year period for 1300 clients. We still deal with enquiries and provide an onward referral service. Plans are in hand to replace MM,MW with a larger, expanded service and we hope to start this in early 2017.

### **3. BARMULLOCH RECREATIONAL CENTRE**

Your Company still has the use of the former Church Hall in Quarrywood Avenue on a peppercorn rent from the Church of Scotland. At present it has an 80% occupancy rate and is popular for family parties at the weekend. When our new hall opens, most of the activities in the church hall will transfer, though some will remain. We are negotiating with the Church of Scotland for a longer occupancy as we have well developed plans to utilise the hall for other activities. As might be gathered from our name for the premises, we intend to use it as a centre for indoor sports, gymnastics, for creative activities and to house a number of organisations who want to use the Park for recreational and training purposes. The Annual Report 2015 suggested the premises could be extended to accommodate a large organisation seeking new premises on a five day per week basis. This plan has been abandoned.

#### **4. 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.

We applied for a £10k grant to carry out a Feasibility Study to determine what the community wanted from the Park. This was completed earlier this year and thanks are due to members of the community and local organisations who participated. The outcome was a clear wish to see more attractions and amenities in the Park and to engage the community in outdoor pursuits. The next step is to produce a Development Plan to indicate what can be accommodated and where and how such developments would fit with the Local Nature Reserve status the Park enjoys. A grant application has been made to the Scottish Government for funds.

#### **5. FRIENDS OF ROBROYSTON PARK**

This organisation was founded in 2010 and was successful in pressing for a number of Park improvements, notably upgrading of pathways. It achieved Registered Charity status and was registered at Companies House, but stopped operations around 2013. BCDC Board members and Staff were on the Friends Committee and have maintained its various registrations, albeit as a dormant company. The intention was to re-introduce the company at an appropriate moment. That time is almost with us. In anticipation of a positive response from public consultations on the Park, BCDC made formal application to Glasgow City Council for the Park to become the property of the community, through the Community Asset Transfer Scheme. If this is granted, BCDC will transfer the ownership status to the community in the form of Friends of Robroyston Park. Assuming completion of a Park Development Plan, BCDC will want to work with other local groups to organise, raise funds etc to make the Park meet public expectations. The best vehicle for this is within the Friends Group. It is hoped the Group can be started after the New Year holiday period and anyone who would wish to become involved is asked to contact the BCDC Development Officer.

#### **6 SOCIAL ENTERPRISE COMPANIES**

The lack of suitable premises has continued to delay the introduction of these enterprises, which aim to employ/train local residents and generate trading surpluses for re-investment in operations. Plans to start a soft landscaping company have recently been re-activated in anticipation of additional premises and we are in the process of compiling a proposal to put to the City Council by the end of the year. The other Company is a training model for young people to develop 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. FUNDING**

By practice and experience your Company has had much success in raising funds. In addition to £1.6m raised for the new halls, the Company has had many other grant finding successes. Almost £2.5m has been raise for the Barmulloch area from Big Lottery, Glasgow City Council, Glasgow Housing Association, Scottish Government, Robertson Trust, Lloyds Foundation and others.

#### **9. FINANCIAL AND LEGAL IMPLICATIONS**

The Board are conscious of risks that accompany 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 than it spends on operational costs. (Wages are all covered by grants.)

We are also guided by our Chartered Accountants, J. Thom, whom we retain to prepare Annual accounts. In the last financial year our income exceeded £500k (due to grants being received for the new build) and required completion

of Audited Accounts. This entailed much greater scrutiny than our current Unaudited Accounts. To our credit and particularly that of our Treasurer, Jackie Stewart, the CA was able to complete his work, finding no problems and expressing himself satisfied with the way accounts are administered. Jackie is standing down as Treasurer and Ruth Hewitt, a local girl studying accountancy at University will take over. 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 community benefit.

## **10. BOARD DEVELOPMENT**

A welcome addition to the Board this year was Christine McCandlish, who brings a wealth of knowledge and contacts in the world of performing arts. Creativity and Enterprise is one of our key activity areas identified in the Community Futures 2016/2021 and in this field Christine is already making her presence felt.

### Director Responsibilities

Education and Learning – Mary Dougan and Rosemary Fox

Health and Wellbeing – June Connolly 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

Clerical Assistance – Christine McBain

Promotion and Marketing – Jackie Stewart

Creativity and Enterprise – Christine McCandlish

Operating Efficiency – Janice Kennedy

Robroyston Park – Marion Dunn

Business Advisor – Tracey Sinclair

Other Director activities not listed and worthy of mention are the regular voluntary contributions to operate 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. Both are ably assisted by Joseph McMillan on a voluntary basis.

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.

The rapid growth of the Company has been closely monitored by the Company Secretary and regular scrutiny is made of the Board and its deliberations to ensure it is as efficient and effective as it can be (see Item Re. Governance) This year the Board agreed to subject themselves and the Company to an investigation by an independent body to ensure we are prepared for future challenges. A brief is currently with a Consultant who will visit to assess operations and our governance procedures.

## **11. Governance**

Improved governance or management standards should go hand in hand with growth planning. Last year the Directors took part in a Board Appraisal Scheme where each Director was asked to rate a number of statements relating to Board activities and procedures, and do so anonymously. The outcomes indicated the Board were well satisfied with the Company and its operations. A similar Appraisal was carried out between the 6<sup>th</sup> and 13<sup>th</sup> of October this year. It shows the same level of satisfaction expressed last year. (Copies of the Summary Appraisal Sheet are available.) Some minor criticisms in comment form will be investigated. 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 continued to attend meetings 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 and managed by Dr Cathy Sharp, Research for Real, commissioned by the NHS Health Improvement Team (North East). BCDC were prominent in the Animating Assets group with 4/5 directors attending each meeting.

## **13. COMMUNITY FUTURES 2016/2021**

The Community Futures plan detailed in last year's Report was delayed, principally because we wanted to launch the document to coincide with the opening of the new hall, scheduled for August this year. Work on the document was completed in September. It is designed to focus on 7 areas of community activity we consider to be within our capabilities and essential to improve our community and the lives of its residents. These are Employment, Social, Creativity and Enterprise, Youth Development, Health and Well Being, Education and Training and Sport. In our webpage we have further information on what we would like to see being delivered. BCDC will support organisations who deliver activities listed and will only introduce BCDC projects/activities where a gap in local provision is identified.

## **14. C – IN – THE – Park**

The 2016 Gala was very successful and attracted many residents to see and participate in its attractions, including Highland Cattle (Courtesy of Pollock Park and Glasgow City Council), a Pipe Band, various dance groups, Partick Thistle coaching staff, stalls manned by local organisations and, minions (!), Mickey and Minnie Mouse, bouncy castles, face painting and a marquee housing conservation exhibits and activities.

## **15. 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 consider social gatherings to be a key part of community development and we expect to organise more, especially after the new halls are opened.

## **16. 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.

## **17. WEBSITE**

Your company website [www.bcdcglasgow.co.uk](http://www.bcdcglasgow.co.uk) is designed and maintained by 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.

## **18. 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 a number of dance 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 has been increased further from the high level reported in Annual Report 2015, due, we are sure, to our investment in new tables and chairs.

## **19. BCDC REPRESENTATION**

Your Company is represented on a number of local organisations. By invitation staff and Board members serve on Unity and Royston Housing Association, Robroyston Park Local Nature Reserve Management Committee, Barmulloch Balornock Initiative (BBI) and Friends of Robroyston Park. Following our success in being the first recipient of the Scottish Land Fund Urban award the Development Officer was invited on two occasions to share a platform with the local Member of Parliament, Anne McLaughlin to promote the Community Empowerment Act to voluntary groups. BCDC are also members of the Development Trust Association (Scotland). This year DTAs held their Annual Conference in Cumbernauld and chose BCDC as one of the study visits on the Conference itinerary. Some 30 delegates visited on the 4<sup>th</sup> September and by all accounts found the visit worthwhile.

## **20. BCDC STAFF**

The Company now has two full time and one part time member of staff. A Development Manager, Centre Co-ordinator and a part time Development Officer are all grant funded. All salaries are administered by the Company Treasurer. Early in 2017, a part time Janitor/Cleaner will be recruited.

## **21. NEWSLETTER**

The Company Newsletter was produced four times in the past year and hand delivered to households 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 this forward looking approach we hope to create an enthusiasm in our community that will benefit all.

## **22. 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.

## **23. 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

Anne McLaughlin MP

Ivan McKee MSP

John Wheatley College

Glasgow City Council (various departments)

Scottish Government

Glasgow Housing Association

Royston/Unity Homes in Partnership LHC

Big Lottery Scotland

NHS Health Improvement Team (North East)

Churches: St Catherine Laboure, Tron St Mary's

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

All Members of the Company and the Board of Directors.

Community Links Scotland

Rob Roy Boxing Club

Glasgow Community Planning

Paul Martin

City Property

Collective Architecture

Kelvin College

Local Clergy

Archdiocese of Glasgow, Ken Crilly

Robertson Trust

Police Scotland

Strathclyde Fire and Rescue

Church of Scotland, Colin Wallace

Jobs and Business Glasgow

Jim Hope

Development Officer

24<sup>th</sup> October 2016

AGM 26<sup>th</sup> October 2016  
BCDC - Treasurer's Report  
1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016

○ SUMMARY OF THE YEAR

We bank with Unity Trust Bank with both a current account and deposit account. The end of year company balance was £152,253 of which £28,589 is unrestricted funds. Unrestricted funds are directly earned through company activities and as such are used in line with the company objectives set out in the company's memo and arts. All other funds are regarded as restricted and mostly grant funded and governed by grant terms and conditions. The turnover of the company for the period was £966,108 due to the new build at Quarrywood Road. As the income for the company exceeded £500,000 we were required to have a full independent financial audit. We are pleased to advise that the company audit showed no irregularities.

○ TREASURER'S ROLE

The Treasurer's duty is to oversee the financial management of the company working in a close relationship with the centre coordinator. The treasurer will present monthly accounts to the board.

○ LOOKING FORWARD

The new residents centre in Quarrywood Road will be completed with the next month or so and in addition to the capital grant received from the big lottery we are also receiving revenue funding that will reduce over the next 4 years with the expectation that the centre should become financially self-sustainable by then. It will be the responsibility of the treasurer, centre coordinator and the board of directors to analyse the income and expenditure of the company with a view to increasing the turnover in line with the projections set out in our Community Futures Document 2016/2021.

○ IN CONCLUSION

As predicted last year we received grants in excess of £500,000 and have been financially audited at the cost of £2,600. The current financial year 2016/2017 will again see a turnover in excess of £500,000 and the process will have to be repeated. Although this was a new requirement for us we were confident that the systems in place made the process as smooth as possible. If any more information is required feel free to email [contact@bcdcglasgow.co.uk](mailto:contact@bcdcglasgow.co.uk) or visit [www.bcdcglasgow.co.uk](http://www.bcdcglasgow.co.uk)

○ ADOPTION OF ACCOUNTS

The 2015-2016 accounts have been prepared, examined and audited 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 signed audited 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 convenor will look for a proposer and a seconder to adopt the accounts.

Jacqueline Stewart  
(Centre Coordinator)

Ruth Hewitt  
(Treasurer of BCDC)