

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

ELEVENTH ANNUAL GENERAL MEETING

THURSDAY 26TH OCTOBER 2017 at 7pm

BARMULLOCH RESIDENTS CENTRE, 54 QUARRYWOOD ROAD, G21 3ET

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

MINUTES OF TENTH ANNUAL GENERAL MEETING

Held in the former Church Hall in Quarrywood Avenue on
Wednesday 26th October 2016 at 7.00 p.m.

The meeting was chaired by June Crawley, Chairperson, who extended a warm welcome to all.

1. Apologies

Anne McLaughlin MP, Paul Martin MSP, Councillors Leonard, Burke, Boyle, Tracey Sinclair.

2. Attendance

Members – 43 - as per attendance list

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, Ruth Hewitt assisted by Jackie Stewart, explained the monthly accounts reporting system used by the Board. Final Accounts 2015/2016 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 caused the Company to undergo a 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 McConnell.

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 Margaret Henry.

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. Retiring Directors by rote were Jackie Stewart and Ryan Scott. Of retirees only Ryan Scott sought re-election. Nominations were received from Jane McGuire and Angela Smith. A ballot was organised to select two new Directors from three nominees. Overseen by Jim Hope and Rev. Daniel Frank the votes cast by existing directors were as follows, Ryan Scott, 4; Jane McGuire, 13; Angela Smith 13: The Chairperson congratulated Jane McGuire and Angela Smith and thanked Ryan Scott for past services.

10. Any Other Business

There was no further business.

The Convenor thanked all for attending and closed the meeting.

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

ANNUAL REPORT 2017

Since the last AGM your Board has been busy, achieving a number of important milestones and making future plans, viz:

1. COMMUNITY FUTURES PLAN 2016 – 2021

As outlined in Annual Report 2016 the launch of the Community Futures plan was intentionally delayed to coincide with the opening of the new hall. Unfortunately, building work was not completed until Summer 2017 and the Community Futures plan was launched in July. It is designed to focus on 7 areas of community development 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 specific activities we would like to see in each section. BCDC will welcome input from organisations who deliver activities listed and will only introduce BCDC projects/activities where a gap in local provision is identified. Our activity list has grown considerably since July. With the positioning of Toonspeak as an “anchor tenant” in the Residents Centre, our **Creativity and Enterprise** activities have increased, with Bricks4kids, Lego classes and music/sound system classes about to start. **Health and Wellbeing** activities feature over 50’s exercise, Smoking Cessation, Credit Union and Care advice. Via **Education and Training**, IT facilities in the Centre are being increasingly used for job search, adult training courses and homework classes. Providing **Sport** services for the Community has recently started with the introduction of RUN JUMP THROW classes hosted by Shettleston Harriers and plans are underway to establish a table tennis club in the former church hall. The Rob Roy Boxing Club continues to attract large numbers and in the past year some boxers have won national championships. After the turn of the year we will launch a number of activities aimed at **Social** and **Youth Development** themes. Our activities are listed in a tick box leaflet in which residents can indicate a preference for activities and also suggest other ideas.

2. BARMULLOCH RESIDENTS CENTRE

Due to unforeseen difficulties the keys to the Barmulloch Residents Centre did not come into our hands until the 26th June 2017. The following weekend the Centre was opened for a “walkthrough” by local residents. Over 300 families attended and the general consensus appeared to be delight at having such a facility in the community. Ten days later we hosted a Fun Day, which attracted over 200 people to an event that featured Bouncy Castles, Games, Cartoon Characters and the Cannae Sing Choir from Tron St Mary’s Church. The design and facilities contained has attracted much favourable comment. A Study Group from the Development Trusts Association Scotland visited late last year and the building is featured on the cover of their Annual Report 2017. We hosted The Big Lottery UK Board in September, with visitors from England, Ireland, Wales and Scotland. Judging by their reactions on the day and at an evening reception attended by the Development Officer they were well pleased by the outcome of their investment. On Monday 9th October 2017 the Centre was formally opened by Mrs Sadie Docherty, former Lord Provost of Glasgow in front of almost 100 invited guests. In just three months from its opening the Centre has an occupancy rate of 60% and has a weekly footfall of around 250 people – and we are dealing with numerous enquiries for hall bookings. This is regarded as a considerable achievement in such a short time. It justifies our long held belief that such a facility was needed and proves our faith in the community.

3. BROOMFIELD ROAD CENTRE

Plans to upgrade the Centre have been delayed due to circumstances out with the control of your Board of Directors. A major cause was the discovery of an Adit (inclined mine shaft) in the car park at the rear of the main building. Various investigations and tests had to be carried out, which established the shaft held little risk but audible alarm systems would be required in buildings to identify any Methane Gas seepage from underground workings. Another delay was occasioned by a blockage in the main drainage system. This required major drain cleaning using the most powerful suction equipment available and some repair work. The outcome was a good as new drainage system, all at a cost of £8,000. Due to improved financial planning and cost controls exerted by the Board over the last three years, the cost was met entirely from Company resources. Recent steps taken should see a funding application submitted in early 2018 for around £350,000 of repair and modification works. If successful, works will include disabled access, new windows, new roof, improved changing facilities and toilets. The Centre is proving very popular and is now fully utilised. The Rob Roy Boxing Club occupies the main hall area, the Springburn Credit Union is sited on the ground floor and the Glasgow North East Carers group occupy the upper floor. They all are “anchor” tenants, that is, they are long term occupiers. This arrangement and the income we receive from them is a great help to our financial planning and budgeting. Our Annual Report 2016 mentioned plans to start a service for vulnerable people. This was put on hold as during the year we learned of an excellent Glasgow wide service for vulnerable people being offered by the Wheatley Group (Glasgow Housing Association). In discussions with GHA we decided to aim our service at a level that would complement the new programme. It will be in the form of a “buddy” service to be operated by local volunteers. Funding applications are now being made to launch the model.

4. BARMULLOCH RECREATIONAL CENTRE

Your Company still has the use of the former Church Hall in Quarrywood Avenue on a £1 per annum rent from the Church of Scotland. Only recently the Church offered to sell the property to BCDC for £80k, an outcome we have been pursuing for some

years. Legal documents have been exchanged and the Company has made an application to the Scottish Land Fund Urban Award scheme for grant funds to purchase land and property and carry out modifications to the internal structure. (Modifications to increase storage facilities and provide a separate access to existing storage rooms and cellar). Our financial reasons for acquiring property are set out in FUNDING section. Our other main reason is that as a community group we should strive to provide the type of premises/facilities needed by the community. User response to the Barmulloch Residents Centre and the Broomfield Road Centre suggests we are on the right course. With the opening of the new premises, relocation arrangements meant the 5-day, 12 hour utilisation rate of the former Church Hall fell from 60% to 25%. The Hall still hosts a large Slimming Club, Bingo, Line Dancing, Arts and Crafts Club and a Coffee Club. As our proposed name for the Hall suggests we plan to use it for a number of recreational activities, some of which will spill over into the nearby Robroyston Park. Plans include a Table Tennis Club, Cycle Club, Youth Organisations, Youth Club and a Workshed. We are also on negotiations to have an "Anchor Tenant" sited in the Office space with effect from January 2018. We anticipate hall usage will rise considerably over the next six months. Utilisation rate does not include weekend lets. The Centre is frequently used for Christening, First Communion, and other family occasions. Its enclosed, grassed and safe areas are a particular attraction for children's parties, affording space for outdoor activities, bouncy castles etc.

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 Children's Play Area installed and we use the Park for our successful C in the Park event. During the year we commissioned a grant funded Development Plan from an independent consultant on possible developments which could be sited in the Park. This Plan is now in our hands and is being considered. Innovative suggestions include a cycle cross track, an all weather surface for events, improved children's play areas, additional featured entrances, allotments and activity stations.

6 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, with satisfactory terms, BCDC will transfer the ownership status to the community in the form of Friends of Robroyston Park. Now that a Development Plan is available, BCDC will want to work with other local groups to plan for the future. The best vehicle for this is 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.

7 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. Now we have suitable premises we can progress our Social Enterprise intentions.

8. BARCLAYS FOOTBALL FOUNDATION

Recently Barclays Football Foundation awarded a grant to refurbish the Multi-use Games Arena by replacing the existing surface and carrying out other modifications. The MUGA is Barclays only project in Scotland. They are aware of the Feasibility Study planned for the Park and have expressed a wish to be kept informed of development proposals.

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 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 Accountant and Auditor J. S. 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, Ruth Hewitt aided by Jackie Stewart, the Chartered Accountant was able to complete his work, finding no problems and expressing himself satisfied with the way accounts are administered. Your company

is governed by a document known as the Memorandum and Articles of Association, effectively our 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

The dramatic growth of the Company has prompted us to examine closely our approach to company planning, control and sustainability. Aided by Annie Brooks, Consultant and funded by the Big Lottery, we are examining our procedures for risk management and succession planning. This applies to Board members and Staff. Much progress is being made and some changes will be proposed soon. Company members will be informed. At the moment we have a hard working Board of Directors with the following responsibilities:

Education and Learning – Mary Dougan and Rosemary Fox
Health and Wellbeing – June Connolly and Margaret Stewart
Creativity and Enterprise – Christine McCandlish, Catherine IT
Training – Jackie Stewart.
Premises Maintenance – Tony Clark
Governance – Bernadette Hewitt
Social Events – Margaret Henry
Employment Training - All

Clerical/Secretarial Assistance – Christine McBain
Promotion and Marketing – Jackie Stewart
McConnell
Robroyston Park – Marion Dunn
Sport – Lindsay McGibbon
Finance – Ruth Hewitt
Business Advice - Kim Duff
C in the Park - All

During the year we lost two excellent Directors due to work and family responsibilities. Tracey Sinclair is a Director of Safedem Ltd. Responsible for demolition and clearance of the former Red Road site. A supportive Board member for three years, Tracey placed all the expertise and professionalism of Safedem at BCDC's disposal. Janice Kennedy was a Board member for two years. She offered much assistance during a recruitment exercise we mounted and designed a programme for recording and monitoring progress of our forward plans. Thanks to both. Other Director activities not listed but 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.

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 to 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 6th and 13th of October this year. It shows a similar level of satisfaction as expressed last year. (Copies of the Summary Appraisal Sheet are available). Some welcome, constructive and critical comment has been received, which will be considered and actioned in the next few months. 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). All our Directors and volunteers undergo Disclosure Scotland scrutiny.

12. C – IN – THE – Park

Last year was the 10th anniversary of C in the Park. After much soul searching the Board decided to drop the event in 2017 because of work pressures on company staff caused by the new hall build. In its place a Fun Day was organised in August in and around the new hall. No decision has yet been made on the future of C in the Park. (See VOLUNTEER section).

13. SOCIAL ACTIVITIES

As much of Board and Staff time had to be concentrated on the new halls and other growth opportunities, the number of social activities in the past year remained low. 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.

14. 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.

15. WEBSITE

Your company website 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 42,500 'hits' since it was introduced, 9,200 in the last twelve months. The Company also has Facebook and Twitter accounts.

16. 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. BCDC are also members of the Development Trust Association (Scotland).

17. BCDC STAFF

The Company now has one full time and three part time members of staff. A Full Time Centre Co-ordinator, part time Development Officer, part time Project Officer and a part time Cleaner are all grant funded. Salaries are administered by the Company Treasurer.

18. COMPANY OPERATIONS

As the Company has grown so also have the operating costs and manpower requirements of three centres. We are a stand-alone Company, not connected to local authorities, so we have to make all our operations pay. BCDC strategy is to generate as much income as possible to cover operating or revenue costs – and to reduce our outgoings. That is why we look for groups to come in and deliver programmes which suit our seven development themes. Such groups, whether they are anchor tenants, weekly users or casual users will pay hall let charges – the biggest source of our income. Where we have gaps in hall lets or gaps in the services BCDC want to supply, the Company will design suitable programmes which may or may not attract income from users or backing from funders. An estimate is that £18,000 will be required to cover all costs in 2018. We must therefore be careful in planning income and expenditure. The situation can fluctuate during the year. For example because of Autumn, Christmas, Spring and summer school holidays, most groups close down, so we can only be sure of income over a 44- week year. That is why all BCDC run activities (except Computer Suite) must have a financial contribution from participants. We can save money by increasing the number of volunteers who assist the Company. Please consider helping your community.

19. 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 is maintained and reviewed regularly.

20. THANKS

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

Safedem
Community Links Scotland
TC Young Solicitors
Councillors Leonard, Boyle, Burke and Singh (till May 2017)
Councillors Campbell, Cannon, McElroy, McKenzie (since May 2017)
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
Europrint

Ewing Sommerville
Rob Roy Boxing Club
Land and Environmental Services
Anne McLaughlin MP
Mrs S. Docherty
Collective Architecture
Kelvin College
Local Clergy
The Wheatley Group
Robertson Trust
Police Scotland
Strathclyde Fire and Rescue
Church of Scotland.
Jobs and Business Glasgow

All Saints Secondary, 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.

Jim Hope
Development Officer
18th October 2017

AGM 26th October 2017
BCDC - Treasurer Report
1st April 2016 to 31st March 2017

○ SUMMARY OF THE YEAR

We bank with Unity Trust Bank, having a current account and deposit account. The end of year company balance was £82,651.89 of which £36,835.58 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 £981,000.00 mainly due to Big Lottery capital build grant for completing the Barmulloch Residents Centre, this required us to be financially audited, which 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 presents monthly accounts to the board of directors with the opportunity for any questions or concerns to be raised.

○ LOOKING FORWARD

The Barmulloch Residents Centre has been opened since June 2017 with users taking up lets in August 2017. The role for the treasurer, centre coordinator and the board of directors is to analyse the income and expenditure of the company with a view to increasing income throughout all BCDC premises to a level where the company is self-sustaining, this is where the hard work begins.

○ IN CONCLUSION

The last 2 financial years have seen the company being financially audited as we had a turnover in excess of £500,000, however this is unlikely to be a requirement for the current financial year 2017/2018 as the present income is standing at just under £150,000 for the 1st half of the year.

○ ADOPTION OF ACCOUNTS

The 2016-2017 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 then submitted 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.

Ruth Hewitt
(Treasurer of BCDC)

Jacqueline Stewart
(Centre Coordinator)