

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

TWELFTH ANNUAL GENERAL MEETING

WEDNESDAY 24TH OCTOBER 2018

BARMULLOCH RESIDENTS CENTRE, QUARRYWOOD ROAD 6.30 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
MINUTES OF ELEVENTH ANNUAL GENERAL MEETING
Held in Barmulloch Residents Centre in
Quarrywood Road on Thursday 26th October 2017
at 7.00 p.m.

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

1. Apologies

Kim Duff, Carol Barr, Bernadette Hewitt, Margaret Findlay, Amanda Crawford.

2. Attendance

Members – 28 - as per attendance list.

In attendance, Jim Hope, Development Officer and Company Secretary and Jackie Stewart, Centre Co-ordinator and Councillor Martin McElroy.

3. Minutes of Previous Meeting

Adoption of Minutes was proposed by Margaret Stewart, seconded by Tom Armstrong.

4. Matters Arising

There were no matters arising.

5. Chairperson's Report

The Chairperson commented on the activities of the Board throughout the year.

6. Development Officers Report

In his Capacity as Company Secretary, the Development Officer gave an update on the recent opening of the Barmulloch Residents Centre in Quarrywood Road, the upgrading of Hope House and Broomfield Road Centre and the current position re purchasing the former Church Hall in Quarrywood Road.

Regarding the governance of the Company, Board Directors are required to complete an anonymous questionnaire. The results will be posted onto the company website in due course.

Due to the amount of work involved during the construction of the Barmulloch Residents Centre, C in the Park did not take place this year. A decision will be made by the Board whether this goes ahead next year.

7. Treasurer's Report

Final accounts 2016/2017 were distributed and presented by the Treasurer, Ruth Hewitt. A full copy of the accounts is available online. An explanation of the monthly accounts reporting system used by the Board was also explained.

The turnover of the company was £981,000 due mainly to Big Lottery capital build grants. As the turnover is in excess of £500,000, the company has been financially audited however this is unlikely to continue for the current financial year as the present income is standing at just under £150,000 for the first half of the year.

No questions were raised.

8. Adoption of Accounts

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

9. Appointment of Auditor

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

10. 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. This was not a requirement this year as two Directors had resigned during the year.

Nominations were received from Stewart Cameron Ward (proposed by Marion Dunn, seconded by Margaret Hendry) and Catherine Carmichael (proposed by Margaret Stewart and seconded by Lindsay Gibson). Both were elected to the Board. The Chairperson congratulated Stewart Cameron ward and Catherine Carmichael.

11. Any Other Business

Jackie Faulds thanked the Board Directors and volunteers for the work that has been done.

There was no further business.

The Chairperson thanked all for attending and closed the meeting.

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY

ANNUAL REPORT 2018

1. ACTIVITY REVIEW

Since the last Annual General Meeting your Board has been busy working to guidelines laid out in our **COMMUNITY FUTURES PLAN 2016 – 2021**, under the seven key themes we believe must be followed to make a lasting impression on our community and residents. These are **Employment, Social, Creativity and Enterprise, Youth Development, Health and Well Being, Education and Training, and Sport**. On our website we have further information on specific activities we would like to see in each section.

Each theme should be looked upon as a strategy. Our ambition far exceeds our capacity to deliver in all themes, therefore we rely on input from any local group who can offer activities which would promote the strategy. BCDC only devise and initiate activities which no other local group can provide. Our activity range has grown in the last 12 months and our three premises now accommodate the following:

- **Employment** - IT job Search, CV preparation, letter writing
- **Social** - GOYA Club (A for armchair!), Carpet Bowls, Bingo, Create 'n' Play, Arts and Crafts Club, Coffee Club, Dog Training School, Afterschool Computer Club
- **Creativity and Enterprise** - Shine Project, Performing Arts, Movin Makers Storytelling, History Club, Writers Group, Music Lessons
- **Health and Wellbeing** - Quit Your Way support group, Revitalise Easy Exercise Fitness, Credit Union, Carer Support Service, Line Dancing, Boxercise, Slimming Club, Clubbercise, Healthy Eating Classes
- **Youth Development** - Stranger Games, Youth Board (in progress), Dance Classes, Football Coaching
- **Education and Training** - Homework Club, Bricks4Kids, Lego Club
- **Sport** - Run Jump Throw Class, Boxing, Personal Fitness Service, Over 10s Football

The Rob Roy Amateur Boxing Club is worthy of special mention. The club operates in our Broomfield Road Centre and continues to attract large numbers. In the past year it won many prestigious awards at competitions in the UK and Ireland and some of its Boxers hold District and Scottish National Titles.

2. BARMULLOCH RESIDENTS CENTRE

The new Centre continues to attract local interest and our footfall has grown steadily. We now have approximately 650 participants in various activities on a 5 day week, 10 hours per day basis and an occupancy rate of 63%. The Centre, in terms of accommodation lets, operating procedures and management, has coped well. It has proved the need for such premises existed and has justified the perseverance of the BCDC Board and the confidence of its funders. The Centre has also attracted interest from across Scotland and the UK for its design and functionality. Earlier this year it was shortlisted for a Civic Trust Award and won the Royal Institute of Architects Award for Best Community Building in Scotland, at a Presentation Dinner in the Hilton Hotel, Glasgow, hosted by the TV presenter Sally Magnussen. It has also been short listed for the Doolan Award for Architecture and a UK Award to be announced in London in December. Work is currently ongoing to complete "snagging work", minor repairs, alterations etc which invariably result from a new build situation. Some interesting events have been held in the Centre, including a Scottish Land Fund Conference, MacMillan Nurses Coffee Morning and The STV Appeal. An interesting footnote: The Main Hall has accommodated 112 persons seated at tables!

3. BROOMFIELD ROAD CENTRE

Plans to upgrade the Centre have been again been delayed. This occurred last year due to identification of ground and drainage problems. These have all been repaired. Delay now is caused by lack of funds. Work on the Building has been planned in two phases. One to include disabled access, new windows, new roof, improved changing facilities and toilets, second phase to improve grounds, improve vehicle access/egress and install a floodlit, 4G ¾ size football park. Approximate cost of all works is £400k. Funding applications are presently being considered and new staff are being recruited to concentrate on fundraising, with refurbishment of the Centre as a priority. The Centre is proving very popular with an occupancy rate of 86% with a footfall of 400 persons per week. Anchor tenants-long term occupiers- are the Rob Roy Amateur Boxing Club, Springburn Credit Union and the Glasgow North East Carers group.

4. RECREATION HALL

BCDC enjoyed a peppercorn rent of £1 per year to the Church of Scotland for the full use of the former church hall in Quarrywood Avenue over a nine year period. In that time the Church also paid for all maintenance and internal repair works. For the past three years discussions on a BCDC buy-out of premises progressed and in June 2018 we were able to conclude a discounted purchase deal for £70k. The purchase was funded by a grant from The Scottish Land Fund Urban Award. Relocation of former centre users to the Residents Centre has reduced its current occupancy rate to around 24%. As our proposed name for the Hall suggests we plan to use it for 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 in negotiations to have an “Anchor Tenant” sited in the Office space with effect from January 2019. We anticipate hall usage will rise considerably over the next six months, particularly from our plans for youth engagement (see Board Development). The Centre is frequently used for Christenings, First Communion, and other family occasions. Its enclosed, grassed and safe areas are an attraction for children’s parties, affording space for outdoor activities, bouncy castles etc. The Hall, built in 1972 is in excellent condition with its decoration, lighting and facilities regularly updated by BCDC staff and volunteers. To accommodate future plans, additional storage rooms and work areas will be required. An estimation of works, based on Architects sketches is £100k. Not a priority but funding applications will be made early in 2019.

5 ROBROYSTON PARK

BCDC has had a long interest and involvement in Robroyston Park, believing it has the potential to make a greater contribution to community development. 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. Members were informed in the 2017 Annual Report we commissioned a grant funded Development Plan for the Park. Recommendations included cyclo cross track, an all weather surface for events, improved children’s play areas, additional featured entrances, allotments and activity stations. The Plan and its recommendations formed the basis for discussions with Glasgow City Council this year and we are confident of a successful outcome.

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. Now the former church hall is in our possession we have a base for Social Enterprise Company activities but will require some modifications to the property.

7. 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. 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 Accountants, J. S. Thom, whom we retain to prepare Annual accounts. The Accountant again found no problems with our accounts and expressed satisfaction with the way they are managed and administered.

8. MEMORANDUM AND ARTICLES OF ASSOCIATION

Your company is registered at Companies House and 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. The Board have reviewed the Memo and Arts content. Written in 2005, some minor updating is required. The geographical area of operation is indicated by postal codes, which do not include Robroyston and other local areas we serve. Some 1,600 houses will soon be built near Millerston and the Board have decided to instruct our Solicitors to include relevant postcodes in an amended Memo and Arts.

9. COMPANY STRUCTURE PLAN 2019-2029.

In any community organisation, long term financial sustainability must be uppermost in the minds of Directors – particularly in a long-term context. Sustainability of a community organisation is a key consideration of grant funding agencies. With our recent growth the Board felt it necessary to review our progress as a company and to establish

procedures for long term planning. Earlier this year they commissioned an independent appraisal report with recommendations to cover a 10-Year period. The first draft is to hand and already the Board have authorised certain changes in Company business operations. (See Item 10)

10. BOARD DEVELOPMENT

The Board have a clear set of objectives they wish to achieve over the next ten years. They are ambitious and achievable and will bring much benefit to the community. They will also require a substantial increase in labour, both paid and voluntary. The Board became aware that existing Board practices would not provide adequate management support, and a new Sub- Committee structure was introduced in August viz:

Finance:	To oversee financial operations and ensure long term sustainability of the Company.
Promotion:	To review, advise and assist BCDC publicity, marketing and advertising activities.
Premises:	To ensure all premises are effectively and efficiently maintained and utilised.
Operations:	To ensure Company operations are in accordance with Company policies and rules.
Activities:	To ensure activities are in accordance with Company targets and community needs.
Development:	To investigate and initiate new development opportunities for BCDC.
Youth:	To initiate social, economic and recreational opportunities for young people.
Chairs:	Comprising all sub-committee chairs, to hold an executive remit when required.

The purpose of a sub-committee is to make recommendations to the main Board for decision making. (The company is in the process of forming a Youth Board to organise community activities for young persons aged 11 to 20). 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. STAFF COMPLEMENT

Outcomes from the Structure Plan prompted the Board to appoint a new management structure and to recruit additional Staff members to form a core staff group, effective from 22nd October 2018. The Core Group will be led by Jacqueline Stewart, General Manager and will include, Jim Hope, Development Officer P/T, Veronica Hetherington, Project Support Leader P/T, Clare Carmichael, Resource Assistant and Angela Smith, Janitor/Cleaner. The core group can be identified as the minimum staff required to run the Company as it is presently structured. Other staff may be added in due course.

12. 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. 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.

13. C – IN – THE – Park

After a lapse of one year the Company held its 11th “C in the Park” event on Sunday 17th June 2018. Thanks to funding from Glasgow Housing Association Better Lives group, BCDC were assisted to hire the services of F.A.R.E. to provide various attractions for children. F.A.R.E., an Easterhouse based community group offered inflatable slides, bouncy castles, dodgem cars, trampolines and football games. The Conservation Unit of Glasgow City Council provided demonstrations and hands on activities with flora and fauna – FREE to all-comers. It is estimated over 350 local children had fun in the Park.

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, games and equipment. 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 four local groups have been assisted in this fashion.

15. WEBSITE

Your company website www.bcdcglasgow.co.uk was designed and is maintained by Jacqueline Stewart. It is comprehensive and contains company history, activities, photographs calendar of events, means of contact and many other details about BCDC. The Company also has Facebook and Twitter accounts.

16. BCDC REPRESENTATION

Your Company is represented on the Boards/Committees 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 Trusts Association Scotland.

17. 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. 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 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 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.

18. BTRA – PRESENT STATUS

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.

19. THANKS

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

Ewing Sommerville	Joseph McMillan
Community Links Scotland	Rob Roy Boxing Club
TC Young Solicitors	Land and Environmental Services (GCC)
Paul Sweeney MP	Peter McMahan – Glasgow Scouts
Councillors Campbell, Cannon, McElroy, McKenzie	J. S. Thom
Ivan McKee MSP	Collective Architecture
Glasgow Kelvin College	Cattenach Trust
Glasgow City Council (various departments)	Local Clergy
Scottish Government	The Wheatley Group
Glasgow Housing Association	Robertson Trust
Henry Duncan Foundation	Royston/Unity Homes in Partnership LHC
Police Scotland	Scottish Land Fund
Big Lottery Scotland	Strathclyde Fire and Rescue
NHS Health Improvement Team (North East)	Church of Scotland.
Churches: St Catherine Laboure, Tron St Mary's	Jobs and Business Glasgow
Development Trust Association Scotland	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 our volunteers.

Jim Hope
Development Officer
18th October 2018

AGM 24th October 2018
BCDC - Treasurer Report
1st April 2017 to 31st March 2018

○ SUMMARY OF THE YEAR

We bank with Unity Trust Bank, having a current account and deposit account. The end of year company balance was £86,328.37 of which £29,074.97 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 £195,353.14 nearly half of this income was due to the Big Lottery capital and revenue grants for completing the Barmulloch Residents Centre.

○ TREASURER'S ROLE

The Treasurer's duty is to oversee the financial management of the company, working in a close relationship with the general manager. The treasurer presents accounts to the board of directors at regular board meetings with the opportunity for any questions or concerns to be raised. A copy of the budget format used at board meetings has been distributed.

○ LOOKING FORWARD

The role for the treasurer, general manager 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. At the beginning of each financial year budgets are set and at the regular board meetings we will continue to monitor these budgets through the accounts distributed by the treasurer.

○ 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 financial year this was not a requirement. It is unlikely that the current financial year will be need a financial audit as the 1st half of the financial year 2018/2019 is standing at £161,000.

○ ADOPTION OF ACCOUNTS

The 2017-2018 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 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. An abbreviated copy of the accounts has been distributed this evening. The convenor will look for a proposer and a seconder to adopt the accounts.

Ruth Hewitt
(Treasurer of BCDC)

Jacqueline Stewart
(General Manager)