

BCDC

THIRTEENTH ANNUAL GENERAL MEETING

WEDNESDAY 30th OCTOBER 2019 AT 6.30PM

BARMULLOCH RESIDENTS CENTRE, 54 QUARRYWOOD ROAD, G21 3ET

AGENDA

- 1. APOLOGIES**
- 2. MINUTES OF PREVIOUS MEETING**
- 3. CHAIRPERSONS COMMENT**
- 4. GENERAL MANAGERS REPORT**
- 5. TREASURERS REPORT/PRESENTATION OF ANNUAL ACCOUNTS**
- 6. APPOINTMENT OF EXAMINERS**
- 7. ELECTION OF DIRECTORS**
- 8 ANY OTHER BUSINESS**

**THANK YOU FOR ATTENDING, PLEASE JOIN US FOR
TEA/COFFEE/JUICE AND A CATCH-UP**

BARMULLOCH COMMUNITY DEVELOPMENT COMPANY
MINUTES OF TWELVTH ANNUAL GENERAL MEETING

Held in Barmulloch Residents Centre in Quarrywood Road on We d 24th October 2018 at 6.30 p.m

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

1. Apologies

Katie Carmichael, Ruth Hewitt, Marion Dunn.

2. Attendance

Members – 23 - as per attendance list.

In attendance, Jim Hope, Development Officer and Company Secretary, Jacqueline Stewart, General Manager and Bernadette Hewitt, Vice Chair and Governance Officer.

3. Minutes of Previous Meeting

Adoption of Minutes was proposed by Margaret Stewart, seconded by Tony Clark.

4. Matters Arising

There were no matters arising.

5. Chairperson's Report

The Chairperson commented on the activities of the Board throughout the year and announced the new Company Staff structure with effect from 22 October as follows:

- Jacqueline Stewart, Centre Coordinator and local resident, has been appointed General Manager
- Angela Smith, Janitor / Cleaner has been in post since August 2017
- Veronica Hetherington has been recruited as Project Support Worker, part-time
- Clare Carmichael, a local resident, has been recruited as Resource Assistant
- Jim Hope will continue as Development Officer and Company Secretary

The Company is about to publish a Structure Plan 2019 – 2019 which has been prepared by an independent consultant. It contains a review of activities and recommendations for the future. The appointment of the Core Group of Staff is the first step to achieving the goals set out in the Plan.

6. Development Officer's Report

In his capacity as Company Secretary, the Development Officer gave an update on the Annual Report that accompanied the agenda for the meeting, highlighting the Community Futures Plan and Bricks 4 Kids.

7. Treasurer's Report

Summary of the year and abbreviated full accounts 2017/2018 were distributed and presented by Jacqueline Stewart on behalf of the Treasurer, Ruth Hewitt. A full copy of the accounts is available online. The turnover of the company was £195,000 with 50% coming from the Big Lottery Capital Build Grants. No questions were raised.

8. Adoption of Accounts

Adoption was proposed by Jackie Faulds, seconded by Margaret Hendry.

9. Appointment of Examiners

JS Thom Chartered Accountant was appointed to examine, prepare and publish Company year-end accounts. Proposed by Stewart Cameron Ward, seconded by Margaret Stewart.

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 Margaret Henry has resigned and one nomination has been received from David McMahon who runs Stranger Games in BCDC and is interested in helping to form the Youth Board. The nomination was proposed by Tony Clark and seconded by Margaret Henry. David was elected to the Board and will be informed of this by the Company Secretary.

The Chairperson thanked Margaret Henry for her hard work and enthusiasm throughout her years as a member of the Board.

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.

BCDC

ANNUAL REPORT 2019

The past year was challenging and yet offered some opportunities to benefit your Company. Difficulties with staff leaving and finding replacements caused unforeseen problems, and an additional temporary staff member had to be recruited to tackle increasing work pressures, which in the main have been productive. Combined staff efforts have resulted in a link with Robroyston, proposals for land at Broomfield Road, Robroyston Park and Briarcroft, (Robroyston), preparation of an updated Memorandum and Articles of Association, design and implementation of a sub-committee structure, two substantial grant applications and a contract to provide assistance to another Development Trust about to launch a bid for a new £3.2m Community Centre. (More details of all hereunder).

Since the last Annual General Meeting your Board has continued to work 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**.

Each theme should be looked upon as a strategy. Our ambition far exceeds our capacity to deliver in all themes. BCDC only devise and initiate activities which no other local group can provide. We urgently require volunteers to help us to introduce some new activities. Many activities related to creativity are provided by Toonspeak, a tenant in the Residents Centre. They have steadily increased their services and influence in the area and beyond. During the year they organised and promoted a stage performance “Time Out” in the Tron Theatre, Glasgow over two evenings.

1. BARMULLOCH RESIDENTS CENTRE, 54 Quarrywood Road, G21 3ET

The new Centre continues to attract local interest and our footfall has grown steadily. We were delighted to learn that the Centre won a prestigious UK national award by being judged “Best Public Building in the UK” by the Architects Journal, a UK publication. Judges visited the Centre and we were delighted by their comments about the Centre being user friendly. This adds to our “trophy cabinet” having received the Royal Institute of Architects award gained in 2018. The Centre occupancy rate remains around the 70% mark over a 5-day week, with most activities taking place late afternoon and evening. Work is still on-going to complete “snagging work”, i.e minor repairs, alterations etc which invariably result from a new build situation. We have a concern these works are taking too long, the building having been handed over in 2017. Our Architects, Collective Architecture, are still acting on our behalf with regard to snagging – well after the time their contract ended. BCDC retains a payment to the Contractor of over £20k that will not be paid till all works are satisfactorily completed. A dispute arose with the Contractor, Elmwood Contracts, who claimed they were owed an additional £180k for extra works required to complete the building. Our Architects and Quantity Surveyor disputed the claim. BCDC legal costs/records also found no justification for the claim and refused the extra payment. The contractor raised an action under an “Adjudication” process used in the building industry, citing us for the full payment and legal costs. BCDC engaged our lawyers, T.C Young and the services of an Advocate. The outcome was the Adjudicator found the claim not justified and all we had to pay was a small share (£700) of his fee. Our legal fees amounting to £11k were paid for by a third party. A major factor in the success of our defence was the meticulous records BCDC had maintained over the course of the build contract. These were referred to on numerous occasions during the hearing.

2. BROOMFIELD ROAD CENTRE, 567 Broomfield Road, G21 3HW

Plans to upgrade the Centre were amended during the year. We had been concerned for some time over the suitability of the entrance off Broomfield Road, and over the parking discipline on-site. Discussions took place with Glasgow City Council over obtaining additional land to provide a new entrance and to create an artificial, floodlit football facility. In due course these should lead to an application for an Asset Transfer of land. Very recent information leads us to believe the ground behind the Centre, equating to five acres may not-as was thought-be classified as dangerous ground. As we note the only entry to the site is through our premises, we have re-engaged with the Council on the matter with a view to purchase. The land meets the criteria for funding support from the Community Land Fund and the acquisition could be beneficial to the Company in the light of possible future developments in the area. The Centre occupancy rate on a five day week is around 90% with most tenants having long term permanent leases. Anchor tenants are the Rob Roy Amateur Boxing Club, Springburn Credit Union and the Glasgow North East Carers group.

3. RECREATION HALL, 15 Quarrywood Avenue, G21 3BA

The Centre is frequently used for Christenings, First Communion, and other family occasions. Its enclosed, grassed and has safe areas which 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. Plans to add storage rooms and to convert the existing storage room into a "MAKEit Centre are well advanced with full planning permission expected soon. Works will cost around £70k which we hope to access via Landfill Company Grants. We are behind schedule with these plans, but work is expected to start by mid - 2010.

4. ROBROYSTON PARK

BCDC interest and involvement in Robroyston Park goes back some time. 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. Your Company has a Park Development Plan and an application has been lodged to acquire the facility via an Asset Transfer application. This may take some time, so the company has asked the Council to lease that part of the Park on which we organise our annual Summer Gala, C - in - the - Park. With a lease we can apply for grant funding to create an all- weather surface and a featured entrance to enhance our Gala and encourage other groups to use the Park for community activities. BCDC wish to use the Park to create employment and to generate income. Full transfer would require us to maintain the area, probably at a cost of £70k annually. A proposal to cover costs has been made to the City Council and discussions are on-going

5. SOCIAL ENTERPRISE COMPANIES

A lack of suitable premises and protracted negotiations to acquire the Park 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. The type of Company we envisage will be housed in the existing storage room in the Recreation Hall in Quarrywood Avenue. Alteration to layout would allow access to the room via the corridor without having to encroach on the main hall.

6. 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. A Finance Committee now scrutinises Budget proposals and makes recommendations to the Board. Monthly Financial Reports prepared by the Treasurer and are rigorously scrutinised by Directors. It can be reported, with satisfaction, BCDC is steadily increasing income generation and is now at a stage where approx. 60% of revenue costs are covered by earned income. Our aim is to achieve 100% recovery to include core staff costs. We are 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.

7. 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. The Board have reviewed the Memo and Arts content and with the assistance of our lawyers, T.C Young have arranged to make two important and some minor amendments, the latter to update it in line with recent changes to the Companies Act. The two major changes relate to the BCDC operating area. One is an extension to extend operations to the City Council Electoral Ward No 17, to include the Springburn, Barmulloch, Balornock, Robroyston and Millerston areas, the other is to increase Board membership to accommodate Directors from these areas. Changes were prompted by an approach from Robroyston Community Council who wished to have their local area represented in BCDC activities, particularly on the light of extensive new house building plans. Providing services for a designated area seems eminently practical, given forecasts of reducing funds and the need to minimise costs. Your Company is sensitive to the feelings of Springburn who have been trying to establish a Development Trust for some time. We have offered to provide services direct to the area but have also stated our intent to assist them if they wish to achieve their ambition.

8. 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, given opinions about reducing grant monies. With our recent growth since 2017 the Board felt it necessary to review our progress as a company and to establish procedures for long term planning. The Company Structural Plan is complete and is available on our website.

9. 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 and increased Board support. The Sub- Committee structure introduced in August 2018 proved worthwhile, although we learned much and will propose making some changes to Committee strategy and membership, 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.
Robroyston:	To focus on matters of social and economic development in Robroyston and Millerston.
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. 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.

10. STAFF COMPLEMENT

In May 2019 our Project Support Worker resigned. The Board agreed it was important to maintain continuity of effort and with new opportunities arising the Board agreed to re-hire Jim Hope as Development Officer on a temporary basis. In July a recruitment procedure to recruit a permanent employee proved unsuccessful, principally because during the process new development opportunities arose requiring skills and knowledge that were not in the original job specification. Another recruitment drive was commenced in September, with interviews scheduled for week commencing 4th November 2019. The Company has applied for two major grants, which if successful will require additional temporary staff/volunteers from April 2020.

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. Some welcome, constructive and critical comment was received and acted upon. Company governance standards are also influenced by our status. During the year the Company introduced a Staff Appraisal Scheme for all members of Staff. Presided over by Bernadette Hewitt, Governance Officer, the exercise was well received. Plans for training, development etc will be complete by March 2020. 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. YOUTH BOARD/SUBCOMMITTEE

These have not been developed as we had planned. Some external factors delayed progress, but the main drawback was time pressure on executive staff. The imminent recruitment of an additional staff member will allow us to kickstart this concept.

13. C – IN – THE – Park

The Company held its 12th “C in the Park” event on Sunday 16th June 2019. 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, – FREE to all comers. BCDC subsidised the event by £3k, from a Restricted Fund which had an unused surplus after a project completion.

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. In September the Company were asked to lend its expertise to Possil People’s Trust, a new Development Trust striving to build a major Community Centre in Possil. Engaged since October, progress has been made on a number of fronts, and the original project looks like being extended. Our involvement was suggested by the Development Trust Association Scotland who championed our expertise in bringing our own Residents Centre to fruition.

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. 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, Twitter and Instagram accounts. The Company considers it is time to upgrade the Website and visitors to the site should see major changes early in 2020.

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 operational costs in 2019. 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 must have a financial contribution from participants. We can reduce costs 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 McMahon – Glasgow Scouts
Councillors Campbell, Cannon, McElroy, McKenzie	J. S. Thom
Ivan McKee MSP	Collective Architecture Wheatley College
Cattanach Trust	Kelvin College
Glasgow City Council (various departments)	Local Clergy
Scottish Government	The Wheatley Group
Glasgow Housing Association	Robertson Trust
Royston/Unity Homes in Partnership LHC	Police Scotland
Community Fund (formerly Big Lottery Scotland)	Strathclyde Fire and Rescue
NHS Health Improvement Team (North East)	F.A.R.E.
Churches: St Catherine Laboure, Tron St Mary's	Jobs and Business Glasgow
Henry Duncan Foundation	Scottish Land Fund
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
28th October 2019

AGM 30th October 2019
BCDC - Treasurer Report
1st April 2018 to 31st March 2019

○ SUMMARY OF THE YEAR

We bank with Unity Trust Bank, having a current account and deposit account. The end of year company balance was £84,415 of which £49,925 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 £203,270 of which £144,701 was grant funding. £88,000 of which was funded by the Scottish Land Fund to purchase the Recreation Hall and associated costs.

○ 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.

○ LOOKING FORWARD

Since the last financial year BCDC has created a finance committee who, along with the treasurer and general manager 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 by the finance committee and took to the main board for ratification. We will continue to monitor these budgets through the accounts distributed by the treasurer at bi-monthly board meetings.

○ IN CONCLUSION

It is a requirement if the company has a turnover in excess of £500,000 to be financially audited. This was not required in this financial year and is unlikely to be a requirement for 2019/2020 as the 1st half of the financial year is standing at £116,667

○ ADOPTION OF ACCOUNTS

The 2018-2019 accounts have been prepared and examined by JS Thom Ltd Chartered Accountant and have been approved by the board of directors before being signed, returned and 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.

○ APOINTMENT OF EXAMINERS

We would propose to continue using JS Thom Ltd Chartered Accountant to exam and audit the accounts for the year 2019/2020. The convenor will look for a proposer and a seconder to adopt the accounts.

Ruth Hewitt
(Treasurer of BCDC)

Jacqueline Stewart
(General Manager)