

Ardentinnny Village Hall – Minutes of Extraordinary General Meeting

Date & Venue

Meeting held at 7.00pm on 9 July 2024 at Ardentinnny Village Hall.

Present

Management Group:

Mark Rowthorn (Chairman)
Olwyn McShane (Treasurer – stepping down)
Helen West (New Treasurer)
Brian Hillesdon (Secretary)
Elsbeth Brint, Adina Robinson (Trustees)

Members:

Elsbeth Brint
John Brint
Geoff Carr
Jo Carr
Isobel Gray
Robbie Lawrence
Catriona MacPhail
Dougie Menzies
Linda Naismith
John Primrose
Sandra Primrose
Dee Robinson
Jim Robinson
Margaret Robinson
Neil Robinson
Andy Taplin
Linda Taplin
Bill Tierny
Anne Wood
Keith Wood

1. Welcome and introductions

The Chairman welcomed everyone to the meeting. The new management group introduced themselves to the members.

2. Apologies

Apologies had been received from:

John & Rosemary Bremner
Sandra Davidson
Nick & Joanie Halls
Mike Loochin
Suzie Robertson
Jim & Jeannie Urquhart

3. Declaration of Interest

None received.

4. Matters arising not covered on the agenda

One request for further information regarding the new WiFi system in the hall. See AOB section of these minutes.

5. Treasurers Report - Adoption of the Accounts 23/24 period (Olwyn)

The 2023/24 accounts were prepared by the previous Treasurer Olwyn McShane, reviewed by Dougie Menzies and presented to the meeting by new treasurer Helen West. In summary:

- The Village Hall account stood at £5,547 at the end of March 2023.
- Expenditure in the year was £10,510.
- Income in the year was £14,306.
- The balance in the bank at the end of March 2024 was therefore £9,343.
- There was also £50 held in petty cash.

Full details see Attachment 1.

The accounts were formally adopted by the meeting – Proposed by Helen West, Seconded by Elsbeth Brint.

6. Resignation of outgoing Treasurer

The previous Treasurer Olwyn McShane had stepped down during the year and Helen West had volunteered to take over. The Chairman thanks Olwyn for her input during her tenure as Treasurer.

7. Formal adoption of new officers

Although the new Management Group had been introduced at the previous meeting, this needed formal adoption at this EGM. The officers adopted are:

Chairman – Mark Rowthorn – Proposed Helen West, Seconded Dee Robinson
Treasurer – Helen West – Proposed Dee Robinson, Seconded Brian Hillesdon
Secretary – Brian Hillesdon – Proposed Helen West, Seconded Mark Rowthorn

8. Review of Residents Survey - (Brian)

The new Management Group undertook a survey of the residents of Ardentenny to assess what residents wanted from the Management Group.

- Survey forms were delivered to around 144 properties in Ardentenny during April 2024.
- 7 forms were returned by email; 26 picked up from houses – total 33 forms = 23% return rate.
- Of these, 28 said they use or have used the hall – 5 do not use the hall.
- Current Hall membership is around 60 people, or just over 30 households.
- The survey asked 7 questions.
 1. Do you ever use/attend functions at the hall?
 2. If not, are there specific reasons why not?
 3. Is there an event/function(s) that you would like to see happen at the hall?
 4. Is there anything that you dislike about the hall?
 5. What improvements would like to see in the management of the hall?
 6. What physical changes/improvements would you like to the building?
 7. Is there anything else you would like to add?

We have reviewed the 33 response sheets received and grouped the answers to the questions where they referred to the same general item.

- Attachment 2 show all the grouped responses.
- Attachment 3 shows the grouped responses that occurred 3 or more times, and is copied here with the number of mentions for each item:

Is there an event/function(s) that you would like to see happen at the hall?	Is there anything that you dislike about the hall	What improvements would like to see in the management of the hall?	What physical changes/improvements would you like to the building?
quiz - 5	heating - 13	cleaning rota - 4	heating - 13
music - 5	toilets - 5	communication - 3	kitchen - 11
fitness incl. walking - 5	kitchen - 4		toilets - 10
clubs (various) - 4	stage balustrade - 3		stage steps - 3
other social evenings - 9	paint - 3		
	mould - 3		

- The Management Group will use these results as a mandate to act on these items as time permits.
 1. Some of the list of events / functions already happen – for example the quizzes, some clubs and various social evenings. New events/functions will require volunteers to set up & run – the Management Group will welcome any such volunteers.
 2. Regarding the infrastructure of the hall, the members clearly want improvements. The hall needs upgrading to modern standards to make it fit for purpose for the community to use into the future. Significant building works will need to be carried out on the hall which the Management Group will look at prioritising.

9. Charity Status Change - (Mark)

The Management Group would like to change the current “unincorporated charity” status to “incorporated charity” status.

Incorporated status limits liability for the trustees, in this case the Management Group. Unincorporated charities, as we are now, are not legal entities in their own right so any contracts, deeds of the property, and any other financial or legal liabilities fall upon the individual trustees personally.

As a Charitable Incorporated Organisation Ardentinnny Village Hall would possess its own legal identity and would be able to enter its own contracts and own its property. The Charitable Incorporated Organisation would have exactly the same purpose and aims as the existing charity.

We understand the Ardentinnny Renewables Trust (ART) is already Incorporated and the Walled Garden are planning to change also.

We would obtain legal advice for this change to ensure it is all completed correctly.

In response to a question from the members, the trustees confirmed that this change would not place any additional liability onto the members.

The Trustees then asked if members would approve this change, and a secret vote was held. The responses were counted at the meeting and the result was unanimously with 25 votes to proceed with the change to Incorporated status.

10. Options (in Principle) for alterations/refurbishment - (Mark)

The results of the residents’ survey require some significant modifications to the hall to bring it up to the standard requested by the members and required by current legislation. The trustees presented two options for change that will help to solve some of the main issues. These include 3 phases for each option that could be developed in a staged manner as individual stand-alone projects as funding becomes available.

The meeting gave strong support for the Trustees to proceed with planning the refurbishment.

The next stage will be for the Trustees to consult more widely with hall users and groups to work up the detail of these schemes and will then ask members for final approval prior to applying for Planning Permission and seeking funding. The trustees will keep members updated as this proceeds.

In more detail, the 2 options being considered at present are as follows:

Option 1

A layout sketch is included as attachment 4.

Phase 1

- Refurbish existing toilets – add insulation to roof, refurbish internally, overhaul existing drainage.

Phase 2

- Add disabled toilet (legal requirement) - new build on side of building connecting services & drainage to the existing systems.
- Add new disabled-accessible entrance (legal requirement) – direct from car park.
- Add new walk-in store – level with the main hall floor (to replace the current under stage storage)
- Install new disabled-accessible fire exit door – this will provide a second accessible exit and allow increased hall capacity which is currently restricted to 60 people because of fire exit availability.

Phase 3

- Move all storage from under stage to the new store.
- Lower the side stores & kitchen floors to the same level as the main hall. This provides a single floor level throughout the hall.
- Replace the fixed stage with a removable modular one (if required)
- Install a serving opening between kitchen & hall.

Option 2

A layout sketch is included as attachment 5.

Phase 1 & 2

- As Option 1

Phase 3

- Leave side stores & kitchen floor and stage as is - at their current level.
- Add a permanent stair with intermediate landing (similar to Blairmore Hall) giving easy access to stage.
- New stair would be fixed with handrails both side in compliance with building regs.
- Install a serving opening between kitchen & stage.
- This option saves the cost of lowering the floor. The movable stage balustrade would be used as required.

Both options provide the hall with current disabled-accessible requirements; access, toilets and fire escape – the current building is not compliant on these issues. Option 1 also has the added advantage of allowing disabled access the kitchen.

Several questions were raised by the members and answered as follows:

1. The ceiling level should not be lowered – this is important for the badminton club.

Ans: Noted

2. Should we delay the planned heating system upgrades into the planned refurbishment?

Ans: The plan is to proceed with the heating in advance of the refurbishment works, but it will be installed with the changes considered as far as possible.

3. Will planning permission be required?

Ans: Yes

4. Will there be downtime for the hall during the works?

Ans: Yes, but the options allow for much of the work to be built outside of the hall walls whilst the hall remains operational.

5. Will the existing entrance ramp & doors be used in the new options?

Ans: A new entrance will be provided rendering the old entrance redundant.

11. AOB

- WiFi is now installed in the hall and is being tested. It uses a SIM card with limited data per month. WiFi passwords will be issued in due course. Thanks to Stuart for sorting this out.

Attachments:

Attachment 1: Ardentenny Village Hall Accounts 2023-2024

Attachment 2: Residents Survey results - All grouped responses.

Attachment 3: Residents Survey results - Grouped responses that occurred 3 or more times.

Attachment 4: Hall refurbishment draft layout – Option 1

Attachment 5: Hall refurbishment draft layout – Option 2