

SALTOUN COMMUNITY ASSOCIATION SCIO

Minutes of Annual General Meeting held on Monday 17th June 2024 at 7.30pm at Fletcher Hall

Board Attendees: Alastair Wyllie (AW), Rhona Wilson (RW), Jill Jeans (JJ), Holly Hardy (HH)

Item	Description	Action
1.	<p><u>Welcome</u></p> <p>AW welcomed attendees and confirmed that the number present reached a quorum as set out by the constitution.</p>	
2.	<p><u>Apologies</u></p> <p>Board (Trustee) apologies received from Candy Hatherly, Clare Galloway and Brian Beattie.</p> <p>Apologies from the SCIO membership are appended, along with names of those present.</p>	
3.	<p><u>Minutes of previous AGM</u></p> <p>AW briefly described the minutes from 29th November 2022 which had been previously sent to members by email; he also offered paper copies. After those present confirmed that they had no corrections or comments, the minutes were approved.</p>	
4.	<p><u>SCA charity annual report</u></p> <p>AW summarised the Annual Report for the year ending 31 December 2023. In particular:</p> <ul style="list-style-type: none">• Achievements and performance: Income largely from fundraising and hall hire• Expenditure: majority spent on running costs• Banking arrangements: have been reviewed and amended to gain higher interest rates from funds not required for regular payments <p>The Annual Report had been approved by the committee, but had been circulated to the membership for information and any comments. There were no further questions.</p>	
5.	<p><u>SCA charity annual accounts</u></p> <p>The Annual Accounts for 2023 had also been circulated to members prior to the meeting. AW summarised the statement of receipts and payments, firstly describing income received, then payments made, and noted a slight reduction in maintenance costs compared to the previous year, resulting in a surplus of just over £2,600. The accounts have also been approved by the committee.</p>	

	<p>AW clarified that the balance sheet figure for Assets represents the insurance value of the property (which is index-linked), and has been slightly increased by the insurance company in line with inflation.</p> <p>The independent examination has not yet been completed due to difficulties arising (during the handover of treasurer duties) from trying to access the flash-drive for invoice file records. The committee is trying to remedy this before submitting the Annual Return to OSCR.</p> <p>A member asked about paper records, which will be available going forward. No further questions were raised.</p>	BB
6.	<p><u>Election of SCIO trustees</u></p> <p>AW explained the requirement for trustees to stand down and then offer to be re-elected. The constitution allows up to 10 trustees (from the membership) as well as 2 additional (non-member) trustees. All seven of the current committee were happy to stand again. In addition, there are spaces available up to the total of 10 which the committee are keen to fill. Kerry McIntosh and Elaine Barratt had both previously expressed interest in joining the committee. All the re-appointments and new nominations were approved, filling 9 of the available Board positions.</p> <p>The date of the next Board meeting to be determined after close of meeting.</p>	ALL
7.	<p><u>A.O.B.</u></p> <p>Condition of the hall</p> <p>AW detailed the recent issue of water ingress that became evident in April. East Lothian Council (ELC) is overseeing assessment of the cause and extent of the damage. There is also a requirement for ELC's involvement due to the building's asbestos management plan.</p> <p>It has since been confirmed that rainwater came in through the ageing chimney stack into the attic space above the kitchen. ELC believes removal of the chimney is the only option, however the cost may not be justifiable. Roofing and asbestos specialists will need to quote for the work required but ELC felt it appropriate to initially instruct a fuller report to check the building's structural stability. This report has been delayed; meanwhile ELC have installed remote switches for the hot water and heating, with no unauthorised access to the kitchen allowed.</p> <p>Daniel Matos, local resident and member, then gave more information as structural engineer for Hadley Haddow, the company instructed by ELC to inspect the integrity propping of the gable end at regular intervals since 2019. Whilst the completed report remains pending, DM explained that the hall remains structurally sound and safe to use. Typically, inspections are done visually with no removal of cladding, however in this case, Richardson & Starling (timber specialists) were instructed to join the inspection. Ultimately, little has changed with issues of wet rot and wood worm already known. Richardson & Starling have some concerns with floor moisture measurements, and damp joists are likely caused by wet rot but structurally OK at the moment. Their likely recommendation is for there to be a more invasive inspection of the floor, but DM makes the point that</p>	

this may not give any additional information about the condition of the hall and poses the question of whether additional money be spent, but that depends on whether the hall is to be kept going for 1 or 2 years or 5 years or more.

DM also mentioned that he is currently on paternity leave and will finalise the report on his return to the office, around 1st July.

A question was asked about whether there was space under the floor. DM and AW confirmed that the floor was suspended above a floor void, also indicated by the air bricks.

A further question was asked about whether the insurance could be used to claim for the work. AW explained that this was not possible, due to the age of the building and the cause being wear and tear.

DM then added that hatch access to the attic space for contractors was now limited. AW added that the ceilings were not plasterboard but asbestos which has not absorbed any water and allowed it to run out near the sealed light fitting. DM did caution that this could be masking other issues caused by water ingress in the ceiling space.

AW thanked DM for the information.

Asbestos air quality monitoring

Annual air testing has been carried out and continues to be satisfactory.

A further question was asked relating to reduction of hires due to kitchen being unavailable. There has been one cancellation since then, although the school and regular hires remain; weddings and party hires will be hit and more business e.g. classes will be needed to cover potential losses.

A question was then asked whether the Playgroup was still using the hall and had issues with no kitchen access. HH explained that, whilst it was causing issues with regards to providing snacks, the Playgroup was managing with workarounds.

A suggestion was made that the Council might still be willing to fund the work. If not, there was further discussion about the possibility of creating a kitchen area in the anteroom or even external to the building. Alternatively, final suggestions were made about remedial works having to be funded by the SCA, but any work would still need to be approved by ELC anyway due to management of the asbestos risk.

Future development proposals by HFEL

AW reminded attending members that the 3rd community consultation held by Hamilton Farming Enterprises Limited will take place at the hall next Monday 24th July. HFEL wish to identify land options for future sale (to build housing on), are looking to gain community support, and will present findings of the previous consultation sessions.

AW explained SCA had met with HFEL, following suggestions for a possible land swap, made by one of HFEL's consultants at a public meeting about the future of the church. HFEL asked SCA about the future of the church Session Rooms/Tithe Byre, the school, and the church itself;

	<p>these are for other authorities to answer. Initial drawings presented to SCA board members at the meeting showed a new hall on the land north of the church; we requested that this reference should be removed. Both parties agreed that the various community groups should come together.</p> <p>A comment was made about added value being extracted from the estate's land and opportunities for coming to a mutual solution. AW agreed in principle, but pointed out that no clear solution for hall replacement had been presented by HFEL. Additionally, the outcome of the school's future would be dependent on the Learning Estates Review by the Council, while those concerning church property were for church authorities to comment on.</p> <p>SCA had itself previously looked briefly at the possibility for change of use [of part of the land around Fletcher Hall], provided that assurances could be given about the community amenities remaining. AW also clarified SCA's constitutional position about major decisions on the hall's future being voted on by the membership.</p> <p>Feasibility Study of Saltoun Church Iain Galloway (IG), chair of Humble, East & West Saltoun, & Bolton Community Council then spoke about the church building in Saltoun being earmarked for sale. This is currently on hold, and the Community Council (CC) is now undertaking a feasibility study to ascertain whether services could be added, possibility of change of use and associated costs. Once completed CC will let everyone know the outcome.</p> <p>A question was asked about why the sale was on hold. IG confirmed that it is on hold for the outcome of the feasibility studies as the Church of Scotland are keen that assets remain in the community if they can be used.</p> <p>A further discussion followed about maintenance costs and complications of the surrounding graveyard. IG clarified that only the building above ground level was for sale (not the crypt) and he believes the Fletcher Family have been approached; and also that Historic Scotland Funding is available although a highly competitive process.</p> <p>Discussion moved back to whether there was still an appetite for replacement for Fletcher Hall. HH commented on the recent efforts by SCA to seek out funding which has not yet been successful due to lack of grant availability which a project of this size would be eligible for.</p>	
8.	<p><u>Close of business</u></p> <p>AW gave thanks to all in attendance, the committee members and to both Iain Galloway and Daniel Matos.</p> <p>The meeting closed at 9.10pm.</p>	