

SALTOUN COMMUNITY ASSOCIATION SCIO

Minutes of Annual General Meeting held on Monday 14th July 2025 at 7.30pm at Fletcher Hall

Board Attendees: Alastair Wyllie (AW), Rhona Wilson (RW), Brian Beattie (BB), Clare Galloway (CG), Elaine Barratt (EB)

Item	Description	Action
1.	<u>Welcome</u> AW welcomed attendees and confirmed that the number present reached a quorum as set out by the constitution.	
2.	<u>Apologies</u> Board (Trustee) apologies received from Candy Hatherley, Jill Jeans and Kerry McIntosh. Apologies from the SCIO membership are appended, along with names of those present.	
3.	<u>Minutes of previous AGM</u> AW briefly described the minutes from June 2024 which had been previously sent to members by email. After those present confirmed that they had no corrections or comments, the minutes were approved.	
4.	<u>SCA charity annual report</u> AW summarised the Annual Report for the year ending 31 December 2024. In particular: • Committee changes: Holly Hardy stepped down from the committee and Kerry McIntosh and Elaine Barratt joined. • Achievements and performance: There was some disruption due to the kitchen being unavailable for part of the year, which may have impacted the number of bookings. Additionally, the school has been mothballed which will impact on hall income next year. • Expenditure: Majority of significant costs were spent on maintenance and running costs. • Banking arrangements: Majority of funds remain held in high interest account. The Annual Report had been approved by the committee and had been circulated to the membership for information and any comments. Queries regarding Annual report raised during the AGM 1. What is the minimum number of trustees? AW - thought to be three minimum. <i>Post meeting confirmed that a SCIO must have at least three charity trustees.</i> 2. Of the funds held, is any ring fenced for specific purposes, such as new hall development? AW – There are no restrictions on the use of funds	

5.	<u>SCA charity annual accounts</u> The Annual Accounts for 2024 had also been circulated to members prior to the meeting. The accounts have not been through independent Examination. This is planned in time for submission to OSCR ahead of the deadline of end-September 2025. BB summarised the statement of receipts and payments, firstly describing income received, then payments made. There is nothing substantially different between 2023 and 2024 in terms of income and expenditure. Of note for next year, there will be no income from the school which amounts to over £4000. Comments regarding Annual accounts raised during the AGM 1. It was noted that the lack of kitchen facilities did not appear to have significantly impacted our rental income 2. EB has signed the hall up for East Lothian Lottery and Easy Fundraising.	
6.	<u>Election of SCIO trustees</u> AW explained the requirement for trustees to stand down and then offer to be re-elected. AW standing down from committee as chair and will not be a member as he is moving out of the area. Kerry McIntosh and Candy Hatherley are also stepping down. AW thanked them for their service, especially Candy who has been a valued member for 7 years. AW has been on the committee for around 12 years and has contributed to all aspects of hall management. A vote of thanks was given for his input to the committee over the years. Five current people are standing for re-election; Brian Beattie, Jill Jeans, Elaine Barratt, Rhona Wilson, Clare Galloway. All were re-elected by the members present. Mike Jeans, David Stevenson and Rachel Thomson offered to stand for the committee and were elected and welcomed onto the committee. AW has shared a list of responsibilities that he currently undertakes as Chair. These will be shared amongst the new committee at the next meeting. The date of the next Board meeting is 25 August 2025 at 7.30pm at Fletcher Hall	
7.	<u>A.O.B.</u> No further business	

8.	<u>Close of business</u>	
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SALTOUN COMMUNITY ASSOCIATION SCIO MEMBERS' MEETING (ANNUAL GENERAL MEETING)

Attendance and apologies of the Annual General Meeting held on Monday 14th July 2025 at 7.30pm at Fletcher Hall

	Present	<i>Apologies</i>
Board Members (Trustees)	Alastair Wyllie Rhona Wilson Brian Beattie Elaine Barratt Clare Galloway	<i>Candy Hatherley Jill Jeans Kerry McIntosh</i>
SCIO Members	Iain Galloway Sarah Parkin Danny Hunter Michael Jeans David Stevenson Rachel Thomson Elsbeth Galloway	<i>Janet Banks Elaine Burns Shaun Burns Jane Crawford Andrene Kerr Clive Lucas Sally Lucas Leonard Mair Barbara Reilly Angela Routledge Grant Thomson Margaret Wyllie</i>