

Shambellie House Trust

(Company Limited by Guarantee)

Minutes from 2nd Annual General Meeting

DRAFT

14th November 2017

Shambellie House, New Abbey

Present

Gordon Mann (M), Tom McCartney (M), Lynette McGill (M), Stephanie Farmer (M), Glynne Shackleton (M), Joanna Kemp (M), Nick Kemp, John Stewart (M), Suzanne Broatch (M), Kerry Thomas (M), Laura Hudson-McKay (M), Piotr Bienkowski, Sally Francis, Graham Whiteley (M), Francis Maxwell (M), Ricky Nolan, Scott MacKay (M), Jamie Watson, Alan McNeish, Alison Burgess, Stuart Littlewood.

(M) Denotes Trust Members

Item 1: Welcome

Gordon Mann (GM), Chairman, welcomed everyone to this, the Second Annual General Meeting of the Shambellie House Trust.

Item 2 : Apologies

Joan Whiteley

Item 3: Trustees Report

Copies of the Trustees Report and Financial Statement had been circulated and were available to the meeting. GM introduced the Report; this covered the period 1 July 2016 to 30 June 2017, being the Trust's financial year.

In speaking to the report, GM noted that it had been a frustrating year in many respects because of the pace of developments. In noting the background to the project, it remained the strong view of the Board that there will be a role as a Scottish Centre for Photography (SCP) in the long term but the short term it is important to establish the project as a viable centre providing a range of courses. We had worked hard to turn this concept into reality by the application of grants to carry out further development work. Our project will take a different shape to that envisaged by the Prince's Regeneration Trust (PRT) study that envisaged internal conversion of the house into a residential field centre.

Various building blocks are being pursued. Unlike the PRT study, we propose to keep the house largely as it is, but with improved accessibility via a lift to all floors. Secondly, to develop on-site accommodation comprising some 15 en-suite rooms and thirdly to provide a bespoke exhibition/meeting space.

The various grants received from Dumfries & Galloway Council, the Architectural Heritage Fund, the Heritage Lottery Fund and Scottish Enterprise is enabling five strands of work to proceed. These include

1. consultant-led market research,
2. design and costings of building works,
3. identification of products (courses), the production of standards for delivery of quality courses,
4. improving the skills of the Board for the next phase of work.
5. Business Plan drawing this work together for the next phase of grant applications in 2018.

The market research work is almost complete and has been enabled by access to a MINTEL report on "Special Interest Vacations" which comprise 5% of the UK leisure market; it is apparent that there is a split in the market between those seeking budget accommodation and those seeking 3 star+ accommodation. The initial view was that this research was strongly positive.

GM invited questions; there were none.

Item 4: Annual Accounts and Financial Statement

The Annual Financial Report for year ended 30 June 2017 had been prepared for the Trust by Carson & Trotter, Accountants.

We have consolidated our cost base by relinquishing the lease on 40 Main Street New Abbey, as we were not making sufficient use of the office to justify the costs involved.

The terms of the awards by various grant bodies often are specific and restricted. Last year's accounts misallocated funds between restricted and unrestricted; this has been corrected by the accountants and they have made a transfer across headings of £7,436.

Total funds available are £13,843 to be carried forward to 2017/2018. However, the unrestricted balance is only £3,543 which provides no flexibility for day-to-day expenditure so some fund raising will be necessary in the coming year.

The accounts had previously been approved by the Board but are submitted for the noting of Members.

There were no questions on the report.

Item 5: Appointment of Trustees

Under the terms of the Constitution and Standing Orders, one-third of Board Members is to stand-down each year but is eligible for re-election should they so wish. There are presently 11 members, so four were required to retire. **Suzanne Broatch had previously intimated her desire to retire from the Board, and her resignation was accepted**, with grateful thanks from the meeting for all the work she has contributed to the Board. **Three further names were drawn by lots; Graham Whiteley, Jo Kemp and Tom McCartney. Graham Whiteley indicated he did not wish to stand again but Jo Kemp and Tom McCartney agreed to stand again and they were re-elected *nem con*.** Grateful thanks were also given to Graham for his support for the project.

The **Lynette McGill** was co-opted to the Board during the year so **the meeting was asked to approve her appointment as a Trustee was agreed *nem con*.**

Ricky Nolan had agreed to join the Board and his appointment was confirmed *nem con*.

GM invited anyone who wished to join the Board and become a Trustee at this time.

Alan McNeish indicated he would wish to join the Board and his appointment was agreed *nem con*.

GM noted there were still five vacancies on the Board and we would particularly welcome anyone with financial and accounting expertise.

Item 6: To set the membership fee in terms of Article 17 of the constitution

The constitution requires that the membership fee be addressed for the year ahead. The current fee is zero but any fee may be altered by ordinary resolution at the AGM. In the light of the relatively small income from membership fees, and the lack of offer to members, **the recommendation from the Trustees is that it be retained at nil for 2017/18.**

Item 7: AOCB

There being no other competent business, Gordon thanked everyone for coming and invited everyone to the private view of the RPS Scottish Members' Print Exhibition and the work of local members of the Dumfries Camera Club who are winners from the Photographic Alliance of Great Britain and to partake of the refreshments provided.

The meeting closed at 18.40.