

# Dalgety Bay Community Trust

## Annual General Meeting, Virtual Meeting Held Via Zoom:

Date: 28<sup>th</sup> March 2022

Time Started: 19:00 Time Finished: 20:03

Attendees: PE, LS, SI, PL, BJ, DM, JH, LG, MG + 15 Members = Total 24

### Agenda:

1. Introduction from the Chair, Phil Evans
2. Chairs Report:
  - 2021 Highlights
  - Dalgety Heritage Trail
  - 2022 Objectives
3. Treasurers Report:
  - Financial Review
  - Accounts
4. Election of Directors
5. Questions from Members
6. Any other competent business
7. Closing remarks

### Minutes:

#### 1. Introduction:

Phil Evans, Chair of Dalgety Community Trust welcomed all Members to the Zoom AGM and stated that the Meeting would be recorded to enable effective minutes to be recorded and that the recording would not be published. There were no objections to the meeting being recorded.

The Chair introduced the current directors of the Board.

The decision was taken by the Board a few weeks ago to hold a Zoom AGM as there was a concern about the amount of the Covid Virus still circulating within the local community and that decision has proven to be correct.

During this meeting there will be opportunities for questions and these can be asked during the meeting by using the chat function or by raising a hand using the reaction button at the bottom of the page.

The Chair explained why an AGM was necessary and what it would cover. As a Limited Company we are legally required to hold an AGM within a maximum of 15 months from previous AGM, which was Held in December 2020.

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The AGM is a chance to report back to our Membership, our activities, financial accounts, elect Board Members and an opportunity for members to challenge the Board on issues that may have arisen.

The Chair noted that during the AGM motions for members to vote on would be proposed, these were:

1. to adopt the Accounts,
2. To adopt the Annual Report
3. Elect or Re-elect Board Members.

The polls would be carried out in real time and would appear on members screens which will require a yes or no. For those who had a 2<sup>nd</sup> Member beside them, a request was made for their vote to be cast using the Chat function at the bottom of the page, to register their vote of which, the Secretary will manually add to the voting results. These polls will give us an instant result.

The Articles of Association of the Trust require that a 1/3<sup>rd</sup> of the Directors to the nearest round number must resign/retire their positions at each AGM, this equates to 3 Board Members at this AGM, who can, if they wish, apply to be re-elected. On the Board the Secretary, Lesley Sinclair, is a Co- opted Board Member and as such must resign each year with re-appointment at the gift of the remaining Board Members.

The Chair noted that there are no special resolutions to be voted on tonight. All the resolutions were 'ordinary' resolutions and require a simple majority of votes cast to be passed.

The Agenda was outlined to the Members present.

No nominations for new Board Members had been received and therefore only the re-election for those that have retired from the Board would be considered.

The Chair noted that in order for there to be competent votes on matters of business, there must be a Quorum present. A quorum is 20 members in attendance. At this point the Secretary confirmed there were 21 members present so the meeting could proceed.

The Chair took the time to reiterate the Aims of the Trust:

- Volunteer Organisation, no one receives remuneration for the role that they undertake
- Volunteer led
- Champion volunteering with other local groups
- Meet our day to day running costs from our own fundraising efforts
- Not for profit business, any surplus will go into improving our community

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- Focus is on building a new Civic Square on the Land between Louie Browns and the Parish Church
- Working with a group of young people to build a Pump Cycle Track
- Our big ambition is to build a new Community Hub to replace the existing Community Centre
- To bring to life the Local Heritage that Dalgety Bay and surrounding areas has, much of our history is buried underground and therefore unseen. Brian and his team are bringing this to life

## **2. Chairs Report:**

### **Highlights from 2021**

- Secured £25,000 from Muirdean Environmental Trust, taken total reserves to £40,000. This a tremendous success considering that many funders have moved their funds to Covid recovery. However, it would appear now that some of the big funders are starting to move back into day-to-day funding. Raising funds is still a challenge and the Board are fully focused on raising funds for our major projects.
- Recently come to an agreement to work with Fife Council on the feasibility for a new Community Hub in Dalgety Bay, which has been fully supported by the 4 Ward Councillors. Previously Fife Council did not see the need for a facility in Dalgety Bay. Fife Council will now support the Trust in developing plans and developing the case for a new Hub and providing help in obtaining grants not only from Fife Council but also external sources. A key aim is to position a new community hub in the capital works programme for Fife Council in 2023
- Pump Track Project, community group of young people needed a legal umbrella to get them going and keep them on track, the Trust has given them some funding to start the project off. Have recently obtained some funding from Fife council to enable the group to host an event at the Gala in June for people to try and experience a pump track.
- The Chair gave a special mention for the Dalgety Bay Community Woodlands Group, who are a charitable group, that look after the 3 community woodlands in Dalgety Bay. Those being Crow Wood, Bathing House Wood and Hopeward Wood. These woods are owned by the community, the current owners being the Community Council and these are to be transferred to the Community Trust along with the Town Centre Land (land between Louie Browns and the Parish Church).
- Dalgety Heritage Trail is going very well and it is our intention to have Heritage centre in the Community Hub where we can display heritage artefacts and our history. We are now in a position where we are being trusted with people's lifelong collections of photographs.
- Progress with Membership which currently stands at 191.
- The Trust had led or participated in several positive Community events held throughout the year
  - Photo competition for Calendar and sold almost 200 copies

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- Christmas Event in conjunction with other groups
- International Day of Peace, where we got the 2 Primary Schools in Dalgety Bay to produce between them almost 1 thousand origami paper Cranes. Some of the Cranes are still displayed in the Parish Church, some were sent to the Peace Garden in Hiroshima, Warrington peace centre and some to the Scottish peace centre. Some great correspondence back from the centres
- Bunny Hunt in Longhill Park for Easter and gave away 40 Easter Egg as prizes, with the help from local business.
- A monthly Farmers Market on 9<sup>th</sup> April, on the Church Car Park, and then on the 2<sup>nd</sup> Saturday of each month. This is a collaboration with Fife Farmers Markets. They currently operate markets in St Andrews and Cupar. Up to 35 stalls championing local Scottish produce, the trust will receive £10 per stall. Potential to raise for the Trust £350 per market which will be put back into our community projects and go towards meeting the day to day running costs of the Trust

## Dalgety Heritage Trail:

The Vice-Chair, Brian Johnston gave a short presentation on the Dalgety Heritage Trail. Brian noted great engagement mainly through Facebook, highlighting the most recent post has appeared on over 9,000 different screens. Brian acknowledged the work that his team have done to bring all the stories of life and the past to the fore. He thanked Jonathon, Mike, Jamie, Robin, Lisa, Roy, Joe, Mike and David.

Brian noted that we need to improve accessibility through the website and put more content onto the Trust Website, this is work in progress.

Brian went on to explain the aim to develop an information board led heritage trail around the old Dalgety Parish boundary using the 'What 3 words' location method, which he explained.

Brian noted that we have received archive donations of over 1000 photographs and there is a need to get all the photos that we have into a digital library, with that in mind meetings have been arranged with both St Andrews and Dundee Universities to seek advice on the best way forward on how to archive all this material so it is useful, interesting and accessible. More content is still required, photos, newspaper articles, Memorabilia, documents.

Brian concluded by reinforcing 2 main ambitions,

- accessible digital library in the Hub and,
- over the next 18 months creating an interpretation board led Dalgety Heritage trail around the old Dalgety Parish Boundary.

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The Chair thanked Brian for all his hard work and noted that the first Trust funded interpretation board would be launched soon at the Donibristle Chapel.

**The Chair asked if there were any questions at this point – non forthcoming**

## **2022 Objectives:**

The Chair noted:

- We will continue to progress the Hub with Fife Council and the Ward Councillors. Fife council want to work with a local community group that they can trust and who represent and empower the local community. It was great that they want to work with the Trust
- We need to be flexible and adaptable in our approach and depending on progress made, it may be a better approach to combine the Civic Square with the Community Hub as they might be better done together, delivered as one package. Fife council have pointed out to us that they want to get the Community Hub into their next Capital works plan for 2023
- We want to finalise the Land Transfer to the Trust from the CC. Agreement has been reached, the CC have the Legal documents and these are currently being reviewed by the CCs legal team.
- We will Continue to champion local initiatives and continue to work with other local groups.
- We will Continue to work on the Pump Track this year, giving support to the group of young volunteers to bring this project to fruition. To assist in raising funds for this project.
- We will work closely with the community woodlands group; the Trust will soon be the owners of the woodlands once the transfer has taken place. The reason our 3 community woodlands look so good is down to the volunteers working so hard. We have a new agreement with the Woodlands group to come into operation once the transfer of the land has taken place.
- We will continue to grow the heritage trail
- We will continue to work hard to meet our day to day running costs through fundraising events.
- We will endeavour to increase our core funds from £40,000 to £80,000 and raise over £100,000 for the pump track. Good news is that the pump track has successfully got through to the 2<sup>nd</sup> round for funding from Sport Scotland. If we are successful with Sport Scotland then it is likely that Fife Council will step in with some funding.
- We are aiming to grow our membership by a further minimum of 50 members in 2022.

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## 3. Treasurers Report

### Financial review:

The chair highlighted the following:

- We have raised £25,000 from Muirdean, this does not appear in the accounts as this was post financial year ending July 2021.
- Whilst the Muir Dean grant is a major success, funding for our major projects is still very challenging and is a key focus for the Board
- We have met our key objective of funding our day-to-day costs from fund raising.
- We raised £1,800 in 2021 and that was from the Xmas Fayre, Calendars
- The Trust's day-to-day running costs were only £600 in 2021 and includes items such as insurance costs, website and email system cost.
- In future once the community land has been transferred from the Community Council to the Trust, the day to day running cost is likely to increase to between £2000 and £3,000. This increase is due to additional insurance costs resulting from owning the town centre land and the woodlands as well as regular maintenance costs associated with land ownership. The aim of the Trust is still to meet our day to day running costs from fund raising.
- The Chair noted that we have strict financial controls in place
  - All expenditure is signed off by the board
  - Monthly accounts are prepared for the board to review
  - A monthly bank reconciliation is prepared for the board
  - The annual accounts are prepared and signed by an independent firm of accountants, Robson Forth.

The Treasurer provided the following financial summary to year ended 31<sup>st</sup> July 2021

|   |                     |
|---|---------------------|
| <b><u>Carried forward from 2020</u></b>                 | £13,402             |
| <b><u>Income 2021</u></b>                               |                     |
| <i>Donation</i>   | £50                 |
| <b><u>Expenditure 2021</u></b>                          |                     |
| <b><i>Projects:</i></b>                                 |                     |
| <i>Community Events</i>                                 | £146                |
| <i>Pump Track project</i>                               | £500                |
| <b><i>Administrative Costs:</i></b>                     |                     |
| <i>Insurance</i>  | £224                |
| <i>Website and related information technology costs</i> | £217                |
| <i>General Administrative Expenses</i>                  | £50                 |
| <b><i>Total Expenditure</i></b>                         | <hr/> £1,137        |
| <b><u>Balance at end of period July 2021</u></b>        | <hr/> <hr/> £12,315 |

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The Chair noted that a Full set of accounts had been sent out with the AGM invites, so all have had a chance to look at the full set of accounts

The Chair proposed the First Motion to adopt the accounts for Dalgety Community Trust for the period ended 31 July 2021

**24 votes counted all in favour of adopting the accounts, motion passed**

The Chair acknowledged and thanked a number of local companies and individuals without whose continuing support the work of the Trust would not be possible

The Chair asked for any Questions from members; Non forthcoming

The Chair proposed the Second Motion to adopt then 2021 Annual Report for DCT

**23 votes in favour 1 member did not vote, motion passed**

## 4. Election of Directors

The Chair reiterated the reasons behind the vote to re-elect three directors of the trust. A short biography of each of the directors' seeking re-election was read out to the meeting.

The Chair proposed the Third to re-appoint the said members to be directors of the Trust

**24 votes for Phil Evans – Motion passed**

**24 votes for Brian Johnston – Motion passed**

**24 votes for Louise Gunstensen – Motion passed**

**No votes against**

**All 3 members duly elected to the Board**

## 5. Questions from Members

No further Questions asked

## 6. AOB

The Chair noted that at the next Board Meeting the Board will be asked to discuss and appoint office bearers for the coming year. The office bearers are; Chair, Vice-Chair, Secretary and Treasurer. The Chair also noted that the Board will be asked to consider re-appointing Lesley Sinclair as co-opted director of the

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Trust. Finally, the Chair noted that Shirley Iverson is to step down as Treasurer at the next board meeting. The Chair thanked Shirley for her hard work and dedication on behalf of the Board and the Trust members.

## 7. Closing remarks.

The Chair thanked everyone for attending and reiterated the commitment of the Board to continue to work on behalf of members and the community in making improvements in Dalgety Bay.

The Chair concluded by thanking his fellow Board members for their hard work

**Meeting closed at 20:03**