



HALKIRK DISTRICT BENEFIT FUND

No: 281781 Registered
Scottish Charity No: SC039254



Halkirk District Benefit Fund AGM 2023

Friday 27th September 2024 Ross Institute Halkirk 7.00pm

1. Welcome and apologies.

Gillian Coghill (Chair) opened the meeting and welcomed all present acknowledging that it was great to see 24 people attend the AGM after having some non quorate A/EGM's. Members names were noted on a register sheet.

2. Minutes of previous AGM

The minutes of the previous AGM held in June 2023 were adopted as a true record.

3. Chair report

Gillian stated that there have been some excellent applications and that the Fund has awarded a reasonable sum over the period, awarding over £100,000 in a six-month period. Two Directors who have recently stood down – Ken Nicol and Richard McNicol – were thanked for their time and effort in the running of the Fund. There has been a period of transition as the Fund lost it's previous Administrator and has now transitioned to use Foundation Scotland as an administrator, which will cover both secretary duties and treasurer duties. The workload is increasing and it can be hard for volunteers to keep on top of rules, paperwork etc. The Fund is pleased to welcome Eilidh Coll from Foundation Scotland along tonight and the Board has held one meeting so far. A Development Officer has been in post and has provided a report on activity so far. The Fund is happy to welcome applications going forward from any group. The Fund wants to be enablers of projects that are just and robust.

Gillian has now reached her full term on the Board and will stand down at this meeting. She welcomes a new Board to take forward the Fund and ongoing projects, such as the Sibster Walk, and wishes the Board all the best.

The Board thanked Gillian for all her work on the Fund.

4. Financial report

Richard and Gillian transferred money from RBS to Foundation Scotland. The account has been left open for HDBF to change its mind and be returned.

5. Special Resolution

Gillian introduced rationale for updating the articles explaining it was a necessary step to comply with Land Registry. The Articles had been produced by law firm Macleod and Macallum. Eilidh had compared the existing articles with the new articles and noted some changes including: company purpose list changed from 8 to 3; age of individual members from 18 to 16; members no longer have to appear on the register but must be eligible to appear; organisation members will be known as associate members; a new junior membership for ages 12-15; new clause that membership may not fall below 10; register of members has some changes – it must now include start and end dates and be open for inspection; AGM notice period was 21 now 14; AGM quorum was 15 now 8 or 10% of ordinary members (Eilidh intends to clarify this with Macleod and MacCallum); no. Directors could fall to 3 now can't; addition of 2 co-opted members takes total Directors potentially to 9; the clause around the Directors due to stand down is clearer as it states 1/3 rounded up; any Director absent for four consecutive meetings can be removed; Directors register of interest must be open for inspection by board and members; request for minutes to be honoured within 28

days and states 'if purporting to be signed after approval'; dissolution of the Company now requires 75% majority vote.

New articles approved and acknowledged by Gillian who signed the relevant paperwork.

6. Election of Office bearers

Gillian Coghill stood down as her time in office had come to an end according to the articles. Other board members will remain (Kathrin Haltiner, Gordy Levack, Iain Mackenzie). New Board members: Kerry Spiers, Lisa Kennedy and Robert Macleod.

7. Appointment of Accountants

Reid and Fraser to continue as the accountants.

Questions from Members:

Q – How do we access minutes etc?

A – Previously through the HDBF website, this could be changed by the new Board to some other system.

Q – Why does the fund now state an upper limit of £25,000? There has never been a limit before.

A – New Board should make a decision on what the upper limit should be, if there should be a limit.

Q – Where should the bank statements go? They are currently going to the wrong person who has binned them.

A – New Board will need to select somebody to deal with this.

Q – Must be a mistake in the list of awards as a Scotscladder Hall award appears twice.

A – Eilidh collated the list by picking through minutes of meetings, must be a typo, will check.

Q – How many were on the Board?

A – 4

Q – I didn't receive an email regarding the AGM.

A – A large number of emails bounced, would be worth checking the correct address is held.

Q – Could the Village Council hold a budget for ad-hoc projects that crop up such as river path, clock maintenance, remote key locking.

A – Could work well, please speak further about this. Could also have issues such as ownership etc.

Q – What is the scoring system for applications?

A – There hasn't been a scoring system for this Fund, it's gone on merit of project.

Q – Is there a time limit that the projects have to work to? E.g. the village playpark was awarded a grant but no work has been undertaken.

A – Typically, 12 months, however allowances can be made for delays etc.

Q – what is the timescale from application to award?

A – Typically 6 weeks, please alert Foundation Scotland if an urgent response is needed (which can't be guaranteed).

Q – What is the Foundation Scotland fee?

A – 12% of the annual payment for this Fund.

Q – For audit, how to we prove the money got spent?

A – Mostly from being in the community and knowing / hearing / seeing activity. The feedback system allows upload of receipts.

Q – What if a project is delayed and can't proceed within the 12 months?

A – The feedback date can be pushed back.

With no other business discussed the meeting was closed.