

AGM Information Pack

Monday 27th November 2023 in the Village Hall at 7pm

AGM Agenda

1. Welcome by the Chairperson of the Kippford Association (Sam Sample)
2. Apologies (email: ka.secretary@kipfordvillage.org)
3. Minutes of the meeting held on 28th of November 2022.
4. Matters arising from these minutes.
5. The Chairpersons review.
6. Treasurers report - Cameron Mills is unavailable on the evening but please see Cameron's note in this pack.
7. The Kippford Community Nature Reserve update (Mike Riding)
8. Ratification of committee members.
9. AOCB - please email items in advance to ka.secretary@kipfordvillage.org

Please note that this AGM is only open to residents and home owners in the area of Kippford as defined in the Constitution.

New committee members - If you are interested in joining the Association Committee please note your interest in advance of the AGM by email ka.secretary@kipfordvillage.org Unfortunately we cannot accept nominations on the evening; depending on interest, we may need to prepare voting slips if numbers exceed positions.

There are no special requirements other than having a keen interest in the well-being in the village and it's residents.

Kippford Association AGM 2022

Minutes of the 2022 Annual General Meeting of the Kippford Association held in Kippford Village Hall at 7pm on Monday 28th November 2022.

1. Welcome by the Chairperson of The Kippford Association (Sam Sample)

Sam said the following:

Good evening everyone.

Just a reminder, for those of you who may not have attended a Kippford Association AGM, it is important that you sign the attendance sheet in the lobby, if you haven't already can you take a moment to do it on your way out.

And we are asking for contact details, so that we can update our database, and if haven't already, you have the opportunity to join the Kippford WhatsApp group by putting your mobile number down.

Thank you for attending this evening, it seems a long time since the last AGM in 2019, indeed a lot has changed in the last 3 years.

Not least many of the faces on the committee who sit before you tonight.

One of the main things that has struck me over the last few years is how important continuity is during periods of uncertainty, and I can only offer reassurance that despite all that has occurred over the intervening years your current committee is now working hard to rebuild much of what was lost during the Pandemic and actually what makes Kippford such a great place to live.

I hope this will become clear as the meeting progresses.

But one of my jobs is to offer thanks to all the committee members who have resigned since the last AGM.

So in no particular order I'd like to thank,

Val Bradbury
Martin Barrett
Wendy Warne
Richard Copson
And David Jamieson

Thank you to you all.

There is no doubt in my mind that serving your community is a great thing to do.

Giving something back, whether it is time volunteering or a cash donation, both are vital to the ongoing success of our village life.

And at this point mention by name would also have been made of those villagers lost in the previous year.

Instead, and for fear of omission on this occasion but without diminishing the importance of the moment, I would respectfully request we have a minute of silent contemplation, as a mark of respect for all the villagers who have passed away in the last 3 years as well those lost across the country as a result of the Pandemic.

1 MINUTE SILENCE

Thank you

And now to all the newcomers in the village, some who arrived during the peak of the crisis when the village was in lockdown, hopefully you are now beginning to see and experience that Kippford has to offer, welcome to you all.

So now to the business of the meeting.

2. Apologies.

Apologies were received from:

John and Sharon Withers, Tom and Anne Miller, Onkar and Jane Singh, Gerry and Lynda Dunlavey, Val Bradbury, Tony and Barbara Hartnell, Margaret and Bob Wright, Robert and Susan Gemmell, Maragaret Brown, Lyn Watt, Alastair Dinnwiddie, Fiona and Gordon Blanford, Jane and Colin Stewart, Marion Donnelly, Brian and Barbara Smith, Rita Stanfield, Carolyn Kennedy, David Butler.

There were 43 people in attendance.

3. Minutes of the meeting held on 25th November 2019.

Draft minutes had been published and distributed previously. These were agreed to be an accurate record. Proposed by Richard Copson and seconded by David Woodthorpe-Evans.

4. Matters arising.

There were no matters arising.

5. The Chairpersons Review and Plans (Sam Sample)

Sam said the following:

The hall was effectively shut for 2 years, but I'm happy to report that we now have many of the regular activities taking place again.

Badminton, Bridge, Chatter Cups, Yoga and Carpet Bowls.

We have also had the local Artists exhibiting, Sailibility and the RNLI using the hall in the last few months.

We now employ a cleaner to maintain the inside and a groundsman to maintain the outside area.

We have restarted a repair and refurbishment programme, including replacement of a broken heater, the fire alarm has been repaired and the plumbing has also been checked over.

We will be refurbishing the electric heaters, to make sure they are as efficient as possible as well as a full assessment of the fabric of the building to ensure it is being adequately maintained.

Currently myself and Cameron are managing the hall, but our hope is that we will be able to appoint a hall manager in due course.

Discussion has taken place within the committee about the possible refurbishment or extension of the kitchen. However with the increased cost of such works, this project has been put on hold, but it can be revisited.

At the time of that discussion an estimated cost of approximately £2,500-£3,000 per square metre was indicated as a potential cost, so doing the math, a 5x5 metre extension could cost in excess of £60,000.

A potential refurb of the existing space might be possible, but improved functionality would be difficult given the limited space and the inherent health and safety issues would remain.

Work is underway to refurbish or replace benches throughout the village.

I'm working with the Dalbeattie Mens Shed on the repair of benches that can be repaired. But we will also be replacing benches that have come to the end of their useful life.

The bus stop by The Ark will be repainted next year as the salt wash and weather is damaging the render.

With an eye to future village events, the New Years Day gathering will take place. Plans are afoot for a celebration of the Kings Coronation in May next year and with your approval we would seek to move the village Dinner to October next year.

NEW WEBSITE and SOCIAL MEDIA

Hopefully by now many of you will have seen the new village website.

The previous version had served its purpose well, however it became clear to the committee that newer technology and media could be utilised to provide an easier platform to administer and better serve the communities needs.

Thanks to Cameron for teaming up with the web builders to create the framework and to Martin Rosindale for many of the images, also mention must be made of David Jamieson for working with us, to provide a seamless transition.

We also now have a WhatsApp group, modelled on the Colvend Community Councils version, it allows speedy transmission of information across the village.

Hopefully both the website and the WhatsApp group have the potential to serve the community well over the coming years.

At this point there was a question, from the floor, concerning the unification of benches and seats and their positioning. Sam confirmed that it was the intention, when replacing, to have the benches and seats the same design.

Positioning was limited to existing concrete bases.

6. Questions for the Treasurer. (Cameron Mills)

Cameron welcomed everyone and gave particular thanks to Richard Copson , the previous treasurer, for doing such an excellent job.

The draft accounts had already been distributed and Cameron advised their was £1200, in addition, courtesy of the HMRC.

Cameron said that all donations were were welcome and referred everyone to the donations page (circulated with AGM pack) or the donate button on our website.

Text donations have started to come in for the car park and nature reserve.

Cameron advised that we are looking for a Sign Off Accountant.

7. The Kippford Community Nature Reserve - update (Mike Riding)

Mike gave us a brief history of the nature reserve.

Owned since 2017 and purchased to protect land from further development.

2018 - small team started to make the land into a reserve. Open days organised. Statement of intent was written and displayed.

2019 - work started on planting trees. Including 1000 oaks. Lots of blossom trees planted at woodland edge. Created wheelchair friendly pathways, pond and gates. Arboretum planted to include many Special birch types.

Last winter an orchard was planted and included local apple varieties (it was suggested here that Onkar could make some Kippford Cider from the harvest)

What next - Blue Bell Wood is getting smothered by rhododendrons and sycamore needs thinning.

Grant for fencing was received, about 2years ago, and will be used for conservation grazing. This will involve animals for around 2 months each year (probably ponies)

Flooding, near the pond, needs fixing. Footpaths will be maintained. Tree tubes may be removed soon. Map sign to be erected.

Mike would like to introduce more flowers. Flowering shrubs will be planted.

Mike said if their was something the residents wanted planting then please let him know.

Colvend Community Council are looking to erect a shelter, on the nature reserve in memory of Derek Roan.

8. Ratification of Committee Members.

Sam said the following:

I mentioned earlier that continuity is a vital reassuring element in managing an organisation like this one, that seeks to serve its community from within.

I'm very aware that the current committee looks quite different from the one that last sat before you at the AGM in 2019.

The circumstances brought about by the Pandemic meant that we had to co opt new members to bolster the preexisting committee.

But I hope you can see that this committee is working well, not only to maintain but improve the village facilities and village life as a whole.

The Associations constitution provides a framework by which we should conduct our business. In respect of the committee it has guidelines regarding the appointment of committee members. However there is no advice or guidance on the appointment of committee members during unprecedented circumstances, ie the Covid crisis and no help is found there either, when restarting the business of the Association after a prolonged period of inactivity.

With regard to the ratification of the committee members, I would respectfully ask the meeting to take a pragmatic approach, taking into consideration all that has been achieved and knowing there is more to be done next year.

I would seek agreement for the current committee to be reappointed in full, with the addition of Brian Carson.

Sam asked for a show of hands and the residents voted in agreement with her proposal.

9. AOCB

Sam said the following:

Mike mentioned and some of you may have noticed mention of plans for a shelter to be erected on the Kipp.

Funded almost entirely by grant funding by Colvend Community Council, this project is in its infancy, but your committee is in agreement with the plans and would hope to see it come to fruition, it does require planning permission at which point the grant funding can be sought.

The Colvend Community Council do not wish to spend out on the planning process, if it then transpires that the majority of residents do not agree.

Tonight gives an opportunity to test the water and see if there is a positive or negative response to this idea.

The shelter in question is a bespoke, locally designed and manufactured shelter with benches. There's an almost identical version in the community gardens in Auchencairn.

At this point a resident asked for confirmation that the shelter was in memory of Derek Roan and Sam confirmed that it was.

Their was another question, from the floor, concerning who would pay for any future maintenance costs. Sam is unsure, on this, and will seek clarification from CCC.

Sam asked for a show of hands seeking approval for the shelter and the floor overwhelmingly agreed.

The meeting finished at 7.40 pm.



Unfortunately I have a previous business commitment on the evening of the AGM and so will be unable to attend in person to answer questions. The attached note provides some explanation of the 2022-23 accounts but if you have any further questions then please email me at treasurer@kipfordvillage.org

Receipts

1. HMRC Gift Aid includes £1,222 from the previous year but which was only received this year.
2. We have seen a welcome increase in the use of the hall following the lockdown years.
3. We have been beneficiary of the increase in bank interest rates this year.

Payments

1. We were fortunate to enter into an electricity contract which locked us into prices before the energy price increases experienced in the last 18 months. Unfortunately this contract ends in January 2024 and we can expect costs to double.
2. We have undertaken a catch-up of maintenance and equipment replacement, primarily in the village hall. This work will continue this year and we are looking at restoring the floor in the hall, painting the exterior and replacing the front door.
3. As many villagers will have experienced, house insurance premiums have risen significantly and we can expect that the same will apply to our insurance this year.
4. The Nature Reserve Development of £5,260 was primarily the capital expenditure of a grant received to fence in part of the reserve for grazing.

Cameron Mills
Treasurer

THE KIPPFORD ASSOCIATION - SC012840

RECEIPTS AND PAYMENTS ACCOUNT FOR YEAR ENDED 31ST AUGUST 2023

	<u>2023</u>	<u>2022</u>
	£	£
RECEIPTS		
Donations from Members - 29 (2022- 21)	2,337	1,920
Car park Donations	3,177	2,797
Sundry Donations	812	400
HMRC Gift Aid	2,075	
Nature Reserve Dedications	35	
Total Donations	<u>8,436</u>	<u>5,117</u>
Use of Hall:		
Clubs and Fitness Classes	949	531
Miscellaneous Hall Lets - 11 (2022 -4)	1,060	180
Elections		480
Electricity Meter	391	360
	<u>2,400</u>	<u>1,551</u>
Other Receipts:		
Nature Reserve Grants	831	781
Electric Wayleaves	387	354
Grazing Let	250	250
Bank Interest	477	33
Misc. Receipts	363	
	<u>2,307</u>	<u>1,418</u>
TOTAL RECEIPTS	<u>13,143</u>	<u>8,086</u>
PAYMENTS		
Electricity	672	768
Hall Cleaning	735	311
Repairs & Maintenance	8,308	1,544
Replacement Equipment	2,010	201
Insurance	1,128	1,004
Stationery & Printing	209	131
Licences	167	41
Nature Reserve development	5,260	7,256
Nature Reserve maintenance	1,621	436
Sundry	420	105
TOTAL PAYMENTS	<u>20,530</u>	<u>11,796</u>
SURPLUS / (DEFICIT) FOR THE YEAR	<u>(7,387)</u>	<u>(3,711)</u>

THE KIPPFORD ASSOCIATION - SC012840

STATEMENT OF BALANCES AS AT 31st AUGUST 2023

FUNDS	2023		2022	
	£	£	£	£
General Funds at start of year	47,833		45,161	
Surplus/(deficit) for the year	<u>(2,221)</u>		<u>2,671</u>	
		45,612		47,833
The Kipp Fund at start of year	13,956		20,338	
Surplus/(deficit) for the year	<u>(5,166)</u>		<u>(6,382)</u>	
		<u>8,789</u>		<u>13,956</u>
		<u>54,401</u>		<u>61,789</u>
BANK BALANCES				
Bank Accounts		<u>54,401</u>		<u>61,789</u>
OTHER ASSETS HELD				
The Kipp Land at cost		<u>53,156</u>		<u>53,156</u>

Approved and signed by

Cameron Mills, Treasurer

Date

25/10/23

Independent Examiner's Report to the Trustees and Members of The Kippford Association (SC012840) on the accounts for the year ended 31 August 2023

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (d) of the Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1) (c) of the Act and to state whether particular matters have come to my attention. My examination is carried out in accordance with Regulation 11 of the Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently I do not express an audit opinion on the accounts.

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the Act and Regulation 4 of the Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 9 of the Regulations
 have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephenson M. R. H.

25/10/23

Steph Robertson
Bencoolen, Kippford

Date

Trustees Annual Report. Year to 31st August 2023 SCO 12840

1. Structure, Governance and Management:

The Association was established in 1994, and is administered in accordance with the terms of the Constitution.

Trustees are appointed and removed, in accordance with the Constitution, at the Annual General Meeting.

2. Objectives and Activities

The Associations objective is to promote the benefits of those living in Kippford and the surrounding areas as designated in the membership criteria, without distinction of sex, political, religious or other opinions by:

- Providing or assisting in the provision of facilities for recreation or other leisure time occupations within Kippford;
- The provision, maintenance, management and promotion of Kippford Village Hall, Kippford Community Nature Reserve (The Kipp), other buildings and local amenities for use by the residents;
- Looking after the interests of the residents and make representations on their behalf to local authorities on matters of general concern; and
- Providing information on village matters, including meetings, by the posting of minutes following meetings, maintaining the website and the issue of a newsletter as and when required.

The Trustees meet monthly to discuss issues affecting the fabric and wellbeing of the village and to manage and encourage utilisation of the Village Hall and the The Kipp. They ensure the assets are properly maintained and remain a focal point for village life. Funds are generated through hall rental fees, car park donations from the public, donations from residents and specific fundraising initiatives.

Local Councillors are encouraged to attend the Trustee meetings so that they understand the issues facing the community and can appraise the Trustees of Council decisions or discussion that might affect Kippford.

3. Trustees during the year to 31st August 2023:

Sam Sample, Chair; Cameron Mills, Treasurer; Frank Williamson, Secretary; Joanne Harris, Robert Kennedy, Mike Riding, Brian Carson, Mairi Todd, Kay Harriman, Kate Rosindale and Martin Rosindale

4. Achievements

The Village Hall is open for business, with the regular activities back to normal, in addition to the annual Sailability, RNLI, and local artists we have had a number of weddings, children's parties, and car boot events.

The New Years Day village lunch was well attended in the Village Hall and the Village Dinner has been reinstated, and was held in October at The Anchor.

The Association has purchased additional picnic tables, and many of the benches have been refurbished by The Dalbeattie Mens Shed.

We have more volunteers helping with work around the village, either litter picks or work on the Nature Reserve. Work in the ancient woodland to reduce invasive species has been effective and will be continued.

5. Financial Review

Income

Increased donations by members, compared to 2022, a receipt of HMRC Gift Aid, plus increased car park donations, resulted in Total Donations amounting to £8,436.

Increased use of the hall resulted in hall related income amounting to £2,400

With Total Receipts, amounting to £13,143, including Kipp related wayleaves, grants and grazing lets.

Outgoing

On essential repairs, maintenance, and replacement within the hall have increased, and including new frost proofing heaters, electrical testing and certification, picnic benches amount to over £10,000.

Balance

At year end 31/8/2023 the balance of Association funds stood at £54,401

The Trustees consider this sum to be appropriate to cover future repairs and improvements to the Association assets. It will also help fund activities and projects to maintain or improve the village amenities and the wellbeing of its residents. However, further donations are always welcome.

6. Declaration

The trustees declare that they have approved the Trustees Report above.

Signed on behalf of the Charity's Trustees



Sam Sample
Chair 8th November 2023

THE KIPPFORD ASSOCIATION

DONATION APPEAL - 2023/24

Every year we seek donations from all residents and holiday homeowners to help fund the Kippford Association (registered charity No SC 012840). The scope of the Association's work can be found at <https://kippfordvillage.org/committee/>

Despite the pandemic and the resulting reduced activity of the Association, many members continued to make donations for which we are very grateful and this allowed us to cover much of our running costs. We are, however, now having to catch up on necessary maintenance work which was put on hold during the last couple of years. We understand rising inflation is impacting us all, but the Association is no different. We are therefore asking members for further donations to support this maintenance work as well as our rising running costs.

All donations are welcome and no donation is too small. Donations can be made in one of three ways:

1. Bank transfer to The Kippford Association, sort code 83.17.24, Account No 00162955 (please include your name/house name as a reference).
2. Send cash or a cheque made payable to The Kippford Association, together with the tear-off slip below to The Treasurer, The Kippford Association, The Sail Loft, Jubilee Path, Kippford. DG5 4LW.
3. Make an online donation using a debit or credit card at <https://kippfordvillage.org/donate/>

As a registered charity, the Society can claim Gift Aid on all qualifying donations but we can only do that if you have completed a Gift Aid form. If you have not completed a Gift Aid form in the past, you can download one at <https://kippfordvillage.org/donate/> or request one from treasurer@kippfordvillage.org. Please send completed forms to The Treasurer, The Kippford Association, The Sail Loft, Jubilee Path, Kippford. DG5 4LW.

Thank you in advance for your support.

DONATION TO THE KIPPFORD ASSOCIATION 2023/24	
Name:
Address:	_____
Email:	_____
Amount : £	_____
Gift Aid Form: Previously completed	<input type="checkbox"/>
Now attached	<input type="checkbox"/>