



Forgan Arts Centre

Annual General Meeting Minutes Tuesday April 16th 2019, 8pm

Present

Committee members

Lynsey Smiles (Chair), Kirsty Martin (Secretary), David Gill (Treasurer),
Clare Coleman, Deborah Chapman, Carol Scullion

Ordinary Members

Alana Peden, Cat Jones, Elaine Rae, Mark Phillips, Elizabeth Berry, Norma Ross, Charlie
Clark, Norma Pech, Susan Cleghorn

In Attendance

Cllr Tim Brett, Cllr Jonny Tepp, Jack Dymoke, Beth Dymoke, Johanne Phillips

1. Apologies for Absence

Caishlan Sweeney, Ramond Dello Sterpaio, Morag Walker

Opening Remarks

The meeting was opened at 8pm with as Lynsey Smiles Chair and Kirsty Martin taking minutes. With members present, the meeting was quorate and remained quorate throughout.

2. Minutes of the 2018 AGM

a. Minutes from 2018 were circulated electronically to members and a paper copies were displayed in the Centre.

b. Minutes were proposed by K.Martin and seconded by D. Gill.

3. Matters Arising

No matters were arising from the Minutes.

4. Chair's Report

Good Evening and Welcome to the Forgan AGM for 2019. Thank you all for coming along this evening to support the Centre, it's lovely to see so many of you here. We have had another very busy year at Forgan with our highest turnover ever, new classes and a restructure of the staff. We have welcomed Anna, our new assistant co-ordinator to the team and also Louise, our new cleaner. We have run 128 classes and 39 workshops in the past 12 months with over 1610 taking part in creative activities throughout the year. Alana has expanded our offering since she came on board three years ago and the Centre is now full for

fifty weeks of the year, reaching a wider audience than ever before. The Centre is now so busy that the committee often have an issue finding a space to meet in, which is simultaneously fantastic and also a little frustrating. But we are doing well and that is due to our fantastic team, the committee and of course the members and children who attend all of our wonderful classes.

When we met last year we were looking into the possibility of purchasing this building which would have given us the ability to apply for capital funding to improve and expand the Centre and repair the building. Unfortunately St Fort estate have decided that they don't want to sell us the building and we are now in discussions regarding a lease. Given how successful we are at the moment and the serious constraints that we face within this building, the committee are taking this opportunity to look at other venues which may be more appropriate for Forgan moving forward. As it stands, there is very little capacity for further growth here, and growth is required to keep the Centre sustainable over the coming years. The heart and soul of Forgan Arts Centre are it's members, the classes and workshops, the chilly group of potters standing around a raku kiln at midnight, the noisy kids holiday art clubs, copious cups of tea and biscuits, open days and the sewing bee, tutors with incredible talent and an occasional dog or three. It is not this building. This has been our home for over forty years but we may now be outgrowing it, and that is an amazing thing. We have a far reaching and positive effect on our community and that is, after all, what we are here for.

The committee have been looking very carefully at all of the options available to us and we have been working to get input from the membership with a questionnaire and the Futurefest event which happened immediately before this meeting. Thank you if you took part, your input is essential and very much appreciated. We are developing an up to date business plan and will use the information gathered to inform that new document and help us make decisions about the future of Forgan Arts.

Before I finish I would like to take a moment to thank Kirsty, she is stepping down as secretary after several years of dedicated service. Thankfully she is not abandoning us completely and plans to serve as an ordinary member of the committee from here on in.

Lynsey Smiles, Chair

5. Financial Report

David Gill read out the relevant figures from the Financial Report, which is attached as **Appendix 1**.

6. Centre Co-ordinator's Report

The past year at Forgan Arts Centre has flown by! Thankfully winter was kinder, and this year we didn't have any major maintenance issues to deal with! But 2018 accounts will show the brunt of our heating issues from early last year.

The Centre has come on in leaps and bounds over the past few years. The attendance and takings have more than doubled, as had the workload! Being not for profit, we are pleased that during that time we have managed to have our Part time coordinator go full time, and now also have a part time Assistant Coordinator. Creating lots of new classes and attracting new Centre Users, in turn created a whole lot more work! When our Marketing Coordinator left in search of a full time position and our Caretaker stepped down due to ill health, we

restructured the roles at Forgan Arts Centre, bringing the marketing into the Centre Office and thus allowing for an Assistant Coordinators position, filled by Anna, who hit the ground running and our fantastic cleaner Louise. We are very happy to have Anna and Louise on our team. In theory, the hours being put into Forgan are more or less the same, but we can allocate the hours in a more efficient manner, with two of us now able to work on priority tasks when needed. Bringing the Marketing into the Centre has made our marketing more effective, and we have more new comers than ever getting in touch and joining our classes. We have also worked hard to attract more children to the Centre, and in 2018 we had around 450 children attend our activities. This week our Art & Ceramics club was fully booked with a waiting list. This has also been the same for many of our regular classes at Forgan, which is why we urge people to book on as soon as the classes go live. As usual, people can book via the website, paper forms at the Centre, or by telephone. More and more people are asking to book and pay online, which is currently under consideration by the Committee. This is a service that most other places now offer; it would also help us to allocate class places more efficiently, match up payments more effectively and aid us to collate important data more easily.

Members still get early bird booking a week before it opens to everyone else. Classes start back next week, so anyone that hasn't booked should book up now to avoid disappointment through missing a place, or to a class being cancelled due to low numbers.

The Centre is very busy, especially at certain times when we can have 3 classes in at a time, as we can only hope will always be the case! It has been lovely to see most of our classes coming together to help create an environment suitable for everyone and ensuring that their space is as they found it, ready for the next class. We have found many mini-communities grow at the Centre, people coming together through the joy of their class, which has been lovely to be part of.

As our Christmas Fayre has dwindled in numbers over the years, with so many other markets around to compete with and the popular North Fife Rotary Club having their big Fayre the week before, it was decided last year that our Sewing Bee & Pottery would take tables at the Rotary Fayre to see how that went. The spirit of this fayre is lively, and a great day was to be had. Our Sewing Bee volunteers served us well, thank you again for your support each event. We also had a successful Christmas and Spring Open day at the Centre, where we were pleased to see lots of new faces. Forgan Arts Centre is really reaching far and wide now which is great, (if only we had another couple of classrooms!) Thank you to everyone who has helped to hand out brochures, forward on our emails and programmes to their friends and family via email, and who turned out to volunteer and support at our events. We are seriously lacking in volunteers when it comes to events and fundraising, which can dash the Committees confidence in organising further events, we can't do it alone. We hope to gather a wee group of members who would like to help with events ideas and organisation. If you want to be part of this team, please let us know! Fundraising is needed now more than ever due to the current situation with the building, as unfortunately, the commercial rent does not bode well with funding bids.

Currently, Anna and I are working in the background on re-organising and strengthening our digital and paper work within the office. Hopefully nobody will be getting any pesky duplicate emails anymore, as we try to simplify our mailing lists.

Thanks to Fife Councils Digital Funding, we now have Wi-fi throughout the Centre, which should be activated with its own login for Centre Users and visitors for the new term. We also now have a license for Music in the main rooms for our classes and workshops, which has

been greatly received by our Life Drawing classes who are enjoying drawing under a variety of musical genres!

We have been working with Robin who has kindly given us a few days of IT support as work in the Community through the Company that he works for. Through this he has applied for free Microsoft office package for us to use, which should save us some extra pennies! After jumping through many a hoop, we have also just managed to secure a free website package, which the University of St Andrews are currently using to work on a Data project for us. This is an ongoing project which we hope will be handed from the current Honours student to a Master's student after the summer. This is a project which aims to develop a programme for us, that ties all of our office files together, making it a simple task for us to extract key information. This is a project that would also tie in with online bookings, if we decide to progress to this stage soon.

With 30 classes running each week, and over 15 workshops each term, Forgan is really thriving, and we couldn't have done it without the hard work of our outstanding tutors and of course our fantastic members who can't seem to get enough of our classes, with some eager beavers attending 5 different classes each week, and some travelling from as far as Montrose for weekly classes. You are a dedicated bunch, and that's what keeps us going, and what will get us through times to come as we fight for Forgan's Future.

Alana Peden, Centre Coordinator

7. Election of Committee Members

a. Biography of co-opted Treasurer David Gill was read out:

We moved to Fife 2 years ago after visiting for about 17 years as our children were already living here or moving here. My wife and I knew about the centre and enrolled on courses very soon after. I had been a volunteer and Treasurer for over 4 years at a Community Garden in South Yorkshire so when I heard that Forgan was looking for a Treasurer I volunteered. I think it is really important for local communities to have opportunities to meet other people regularly and volunteering for a local charity or enrolling on a course allows you to do something that you are interested in and at the same time meet other people, often from different age groups or different backgrounds.

Proposed by C. Scullion; Seconded by E. Berry.

Unanimous votes were cast in favour.

K. Martin thanked D. Gill for putting himself forward to carry out this role.

b. L. Smiles will remain in post as Chair. Unanimous votes cast.

c. K. Martin stepped down as Secretary and will remain on the committee as an ordinary member.

d. Committee members who left this year: Gail Davidson and Kate Martin. The Committee now consists of the following 8 members, with 7 vacancies:

Lynsey Smiles (Chair)

Kirsty Martin (acting Secretary)

David Gill (Treasurer)

Carol Scullion

Clare Coleman

Deborah Chapman
Christina Alt
Caishlan Sweeney

8. Any Other Business

- a. Gift vouchers were suggested by a member, to be told by A. Peden that we do have these available. Member then suggested that these should be more visible for people to buy.
- b. C. Clark showed interest in joining the committee. He is welcome to attend the next committee meeting to observe.

9. Closure

The Chair declared the meeting closed at 8.30pm.

APPENDIX 1

Forgan Arts Centre Management Committee's Report and Accounts Year Ending 31st Dec 2018

Scottish Charity Number SC008537

Current Management committee

L Smiles	Chairman
K Martin	Secretary
D Gill	Treasurer
C Coleman	
C Scullion	
C Sweeney	
D Chapman	
C Alt	

Contact Address

Forgan Arts Centre, Cupar Road, Newport-on-Tay, Fife, DD6 8RA

Recruitment and appointment of Management Committee

All the members of the Management Committee are appointed and reappointed at the Annual General Meeting, which takes place in April each year.

Governing Document

Forgan Arts Centre is a Scottish Charitable Incorporated Organisation (SCIO) and its purposes and administration arrangements are set out in the constitution.

Charitable Purposes

As recorded in the constitution, the aims of the Centre are to encourage and provide facilities for the study of arts and crafts and to serve as a centre for friendly discussion and shared interests among members.

Management Committee Remuneration and Expenses

The members of the management committee did not receive any remuneration during the year. No travel expenses were paid.

This year's turnover was £99,970.79, with a total expenditure of £95,974.89, giving a surplus of £3,995.90. Our largest expenditures are as follows Tutors Fees £58,783.79, Staff Wages £23,098.83, HMRC £6,181.53, Services (oil, electricity, phone etc.) £5,450.68

Activities and Achievements

Scotland's Open Gardens

We provided the venue for teas during the scheme's local openings in May 2018. Including money received from teas and stalls in the garden we were donated £925.47

Christmas Fayre

This year we took two tables at the Newport on Tay Rotary Club Christmas Fayre. We raised £264.50 from the sale of hand made goods.

Other Social Events

We held various craft & pottery table fundraisers in the hall throughout the year. We also hosted Open Studios in May and our first Open Gallery at Christmas. We have started holding Raku

pottery firing fundraisers which have in turn created a pottery party night where students volunteer to create pottery to be purchased, glazed and fired at the Raku fundraisers.

Donations

Over the year we received around £500 in donations, aside from the Open Gardens.

Grants

We received funding from Fife Council as part of the Recurring Grant towards the running of the Centre. We received £750 funding from PREVENT to run a ceramics project for young people with an anti-tobacco message. We also received some small amounts from Fife Council towards the cost of tuition for running outreach workshops.

Staff

We restructured the staff roles at Forgan Arts Centre with our Coordinator moving to a full time position, a part time cleaner and a new role of part time Assistant Coordinator. We no longer have a Freelance Marketing Coordinator or Caretaker position.

We remain dependent on the fund-raising efforts of our members, which are vital to a sustainable future for the Centre. The main focus of the management committee has been marketing and raising the profile of the Centre as a Scottish Charitable Incorporated Organisation (SCIO).

Approved by the Management Committee and signed on its behalf.

Forgan Arts Centre
Receipts and payments account
year ended 31 Dec 2018

<u>Receipts</u>	Year 2018	Year 2017
Membership & Class Fees	£82,232.40	£65,697.48
Class Materials	£1,426.51	£1,216.81
Fundraising	£562.00	£2,072.38
Grants	£13,105.20	£2,512.00
Donations	£1,446.82	£854.05
Room Hire	£320.00	£812.50
Interest	£46.20	£12.76
Tea/Coffee	£831.66	£503.53
Total receipts	£99,970.79	£73,681.51
<u>Payments</u>		
Tutor Fees	£58,783.79	£26,557.08
Maintenance	£96.00	£0.00
Wages	£23,098.83	£26,621.03
Supplies	£863.61	£4,425.32
Services	£5,450.68	£6,923.69
Admin expenses	£491.06	£224.40
HMRC	£6,181.53	£2,983.50
Refunds	£549.00	£2,326.00
Marketing	£460.39	£6,176.58
Rent	£0.00	£0.00
Per annum charges	£0.00	£800.30
Expenses	£0.00	£2,414.45
Total Payments	£95,974.89	£79,452.35
<u>Surplus/(Deficit) for the year</u>	£3,995.90	-£5,770.84

Independent Examiner's Report to the Trustees of The Forgan Arts Centre

I report on the accounts of the charity for the year ended 31 December 2018 which are set out on pages 1 to 4.

Respective responsibilities of trustees and examiner

The charity's committee 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) (a) to (c) of the 2006 Accounts 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.

Basis of Independent Examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts (Scotland) Regulations (as amended). 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 view given by the accounts.

Independent examiner's statement

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 2005 Act and Regulation 4 of the 2006 Accounts Regulations

To prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations

have not been met, or

2. to which, in my opinion, attention should be drawn in order to enable proper

