**ACTION PORTY**

Minute of Annual General Meeting held on 18 January, 2018

(and Friends of Bellfield Special General Meeting)

**1. INTRODUCTION**

 Alastair Cameron (Vice-Chair) welcomed everyone to Action Porty’s first Annual General Meeting. He then ran through the domestic arrangements and confirmed that the meeting was quorate (list of attendees attached as an appendix). The chair explained that the meeting was in two parts: a Friends of Bellfield Special General Meeting followed by the Action Porty Annual General Meeting.

**2. APOLOGIES**

 Apologies were received from directors Justin Kenrick, Shauna Macdonald and Mary Campbell. Apologies were also received from Lesley Reid, Donald Scott, Mary-Jane Elton, Beth Cross, James Lewis, Rona Gray, Olivia Furness, Tom Black, Danielle Trudeau, Donald Canavan, Joan Torbett-Schofield, Maureen Child, and Emma Dempsey.

**3. FRIENDS OF BELLFIELD SPECIAL GENERAL MEETING**

 **3.1 SECRETARY’S REPORT**

 Ian Cooke (Secretary) provided an overview of Friends of Bellfield – what it was, what it achieved and the important role it played in the first part of the Save Bellfield campaign. It was stressed that Friends of Bellfield was always intended to be a time-limited organisation. FoB led directly to the establishment of Action Porty, a company limited by guarantee, and a slide showing the objects of the company, was shared with the meeting.

 **3.2 PRESENTATION OF FINAL ACCOUNTS**

 Jennifer Elliot (Treasurer) presented the final accounts for Friends of Bellfield, summarising the main income and expenditure and highlighting the closing balance of £1,750. She explained that the accounts had been independently inspected by Ben McLeish. The Final Accounts were proposed by Kyrsta Macdonald-Scott, seconded by Karl Stern and approved unanimously by those present at the Special General Meeting.

 **3.3 RESOLUTION**

 On behalf of the Friends of Bellfield Committee, Kyrsta Macdonald-Scott then proposed the following resolution:

 “As per clause 9 and 10 of constitution, this Special General Meeting agrees to wind up Friends of Bellfield (unincorporated association) and to transfer any remaining monies to Action Porty”

 The resolution was seconded by Jennifer Elliot and approved unanimously by those present.

**4. ACTION PORTY ANNUAL GENERAL MEETING**

 **4.1 CHAIRS REPORT**

 In the absence of Justin Kenrick, Morag Donaldson presented a summary of what had been achieved by Action Porty since its establishment. This included Action Porty becoming the first urban community to successfully use the Community Right to Buy, the acquisition of Bellfield on behalf of the community, and a very successful crowdfunding exercise.

 The Chair then read out a statement written by Justin Kenrick which thanked all those who had contributed in all sorts of ways to what has been achieved to date, stressed the importance of the Save Bellfield campaign to the Portobello community and flagged up some of the opportunities and challenges that lay ahead.

 **4.2 FINANCIAL REPORT & PRESENTATION OF DRAFT ACCOUNTS**

 While there was no requirement to present Action Porty’s accounts to the AGM, in the interests of transparency Jennifer Elliot talked through a summary of the draft accounts to date. She then responded to a question from the floor about more detailed financial information, and Ben McLeish explained the intention to change the reporting date with Companies House. The AGM noted this financial report.

 **4.3 RESOLUTION TO AMEND ACTION PORTY ARTICLES: OPERATIONAL BOUNDARY**

 Kyrsta Macdonald-Scott introduced the resolution by explaining that on the advice of the Scottish Government, Action Porty had restricted our operational boundary to ensure that we were able to fulfil the various requirements of the Community Right to Buy process, and that this was reflected in the articles of the organisation. She explained that in the interests of being inclusiveness, the Action Porty Board was now keen to extend the boundary as referred to in clause 4 and defined in the appendix of the articles. On behalf of the Board of Directors, Kyrsta proposed the following resolution to redefine the community boundary and amend the articles of the organisation accordingly:

 “This Annual General Meeting agrees to extend the boundaries of Action Porty as follows: southwards from Kings Road, up Baileyfield Road, and Duddingston Park (to the junction with Milton Road) and eastwards along the Milton Road (to the junction with Eastfield)”.

 This was illustrated in a map showing existing and proposed boundaries. On being put to a vote of Action Porty members, the resolution was unanimously carried.

 **4.4 ELECTION / RE-ELECTION OF DIRECTORS**

 The chair ran through the list of directors who had served on the Board since the establishment of Action Porty, highlighting those who were standing down at the AGM and those who were prepared to continue.

 In response to the AGM calling notice, a nomination had been received from Alan Simpson, and Alastair Reid was nominated from the floor, in his absence.

 It was therefore proposed that the following members would serve on the Board of Action Porty for the coming year:

 Justin Kenrick Ian Cooke Jennifer Elliot Kyrsta Macdonald-Scott

 Mary Campbell Alan Simpson Shauna Macdonald Morag Donaldson

 Alasdair Reid (on confirmation of accepting the nomination)

 Ben McLeish will continue to serve as a co-opted director

 The AGM approved the election of this board of directors for the coming year.

 Kyrsta Macdonald-Scott then presented Alastair Cameron and Tim Warren, both of whom were standing down at the AGM, with a small gift in appreciation of their respective contributions. Both Alastair and Tim will continue to support Action Porty in a voluntary capacity.

 **4.5 UPDATE AND FUTURE PLANS.**

 The chair then introduced Action Porty’s Development Manager, Emma Griffiths (a role she currently job-shares with her colleague Angela Thomas).

 Emma provided a summary of some of the key challenges in ensuring that Bellfield meets health and safety and environmental health requirements, and is in a fit state to open in June. She explained short term plans and the longer term ambitions for Bellfield, the delivery of which will be dependent on raising the required level of funding. Emma said that she was delighted to be in the post, and was encouraged by the the enthusiasm of the board and potential partners, and the helpfulness of volunteers and former church officials.

 **4.6 QUESTIONS and DISCUSSION**

 At this point in the meeting, the chair opened up the AGM for questions and comments. Areas covered included:

* Striking the right balance between paid staff and volunteers
* Whether sufficient funding was in place for the current staff – this was confirmed
* The potential of a community share issue to raise funds, and the need to ensure that it was done in an inclusive way
* The potential tension between commercial use and community use
* Future plans for the cafe / kitchen – various options still being explored!
* What plans were in place for the June opening? Sill being discussed – ideas welcome!
* Getting involved in the various sub-groups. It was agreed to put information on the web-site and send out a communication to all members.
* An offer of office furnishings and fittings
* The need to remember that not everyone in Portobello is on the internet and to use other forms of communication as well as electronic.

**5. ANY OTHER BUSINESS**

 There was no other business raised, and the chair formally closed the AGM by thanking everyone for their attendance and support.

**ATTENDANCE SHEET**

ACTION PORTY MEMBERS

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| --- | --- | --- |
| Chris Booth | Celia Butterworth | Diana Cairns |
| Ross Campbell | Sarah Cockburn | Alastair Cameron |
| Ian Cooke | Catherine Cumming | Jon Davey |
| Aurora Dunlop | Jennifer Elliot | Susan Elsey |
| Stephen Hawkins | Richard Hope | Christine Hoy |
| Bill Jameson | Penelope Johnstone | Jan Killeen |
| Sarah Lewis | Heather Macdonald | Gus Macdonald |
| KyrstaMadonald-Scott | Mark Macdonald-Scott | Cathy Maclean |
| Lawrence Marshall | M.Jane Martin | Nicholas Meny |
| Brenda Molony | Margaret Munro | Susan Newlands |
| David Newlands | Oonagh O’Brien | Alan Simpson |
| Sue Simpson | Karl Stern | Gillian Warren |
| Ian Wilson | Nick Woodhead | Lee Kindness |
| Morag Donaldson | Elma Sheppard | Julia Woodman |
| Alex Falconer | Niamh Moore | Frances Wraith |
| Nicholas Johnson | Jean Wilson | Kerry Oliver |
| Daryl Stanfield | Beryl Neill | Emily O’Brien |
| Gillian Dunn | Tim Warren | ElaneMcElveen |
| Mark Balard | Kathleen Campbell | Maria Gray |

NON-MEMBERS

|  |  |  |
| --- | --- | --- |
| Sandra MacAskill | Stuart Thomson | Marianne Hughes |
| Julia Woodman |  |  |