**ACTION PORTY**

Minute of Annual General Meeting held on Wednesday, 25 October, 2023 in Bellfield

**1. Introduction**

Justin Kenrick (Chair) welcomed everyone to what is the 7th AGM of Action Porty, and the first AGM held as a Community Benefit Society. He confirmed that the meeting was quorate (see attendance sheet and proxy votes).

**2. Apologies**

The AGM noted that apologies and proxy votes had been received from Ian Schofield, Al Reid, Gillian Wilson, Eva Schonveld, Alastair Cameron, Anne-Marte Bergseng, John Muir, Maria Gray and Jane Lewis.

In addition apologies had been received from Alison Jeffrey, Diana Cairns, Anne Budo and Frazer McNaughton

**3. Minute of Previous Annual General Meeting**

The chair explained that the minute of last year’s AGM, held on 22 June, 2022, had been posted on the Action Porty web-site. The minute was agreed as a correct record of the meeting. There were no matters arising.

**4. Overview of Activity 2022/23**

To summarise the activities and achievements of the last 12 months or so, the chair invited several people to address the AGM.

Gail Stark (Bellfield Administrator) outlined the strong rebuilding of usage since the Covid-enforced closures, with 25 regular users providing 45 classes or activities on a weekly basis. She also highlighted the number and range of occasional or one-off users, including weddings, childrens parties, and community and fundraising events, the vast majority of whom were local people / families and / or had a strong association with Bellfield. Gail also informed the AGM about the number of enquiries being turned down, because of lack of available space.

Dave Cooper then provided a short history of the Porty Community Fridge, explaining how it had emerged as a community response to supermarket food waste (400kg per week!). PCF is a wholly volunteer-run project, with groups of volunteers carrying out different tasks, culminating in the distribution of the surplus food each Saturday. Dave further explained that as an un-constituted group, PCF had approached Action Porty, and after positive discussions, PCF has now become part of Action Porty.

Morag Donaldson then provided an Action Porty Board perspective on the running and evolvement of Bellfield as a community hub, and highlighted some of the other Action Porty events and activity. She stressed the importance of volunteers to the operation of Bellfield, and explained the Board’s decision to increase our administrative capacity. Morag also highlighted the success of the Friday café and the instalment of the Bellfield defibrillator – the latter funded by the Scratch Choir and Flea Market events.

Ian Cooke then ran through a few slides / photographs and explained how Action Porty was being re-structured as an organisation.

The chair then opened the meeting for a few questions and comments.

**5. Financial Report**

The Chair explained that John Muir, the Action Porty treasurer was ill, and had submitted his apologies. The Chair then read out the following statement which John had prepared:

“The last audited accounts were for financial year 2021/22 and the accounts for 2022/23 are at an advanced stage of completion with our auditors. The audited accounts show that the organisation is financially solvent and this remains the case.

* We have some reserves of cash – slightly higher than the figure of £58k quoted on last year’s accounts
* We are financially sustainable even without grant funding – consistently earning more from rental of Bellfield than our costs
* We want Bellfield and Action Porty to flourish hence the community share issue”

The AGM noted this report. It was pointed out from the floor that the audited accounts are hard to find on the web-site, and the Chair undertook to place them in a more prominent position.

**6.** **Future Plans**

Ian Cooke then gave a short presentation on the work which has been done to re-develop Bellfield and the plans for taking the project forward. He explained why the re-development was required, outlined the 6 development principles which the Board of Action Porty had agreed, and talked the AGM through the latest design plans. Ian explained that our architect had co-ordinated a Feasibility Study to test the practicality of these plans. The AGM noted that meetings had taken place with both Edinburgh Youth Theatre and Portobello Heritage Trust, and that consultation meetings with regular users were currently being organised. Ian also shared the relatively positive feedback from the Council’s pre-planning advice process and provided an update on the review and rewriting of the business plan. Finally, he explained that a funding strategy was also currently being finalised. This had 3 elements – community shares, grants and possible loan funding.

Justin Kenrick then explained that while Bellfield was Action Porty’s major project, the organisation had a wider remit to work with other community initiatives and respond to unmet community needs. He explained that Action Porty was pleased to welcome the Community Fridge as part of that process, and that going forward Action Porty had a key communication and strategic role within the community.

The chair opened up the AGM for a couple of questions and responses on future plans.

**7.** **Election / Re-election of Board**

The Chair then explained that as part of the restructuring of Action Porty, there would be 2 Boards going forward – the Action Porty Board and the Bellfield Operational Board. The AGM noted that the PCF had its own, established management arrangement (the Admirables). The AGM agreed that the following people would serve on these 2 boards for the coming year:

Action Porty Board – Justin Kenrick, Ian Cooke, Jennifer Elliot, John Muir, Cathy McLean, Dave Cooper, Anne Budo-Dudeur and Jenny Messer.

Bellfield Operational Board – Justin Kenrick, Ian Cooke, Morag Donaldson, Kyrsta MacDonald-Scott, Alan Simpson and Al Reid.

The chair stressed that there were up to 12 places on each of the Boards and that anyone interested in becoming involved should speak to one of the board members.

**8. Close of Meeting**

As there was no other business, the Chair thanked everyone again for attending and closed the meeting.

**Appendix: Attendance**

**PRESENT (AP Community Members)**

|  |  |  |
| --- | --- | --- |
| Justin Kenrick | Ian Cooke | Cathy Maclean |
| Dave Cooper | Jennifer Elliot | Morag Donaldson |
| Chris Booth | Margaret Munro | Jane Chisholm |
| Stephen Hawkins | Jenny Messer | Penelope Johnson |
| Brenda Molony | Robin Liebmann | Vince Molony |
| Doreen Parker | Alan Simpson | Karl Stern |

**PRESENT (Others)**

|  |  |  |
| --- | --- | --- |
| Sandra McAskill | Gail Stark (staff) | Lorraine O’Sullivan (staff) |
| Helen McCormack | Wendy McAngus |  |