

AGM 2025

Date: Wednesday 1 st October 2025

Time: 18:30 – 19:50

Venue: Small Hall

Attendees:

Committee members

- Tricia Moscati (Chair)
- Katie Currie (Treasurer)
- Vanessa Rolph (Business and fundraising officer)
- Tina Learmont (Bookings officer)
- Kirsteen Powell (Committee member, minutes secretary)

Hall keepers:

- Suzie Queripel (also Pix in Stix)
- Tracey Lague

User groups

- Elaine Wilson (Senior Citizens Club)
- Kathy Foulkes (Senior Citizens Club)
- Sheena Sheerin (East Linton Drama Group)
- Heather Fleming (Art Group)
- Pat Carmichael (Art Group)
- Lee Curtis (Beavers, Cubs, Scouts)
- Rebecca Devon (Rainbows, Brownies, Girl Guides)

1. Chair's Welcome, Introductions and Apologies

Meeting opened by chair TM, who welcomed attendees and noted apologies from Judith Priest, Dunderpender Community Council. Committee members, hall keepers and user group representatives

2. Approval of minutes from the 2024 AGM

TM advised minutes of AGM 2024 were on East Linton Community Hall (ELCH) website and encouraged attendees to read them. Any amendments should be sent to ELCH email address before the end of the month, after which the minutes will be marked as approved.

3. Chair's Report

TM gave summary of Chair's Report (see appendix 1 for full text). Skylight in the entrance hall has not been replaced but is watertight. Bar area has not been upgraded as it is rarely used (average two bookings per year) and it would be a costly project to complete (c. £10k). Other issues are higher priority, especially the windows at the front of the building. TM outlined the wildly varying quotes for refurbishing windows the committee had received, from c. £9k to £18k, and their current lack of building work knowledge and connections. The community hall is not a listed building so it may be

TRICIA
Mrs Rolph - 24/5/26 - Vanessa Rolph - Bless Parkhursts a Fundraising Goodnight -
TRICIA MOSCATI, ORCHARD COTTAGE, HADDINGTON RD, EH40 3DW

more cost effective to replace rather than refurbish the windows. Discussions on the merits of the different options will continue in monthly committee meetings.

TM thanked following individuals and organisations for their fundraising efforts and/or generous donations: Alison and Antiques Fair team; Agata and her Art Exhibition team; Dunbar Rotary Club, Dunpender Community Council, and Vanessa Rolph for running the 200 Club and writing successful grant applications.

Everyone agreed that the rule that user groups should send a representative to at least three committee meetings per year to qualify for the reduced community rate was fair and should be enforced. Several representatives asked for clarity on dates of monthly committee meetings.

Actions:

- TM to email user groups who have not attended three committee meetings since February
- 2025 to remind them of community rate rules and advise them of private rate
- TM to email user groups in advance of each committee meeting to advise them of the date to encourage attendance

4. Treasurer's report

(see appendix 2 for full text) KC reported that the community hall had returned a profit this year. Income was lower this year than last year (£19K this year compared to £25k last year) but expenses were also lower. The reduction in income was due to lower takings from bookings. There are some outstanding debts due to people not paying promptly. Current bank balance is healthy at c. £45k (see appendix 2 annual accounts for full details)

Actions:

- KC and TM to discuss if further actions or sanctions (e.g. preventing further bookings) are required to recover unpaid hall fees from repeat offenders

5. Hall Keepers' report

TL requested a 30-minute window be left between bookings to enable hall keepers to rearrange room layout as required, especially between large groups or events. Tracy also asked for the fire alarm to be fixed. TM and KC agreed this was a matter of urgency and explained that there had been a lapse in service from CSS as the company claimed the annual fee from the hall had been refunded when in fact it had not.

SQ felt the weekly cleaning schedule was meeting most user groups' needs, especially now there were signs prompting user groups to take out their own rubbish and recycling and sweep up any debris from the floor. TM noted that the hall floors were now being deep cleaned on an annual basis.

There was a discussion regarding the lack of water flow and smell in the urinal in the men's toilets. TM noted issue may need to be fixed by a plumber and agreed with several others that male and female toilets were due an upgrade.

Actions:

- TM to forward correspondence with CSS to Katie

- KC to take up issue with CSS to ensure service is provided as paid for and arrange for fire alarms to be tested and any faulty ones to be fixed
- TM to arrange annual deep clean of hall floors
- TM to arrange plumber

6. Bookings Officer's report

Tina asked for an inventory to help her respond to booking enquiries. TM noted there was one on the website and a stock take could be completed by hall keepers at quieter times to make sure it was up-to-date. Tina also asked if dogs were allowed in the hall as some owners had bought their pets in when visiting the Antiques Fair at the weekend. TM confirmed that no dogs were allowed in the halls. There was a discussion about putting up signs at entrances to inform people who were coming into the building of no dogs rule with exception of assistance dogs.

Actions:

- TM to send inventory link to Tina
- TM to arrange no dog sign (excl service dogs).
- Hallkeepers to complete stock take of each room

7. 200 Club

Vanessa gave update on 200 Club (see appendix 3 for full text) on its 25th anniversary. £3900 was given out in prize money and £3758 was donated to the hall. Vanessa encouraged attendees to consider if they know anyone who would like to join the 200 Club. Gambling licence prohibits direct advertising to recruit new members.

8. User groups' reports:

Beavers, Cubs, Scouts (LC)

Scouts restarted in March 2025. There are plans to restart Explorers in 2026. They have had 4 new leaders in the last year and are expecting another 4 to join soon.

East Linton Drama Group (SS)

The group is in limbo and it is not clear if it will continue. There is a meeting in November to try to generate interest and community support. The group has not been able to put on panto performance since January 2024.

Pix in the Stix (SQ)

New term started with large audiences for both family and adult performances. Suzie repeated offer previously made that a £5 fee for using screen owned by Pix in the Stix in the small hall could be levied on bookings. Pix in the Stix would donate £5 fee to the community hall. TM was not sure if/how this could be made to work in Hallmaster room booking system.

Rainbows, Brownies, Girl Guides (RD)

There was a brief discussion of lapse in communication resulting in Brownies losing their regular slot for the autumn term. This has been resolved from January 2026. There are waiting lists for all three

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 BYRoch 24/5/26 - Grants & Coordination
 Business Partnership

Vanessa Popph

groups. Leaders are the limiting factor. Social media shout out for volunteers ELCH helped recruit a new leader and a new administrator to enable Brownies to continue.

Art Group (Heather and Pat)

The group has space for 2 new members (28 current members, max capacity 30). The group would like 12 rather than 10 tables to be set up for meetings. KC confirmed there were no room use rules to prevent this from happening, and group should add request for 12 tables to room bookings.

Senior Citizens Club (Kathy and Elaine)

Club is going strong with 50 members and is making plans to celebrate its 80 th anniversary next year!

9. Trustees

No trustees present

10. Election of committee members

All committee members were re-elected to their existing positions.



East Linton District Community Association
 East Linton Community Hall
 73 High Street
 East Linton

www.eastlintonhall@gmail.com
 www.eastlintonhall.com

APPENDIX 1 The East Linton Community Hall

Chairs Report 2025



LIGHTING BEFORE & AFTER

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Mascati
 Vanessa Rola - JMB & VPD - Business Partnering & Finance Coordinator.

OBJECTIVES, MISSION AND VISION

The East Linton Community Hall has been at the heart of local life for over 150 years, serving as a hub for gatherings, events, and shared history.

Origins (1874–1875)

The foundation stone was laid on 27th June 1874. Built from Traprain freestone, the Hall cost £1,000—entirely funded by generous private donations and community fundraising.

The building opened as the East Linton Volunteer Drill Hall on 6th January 1875, officially inaugurated by the Earl of Haddington. It served as an indoor training space for the No. 5 Haddington Rifle Volunteers.

A Community Hall (1962)

In 1962, the Hall was renamed the East Linton Community Hall following the formation of the East Linton & District Community Association. It has continued to evolve as a welcoming, inclusive space for all.

CARING FOR THE HALL

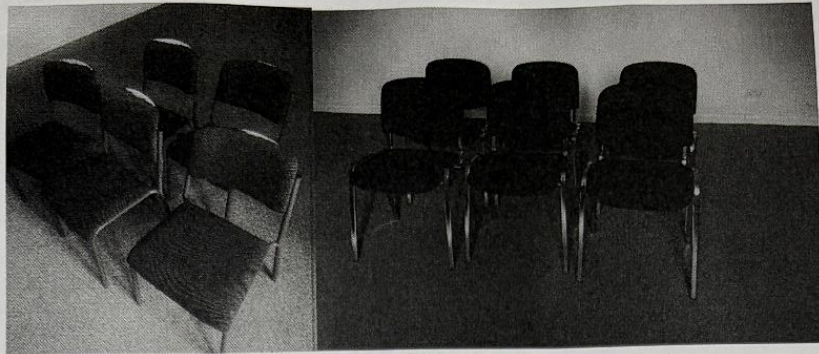
2024/25 Improvements

Below is a list of planned and unplanned repairs carried out over the past 12 months.

| Item | Planned for 24/25 | Completed 24/25 | Unplanned 24/25 | Completed 24/25 |
|--|-------------------|-----------------|-----------------|-----------------|
| 1. Replace Dirt Trapper Mats | yes | yes | | |
| 2. Increased Education on Cleaning Expectations | yes | yes | | |
| 3. New Mops and Replacement Schedule | yes | yes | | |
| 4. Replacement window in the foyer | yes | no | | |
| 5. Overhead Lighting Replacement in the Main Hall | yes | yes | | |
| 6. Soft Seating Replacement in the Meeting Room | yes | yes | | |
| 7. Replacement of Hall Tables and Folding Chairs | yes | no | | |
| 8. Bar Area Redevelopment | yes | no | | |
| Side Lighting Replacement in the Main Hall | | | yes | yes |
| Heating/Boiler Repair | | | yes | yes |
| Radiator Repair | | | yes | yes |
| Purchasing of more mugs for adults and cups for kids | | | yes | yes |
| Urn Repair | | | yes | yes |
| Storm Damage in main hall window | | | yes | yes |
| Small Hall skirting board | | | yes | yes |
| Side gate repair | | | yes | yes |
| Laminated info (cleaning advice, kitchen contents etc) | | | yes | yes |



mmisrati
 Vanessa Ralph 24/5/26 VSRolph. Business Partnerships Grant Coordinator



Planned for 25/26

| | |
|---|---------------------|
| Replacement window in the foyer | Likely from savings |
| Replacement of Hall Tables and Folding Chairs | Likely from savings |
| Bar Area Redevelopment | Grant |
| Main Hall windows (refurbish or replace) | Grant |

CRITICAL TASK LIST

January

- Review Health & Safety policy (Google Drive)

April

- Arrange hall flooring varnish

May

- Portable Appliance Test and Periodic Electrics Inspection
- Submit OSCR return
- Fire extinguisher & blanket check

August

- Email all regular users
- Arrange Piano tuner
- Update annual fixtures page
- Review insurance quotes

September

- GCH service

October

- Deep clean flooring
- Review The Music Licence
- PRS renewal (3 years)

November

- Review electric/gas pricing
- Post insurance certificate on foyer notice board

DIGITAL IMPROVEMENTS

2024/25

- Website refurbished
- Minutes now on our website
- Institutional memory is slowly making its way online ○ Google tasks ○ Google drive

2025/26

Payments for art exhibition continue to have issues with sumup increasing our limit, they appear to not understand the nature of trustees and committee and community ownership.

FUNDRAISING

2024/25

We extend our heartfelt thanks to

Antiques Fair - Alison and her team.

Art Exhibition- Agata and volunteers Donny, Hilary Lorna & Rosemary.

200 Club - Vanessa

Dunbar Rotary for or Meeting room soft seating

Dunbar & East Linton Area Partnership

Be Green grant which helped replace the Main hall overhead lighting

2025/26

Continue with the help from our wonderful volunteers. The 8 Antiques Fairs, 200 Club, and 4-day Art Exhibition. These 3 income streams raise essential funds for the hall which supports maintenance and upgrades.

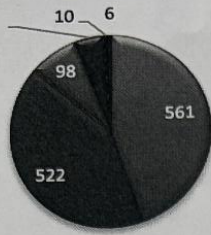
BOOKINGS

Price Increase in May 2025 - 3% uplift, it had been over 2 yrs since the last increase.

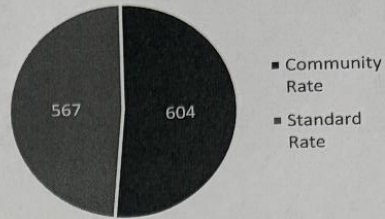
Vanessa
Vanessa Roper 24/5/26 VYRPA Business Partnerships Grants Coordinator

Room Occupancy

- Main Hall ■ Small Hall ■ Room upstairs
- Kitchen ■ Bar ■ Stage

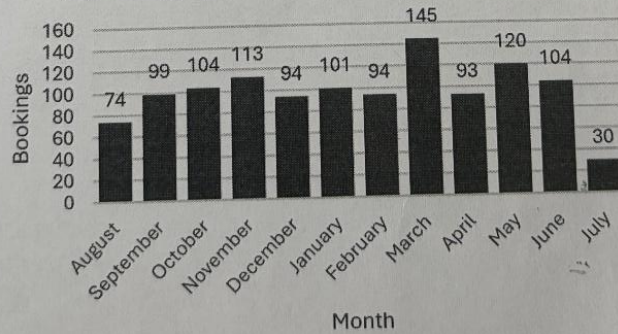


Rate Types



| | number of bookings |
|--|--------------------|
| Small Hall | 509 |
| Main Hall | 495 |
| Room upstairs | 94 |
| Main Hall, Kitchen | 42 |
| Main Hall, Small Hall | 7 |
| Main Hall, Bar | 5 |
| Kitchen | 4 |
| Main Hall, Stage | 3 |
| Main Hall, Kitchen, Bar | 3 |
| Small Hall, Kitchen | 2 |
| Main Hall, Kitchen, Stage | 2 |
| Main Hall, Small Hall, Room upstairs, Kitchen | 2 |
| Room upstairs, Kitchen | 1 |
| Main Hall, Small Hall, Room upstairs, Kitchen, Bar | 1 |
| Main Hall, Small Hall, Kitchen, Bar, Stage | 1 |
| Grand Total | 1171 |

Bookings per month Aug 24- Jul 25



TRUSTEES

We welcome new committee members: Tina Learmonth as Bookings officer & Kirsteen Powell as Minute Secretary Recruitment

- Finding a new trustee and expanding the committee are critical for ensuring long-term governance but may face difficulties in attracting committed individuals
- The ability to manage the hall's activities, upgrades, and maintenance is challenging, a committee role in Property is desperately required. A recent quote to refurbish the main hall windows vary between £10k- £18k, the current committee have no expertise in this area.

SUMMARY

Opportunities:

- Community Involvement: The reintroduction of community group attendance, this used to be monthly, we are more lenient and have decided on 3 per year.
- Upgrading Facilities: Planned upgrades, windows and bar area
- Increased Fundraising: Continued events like the Antiques Fair and Art Exhibition, alongside new grants

Challenges:

- Community User attendance: The new term saw many issues with bookings due to not knowing which groups were active.

Tricia Moscati

Chair

COMMUNITY RATE ATTENDANCE Minimum requirement 3 meetings per year

| Group Name | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|
| Andrew Meikle Grove Residents Assoc | | | | | | | | |
| Beavers - Cubs - Scouts - Explorers | | 1 | | | | | | |
| CAEL | | | | | | | | |
| Carers of East Lothian | | | | | | | | |
| Children 1st | | | | | | | | |
| Dunpender Community Council | | | | | | | | 2? |
| East Linton Art Group | | 1 | | | | | | |
| East Linton Arts Crafts and Flower Show | | | | | | | | 1 |
| Babies & Toddlers | | | | | | | | |
| East Linton Community Choir | 1 | 2 | 3 | | | | | |
| East Linton Drama Group | | 1 | 2 | 3 | | | | |
| East Linton Flower Show Society | | | | | | | | |
| East Linton Gala | | 1 | | | | | | |
| East Linton Primary School | | | | | | | | |
| East Linton Senior Citizens | | 1 | | 2 | | | 3 | 4 |
| East Linton Tennis Club | | | | | | | | |

Tricia Moscati
 Vaessa Roidh 23/5/24 KSPOLA Business Partnership a Grant Coordinator

| | | | | | | | |
|--------------------------------|---|---|---|--|--|--|---|
| East Lothian Horizons | | | | | | | |
| Explorers | | | | | | | |
| Rainbows - Brownies - Guides | 1 | | | | | | 2 |
| Orchards Residents Association | | | | | | | |
| P7 party | | | | | | | |
| Parent Council - ELPS | | | | | | | |
| Pix In The Stix | 1 | 2 | 3 | | | | 4 |
| Prestonkirk Church | | | | | | | |
| Rail Action | | | | | | | |
| Group East of Scotland (RAGES) | | | | | | | |
| RSCDS East Lothian Branch | | | | | | | |
| Sustaining Dunbar | | | | | | | |

East Linton & District Community Association

Charity Number - SC007149

Hall Accounts

Income & Expenditure Statement
1st September 2024 - 31st August 2025

| | <u>31/08/2025</u> | <u>31/08/2024</u> |
|---------------------------------------|-------------------|-------------------|
| <u>Income</u> | | |
| Hall Lets - Paid | 19,186.48 | 25,185.00 |
| Antiques Fair | 4,306.75 | 4,304.52 |
| 200 Club | 3,758.00 | 3,600.00 |
| Art Exhibition | 3,739.35 | 3,088.95 |
| Fundraisers | 0.00 | 0.00 |
| Grant Income | 1,700.00 | 1,021.31 |
| Donations | 1,110.25 | 1,032.00 |
| Bank Interest | 635.35 | 621.31 |
| Total Income: | 34,436.18 | 38,853.09 |
| <u>Expenditure</u> | | |
| Hall-Keepers | 6,770.22 | 7,932.00 |
| Cleaning | 3,892.33 | 1,442.73 |
| Equipment | 435.65 | 490.81 |
| Heat & Light | 11,128.40 | 10,770.96 |
| Insurance | 2,556.52 | 2,318.86 |
| General Maintenance | 5,809.37 | 12,761.87 |
| General Expenses | 1,095.24 | 728.50 |
| Antiques Fair | 0.00 | 0.00 |
| Total Expenditure: | 31,687.73 | 36,445.73 |
| Opening Balances | 45,985.23 | 43,577.87 |
| Profit / (Loss) | 2,748.45 | 2,407.36 |
| Closing Balances | 48,733.68 | 45,985.23 |
| <u>Represented By:</u> | | |
| Balance at Bank | 45,279.95 | 45,972.34 |
| Outstanding Payments (Cheques) | 2,965.51 | 0.00 |
| Cash In Hand | 488.22 | 12.89 |
| Closing Balances | 48,733.68 | 45,985.23 |

Signed: M. Mascati

Signed: eb

Position: CHAIR

Position: INDEPENDANT EXAMINER

Date: 22/4/2026

Date: 20/04/26