

Elphin, Ledmore & Knockan Community Association Ltd
Company limited by guarantee, registered number: SC381507
Registered Scottish Charity number: SC042007
Registered office: Fir Chlis, Elphin, By Lairg, Sutherland, IV27 4HH

Annual General Meeting
to be held at
Elphin Community Hall
on
Saturday, 29 October 2011 at 17:00

AGENDA

1. Welcome and Introduction:

Simon Jeffreys, Company Secretary and Stuart Charlton, Chair of Directors

2. Report from Chair of Directors:

Stuart Charlton, Chair of Directors

3. Secretary's Report:

Wendy Wright, Secretary to Directors

4. Financial Report and Audited Accounts:

Sian Curley, Treasurer and Tim Wright, Accountant

Motion: To receive the audited accounts for the year ended 31 July 2011

Proposed: Stuart Charlton Seconded: Wendy Wright

5. Report on Community Questionnaire and Directors' Response:

Stuart Charlton, Chair Of Directors

6. Election of Directors:

Simon Jefferies, Company Secretary

At present there are two nominations:

Hazel Pepper - proposed by Stuart Charlton, seconded by Wendy Wright

Brendan O'Hanrahan – proposed by Stuart Charlton, seconded by Wendy Wright

Motion: To elect (Name) as a director of the Company

7. AoB

8. Close

Attached please find the Apologies for Absence and the Director and Secretary Reports. The Financial Report and Audited Accounts are published as a separate file.

Apologies for Absence

The following have sent their apologies:

Val and Bill Badger, Jan Fitzpatrick, Brian Davidson, Rosemary Christmas, Will Curwen, Susan and Stephen Smith

Director's Report

The first year of operation has been an extremely successful one for ELKCAL. We have run a number of very productive fund raising activities which have become established annual events in the local calendar. In addition, the Association has started a number of community based activities to help and support local businesses and provide opportunities for our members, and others in the local community, to participate in a range of social, cultural, sporting and intergenerational events.

The inaugural event for the Association was the Baby Steps Sponsored Walk from the Elphin Tea Rooms to the Altnacealgach Inn featuring the community's two babies Florence and Heidi taking part in their first 'walk'. In September ELKCAL organized the first Chicken Fun Day with a chicken race, children's art commotion and a wide variety of egg and spoon races for children and adults. This was so successful that everyone demanded that it became an annual event. In November a Winter market was organized featuring a range of stalls, the North West Gaelic Choir and free punch with mince pies.

Through the generosity of Seaman's Mission in Lochinver and local benefactors the Association gained a pool table, table tennis table and dart board. These were immediately put to good use by the ELKCAL young people (and quite a few older ones!). By early December the Community Hall was being used regularly by members of the local community and the 'babies' wanted their own playgroup. These demands linked to requests from Ullapool High School led to a 'Friday for All' session being established. This offered a Friday afternoon playgroup with 'tea and chat' for local residents, followed at 16:00 by the arrival of pupils from Ullapool High School to play pool, table tennis, darts and carpet bowls competing for a weekly 'prize'. When the youngsters left at 18:30 the adults took over until late evening!!

In January and February the Association was funded through the Macphail Centre to provide a weekly Body Balance session as well as management and First Aid training for the directors.

April saw the first ELKCAL Dog Show which again was such a success that it will have to become an annual event. The success of the Winter Market encouraged the Association to establish a series of Summer Markets starting in April and running about once every three weeks until early September. These featured a wide range of local produce and stalls and such was their success that some stallholders have asked for a fortnightly market in 2012.

The main event of the summer was the first ELKCAL Music Festival featuring local bands and leading to one of the directors becoming their drummer. Throughout the summer the Community Hall has been used for practice by several local bands all anxious to take part in the 2012 Music Festival. As the first year of ELKCAL drew to a close the Association put on the second annual Chicken Day.

The directors have not just been involved in fund raising and supporting local businesses. Much work has been done to establish the ELKCAL website and produce a range of essential policy documents. Directors have gained Disclosure Scotland accreditation and first aid qualifications. A Business Plan

has been drawn up and Highland Council has recognized the importance of the work done by ELKCAL through the award of funds to make the Community Hall weather tight and to improve the insulation. Further support through LEADER funding is being pursued.

Through links with the Youth Development Officer who now covers both Ullapool and Kinlochbervie High Schools joint activities including the use of the Community Hall facilities and a disco are planned. Funding for a series of Craft Afternoons has been awarded and it is hoped to link these with a national project related to incorporating designs by George Bain into artefacts incorporating embroidery, knitting and sewing crafts. Further First Aid training and a winter Body Balance are also on the cards along with more Friday for All activities.

ELKCAL thrives – the association is in a strong position financially and is at the heart of our community. Thank you to everyone who has given so freely of their time and efforts to ensure that we fulfill the aims and objectives set out in the constitution – you are what ELKCAL is about.

Secretary's Report

The present membership stands at

59 Full Members and 22 Associate Members. The present Committee of Directors consists of 7 persons, including the 3 Officers.

The committee meets regularly and the minutes are recorded on the ELKCAL Website (www.elkcal.co.uk). From a total population of around 80 persons these numbers represent a significant majority of the Elphin, Ledmore, Knockan, Lyne and Benmore communities.

Susan Bewley steps down as a co-opted Director.

The main activities of the Association have been covered in the Director's Report.

Financial Report and Audited Accounts:

Report of the Directors for the period ended 31 July 2011

The Directors are pleased to present their report together with the financial statements of the Association for the period ended 31 July 2011.

Legal and Administrative Information

Charity name	Elphin, Ledmore & Knockan Community Association Limited
Charity number	SC042007
Company number	SC381507
Registered Office	Fir Chlis

	399 Elphin By Lairg Sutherland IV27 4HH
Operational address	Elphin Community Hall (Old Assynt Primary School) Elphin By Lairg Sutherland IV27 4HH
Directors	Dr S Charlton (Chair) Mrs S Curley (Treasurer) Mr R Houldsworth Ms H McQueen Ms K McSweeney Mr J Venters Mrs W Wright (Secretary to Directors)
Company Secretary	Mr S Jeffreys
Accountants	T P Wright CA 396 Elphin By Lairg Sutherland IV27 4HH
Solicitors	Macleod and Maccullum Solicitors 28 Queensgate Inverness IV1 1YN
Bankers	Royal Bank of Scotland 11 Argyle Street Ullapool Ross-shire IV26 2UE

Structure, governance and management

Governing Document

Elphin, Ledmore & Knockan Community Association Limited is a company limited by guarantee and not having a share capital, governed by its Memorandum and Articles of Association incorporated on 6th July 2010, and is registered as a charity with the Scottish Charity Register. In the event of the company being wound up, members are required to contribute a sum not exceeding £1.00-.

Recruitment and Appointment of the Committee of Directors

The directors of the company are known as the Committee of Directors and under the requirements of the Memorandum and Articles of Association should serve for a period of three years. There must

be a minimum of 6 and a maximum of 12 members and with up to nine elected by members. Up to 3 members may be co-opted.

Director Induction and Training

New members are provided with a copy of the Constitution, the Memorandum and Articles of Association, the policy documents and the current business plan for Elphin, Ledmore and Knockan Community Association Limited (ELKCAL) and the role of OSCAR. All directors are encouraged to attend appropriate external training to enhance their knowledge of their role and responsibilities.

Risk Management

Board members, staff and volunteers undertake screening by Disclosure Scotland as required and a contingency Fund is maintained.

Aims and Objectives

The company's objects are:

To acquire the old Assynt Primary School building and its associated land in Elphin and to convert and operate it as a community centre for the use of the full and part-time residents of the townships of Elphin, Knockan, Ledmore, Lyne and Benmore and their neighbourhood in the Highland Council area of Scotland without distinction of age, race, or sex, or political, religious or other opinions, including:

- i) use for the social welfare of the local community and meetings, lectures, exhibitions, classes and other forms of recreation and leisure time occupation and arts and literature;
- ii) encourage training and the advancement of education;
- iii) the promotion of agriculture, fishing, industry, tourism and commerce among the local community;
- iv) encourage the study, understanding and exposition of the Assynt region's history, culture, natural history, geology and geography;
- v) use as a polling station;
- vi) any other purposes that may reasonably be regarded as analogous to any of the preceding purposes.

The structure of the company consists of:-

- (a) the MEMBERS - who have the right to attend the annual general meeting (and any extraordinary general meeting) and have important powers under the articles of association and the Act; in particular, the members elect people to serve as directors and take decisions in relation to changes to the articles themselves
- (b) the DIRECTORS - who hold regular meetings during the period between annual general meetings, and generally control and supervise the activities of the company; in particular, the directors are responsible for monitoring the financial position of the company.

Membership shall be open to anyone aged 16 or over who is a full or part-time residents of the townships of Elphin, Knockan, Ledmore, Lyne and Benmore and their neighbourhood in the Highland Council area of Scotland ("the community"). Further, the directors may at their sole discretion admit to membership any person aged 16 or over who, while not a full or part-time resident in the community has a strong connection with or interest in the community.