



Alex MacIntyre Memorial Hut

Annual General Meeting of the Management Committee 2018

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If you have any queries please contact

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ALEX MACINTYRE MEMORIAL HUT



**NOTICE OF THE ANNUAL GENERAL MEETING
OF THE MANAGEMENT COMMITTEE
TO BE HELD AT THE HUT ON SATURDAY 14th APRIL 2018**

AGENDA

1. **Welcome and apologies for absence**
Members: Lis Cook, David Foster, John Leftley (Mountaineering Scotland Trustee), Iain McCallum (BMC Trustee), Sherry Macliver, Pravin Patel
2. **Approval of the minutes of the AGM held on 8th April 2017**
3. **Matters arising from the minutes not covered elsewhere on the Agenda**
4. **Convenor's Report (IM)**
Approval
5. **Financial Statement**
Review of the Income and Expenditure Account and Balance Sheet (IM)
Approval
6. **Bookings Secretary's Report (SM)**
Approval
7. **Election of Officers**
Convenor – Iain McCallum: Proposed/seconded
Minutes Secretary (acting) – Sherry Macliver: Proposed/seconded
Treasurer – Vacant
Bookings Secretary – Sherry Macliver: Proposed/seconded
Maintenance Manager – John Leftley: Proposed/seconded
8. **Succession planning – officers and committee members**
Serving officers and members intentions
Recruitment of new officers and members
9. **Hut fees**
Review
10. **Comments and concerns received regarding the operation and management of the hut (IM)**
11. **Date of the next AGM**

ALEX MACINTYRE MEMORIAL HUT

Minutes of the Annual General Meeting of the Management Committee held on Saturday 14th April 2018 at the Hut

(Subject to confirmation at the 2019 AGM)

1. **PRESENT:** David Foster, John Leftley (Mountaineering Scotland Trustee), Sherry Macliver, Iain McCallum (BMC Trustee and Convenor)
APOLOGIES: Lis Cook, Pravin Patel
Noted: Ruth Chambers has stepped down after 21 years' service on the committee for which she has been officially thanked by the BMC and is hereby thanked by the hut committee.
2. **MINUTES**
Approval of the minutes of the AGM held on 8th April 2017 was proposed by David Foster, seconded by John Leftley and agreed unanimously.
3. **MATTERS ARISING**
None.
4. **CONVENOR'S REPORT (IM)**
Noted: The advantages of charitable status (SCIO) will be discussed by the trustees.
Acceptance of the Convenor's report was proposed by Sherry Macliver, seconded by David Foster and carried unanimously.
5. **TREASURER'S REPORT**
Incorporated into the Convenor's report.
Noted: Income from casual bookings left in the safe is significantly reduced as bank transferred are being requested and made even for last minute bookings
The honorarium for the local custodian has been increased slightly to reflect emergency call-outs
Acceptance of the annual accounts was proposed by Iain McCallum, seconded by John Leftley and carried unanimously.
6. **BOOKINGS SECRETARY'S REPORT**
Incorporated into the Convenor's Report.
Noted: Occupancy and income for 2017 were lower than previous years, reflecting poor winter mountain conditions. The outlook for 2018 is much improved, with March occupancy at least 62%.
7. **ELECTION OF OFFICERS**
 - **Convenor** – Iain McCallum: Proposed by John Leftley and seconded by Sherry Macliver. Iain was elected unanimously.
 - **Secretary (minutes)** – Lis Cook: Proposed by Sherry Macliver and seconded by Iain McCallum. Lis was elected unanimously.
 - **Treasurer** – vacant.
 - **Bookings Secretary** – Sherry Macliver: Proposed by Iain McCallum, and seconded by John Leftley. Sherry was elected unanimously.
 - **Maintenance Manager** – John Leftley: Proposed by Iain McCallum, and seconded by David Foster. John was elected unanimously.
8. **SUCCESSION PLANNING – OFFICERS AND COMMITTEE MEMBERS**
All the officers said that they were prepared to serve for another year. David Foster will review in October whether he wishes to continue. Iain gave notice of his intention to resign as Convenor at the next AGM. It was agreed that officers and committee members should give reasonable notice of their decision to resign their office or membership in order to provide sufficient time for a replacement to be found.
Recruitment of new blood...

Recruitment of new blood was again discussed with agreement to seek younger members, who would be accorded 'observer' status, from amongst users and custodians. Sherry Macliver to enquire amongst hut users and younger custodians.

9. HUT FEES

Increased to £13 pppn from 1st January 2019.

10. COMMENTS AND CONCERNS REGARDING THE OPERATION AND MANAGEMENT OF THE HUT (IM)

None had been received. For the 2019 AGM Sherry Macliver will conduct a feedback survey of hut users.

11. DATE OF THE NEXT AGM

Saturday 14 April 2019.

Convenor's report

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ALEX MACINTYRE MEMORIAL HUT ANNUAL REPORT FOR THE YEAR 2017

Preface

The Alex MacIntyre Memorial Hut (AMMH) is the joint property of the British Mountaineering Council (BMC) and Mountaineering Scotland (Mountaineering Scotland). The property is held in trust on behalf of the membership of these bodies as a mountaineering hut. The management committee manages the hut on behalf of the trustees. The committee is accountable to the trustees. All income generated is devoted to the operation, maintenance and development of the property.

The purposes of the trust are:

- For the provision of suitable accommodation for mountaineers, i.e. good basic accommodation at reasonable cost;
- For such purposes as may be necessary to maintain and operate the property.

BMC and Mountaineering Scotland members can access the AGM minutes, annual reports and summary accounts on the respective council websites.

Meetings

Usually there are two formal business meetings of the management committee each year, the first in March or April following the AGM and the second in September or October. In 2017 there was only one meeting of the management committee in April. The autumn meeting had to be cancelled for various reasons.

Improvements

The roof of the WC and shower block was re-slatted at a cost of £11,086, which included new slates. The original estimate for the work to refurbish the roof, not including new slates, was £6,396 but rot and other problems with the timberwork were revealed when the roof was stripped and remediation work was required. A new Velux window and flashing were also required. The cost of other refurbishment projects in previous years has also been greater than the original estimate because problems with rot and damp ingress were subsequently revealed. This illustrates the fact that AMMH is now about 100 years old and consequently has high maintenance requirements.

Proposed future projects include dealing with damp ingress along the W side of the building, improved drainage for the car park and also around the N W and E sides of the building, repairs to the driveway, refurbishment of the kitchen and drying room and, in the longer term, refurbishment of the lounge/dining room.

Over the last five years the committee has spent about £60,000 on improvements to the property. These improvements have been funded in part from our own resources and by loans and grants from the BMC, Mountaineering Scotland and the Scottish Mountaineering Trust.

Business plan

A rolling business plan is in operation to facilitate the planning and funding of improvements over the coming years. It includes a schedule of works divided into major and minor works.

To assist in long-term planning, a feasibility study is to be undertaken by an architect prior to these proposed improvements. This will provide a basic design template and provisional costings that can be used by the committee when applying for grants and undertaking detailed planning. The BMC granted £3,300 towards the cost of the feasibility study; Mountaineering Scotland has also promised £2,500 and the remainder of the cost will be met from our own resources.

Funding improvements.....

Funding improvements raises the issue of how costs should be shared. The hut is owned jointly by the BMC and MS 50:50. This ratio is important because when the management committee seeks grants or loans from the BMC and Mountaineering Scotland, the BMC expects Mountaineering Scotland to match its funding and this is not always possible given the resources available to the latter. Booking statistics show that more BMC members use the hut than Mountaineering Scotland members so relative contributions should perhaps be based on that ratio. When undertaking major projects our own resources usually need to be supplemented by loans and grants from the BMC, Mountaineering Scotland and the Scottish Mountaineering Trust.

Finance

Compared to previous years, 2017 was not such a good year financially. Fee income declined from £20,213 in 2016 to £16,584 in 2017. There were fewer bookings probably due to the poor winter conditions.

Expenditure totalled £19,848 compared with £8,822 in 2016. The main items of expenditure were – building work, £11,086, electricity £2,755, repairs and maintenance £1,336. Expenditure exceeded income by £3,261 (£19,848 less £16,587) compared with surplus of £14,723 in 2016*.

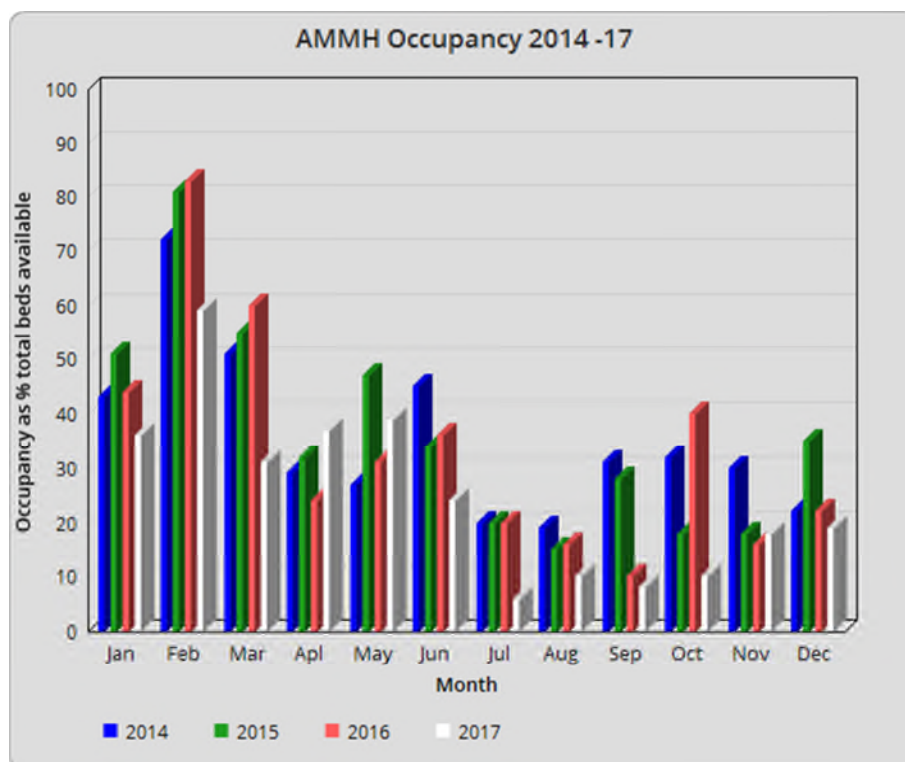
Currently there are sufficient resources to commit up to around £25,000 on improvements and maintenance with £11,000 in reserve.

*Note: The figure of £14,723 includes the BMC grant of £3,300 made in 2016 towards the cost of the feasibility study, which is still to be utilised.

Online booking system

The online booking system, which came into operation 2013, continues to be well used. It makes it much easier for members to book places. Many hut users now pay their fees by electronic transfer rather than by cheque.

The total occupancy in 2017 was 25% compared with 33% in 2016. Bookings were down in January, February and March and also in June, July, August and September. The hut fee during 2017 was £12/person/night.



The possibility of becoming a charity and SCIO

There are three 'national' huts in Scotland. Two, the Glen Brittle War Memorial Hut (GBMH) and the AMMH are held in trust on behalf of the BMC and Mountaineering Scotland; the other, Mill Cottage, is a private trust but has Mountaineering Scotland members among the trustees.

The Mill Cottage trust is registered as a Scottish Charitable Incorporated Organisation (SCIO). The GMBH trust now has charitable status and is in the process of becoming a SCIO. A SCIO has its own legal personality so it can carry out transactions in its own name and hold title to land. The trustees would in most cases have limited liability. There are also tax benefits. Becoming a SCIO involves registering with the Office of the Scottish Charity Regulator (OSCR). The AMMH would have to be run for charitable purposes, e.g. provision of recreational facilities and the advancement of public participation in sport. Annual reports and accounts would need to be filed with the OSCR. The trustees will consider the implications of AMMH becoming an SCIO as regards its present relationship to the BMC and Mountaineering Scotland.

The management committee – Recruitment of new members

The age profile of the committee is quite high and therefore the recruitment of new blood will be given priority. People joining the committee will be expected to make to make a significant practical input to the efficient management of the hut.

Iain McCallum

Convenor of the Management Committee

March 2018

Accounts

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**Alex MacIntyre Memorial Hut
Income & expenditure account
for the year ending 31st December 2017**

	Note	<u>2017</u>	<u>2016</u>
		£	£
Income			
Booking fees		16,412	20,003
Coin Meters		149	0
BMC Grant		0	3,300
Interest		3	33
		<u>16,563</u>	<u>23,336</u>
Expenditure			
Insurance		708	705
Electricity		2,755	2,742
Water Rates		393	393
Refuse collection		352	374
Consumables		76	0
Hut equipment purchase		0	250
Repairs & maintenance		1,336	2,532
Building work		11,087	0
Hire of Equipment		90	0
Electrician		491	0
Honorarium		860	0
Committee / Wardens		995	915
Telephone & Stationery		207	183
Booking System		275	300
Book-Keeping		199	218
		<u>19,824</u>	<u>8,612</u>
(Deficit) / surplus		<u>(3,261)</u>	<u>14,723</u>

Iain McCallum
Convenor

I. McCallum

Gordon Adshead
Independent Examiner

H. G. Adshead

Breakdown of Booking Fees

Received in Previous year	4,956	4,915
Received in Current year	10,679	13,022
Booking Refunds	(24)	(210)
Safe Takings	801	2,276
	<u>16,412</u>	<u>20,003</u>

**Alex MacIntyre Memorial Hut
Balance Sheet
As at 31 December 2017**

	Note	<u>2017</u>	<u>2016</u>
			£
Fixed assets			
Land & Buildings	1	<u>160,000</u>	<u>160,000</u>
Current assets			
Bank - BofS Treasurers		27,324	33,191
Bank - SW 7 day access		9,427	9,424
		<u>36,751</u>	<u>42,615</u>
Current liabilities			
Hut fees in advance		(2,652)	(4,956)
Accruals			(300)
		<u>(2,652)</u>	<u>(5,256)</u>
Net assets		<u>194,099</u>	<u>197,359</u>
Represented by:			
	2		
Capital fund	B/F	186,359	171,636
Reserve Fund	B/F	11,000	11,000
Surplus / (deficit)		(3,261)	14,723
		<u>194,099</u>	<u>197,359</u>


1 The building was revalued at market price in 2010 at £160,000.

The building is insured for £320,000 and the contents for £10,000

2 The Reserve Fund is shown as a separate component of the Capital Fund

Accounts prepared by Yvonne Clark

Iain McCallum
Convenor



Gordon Adshead
Independent Examiner



03-Apr-18