

## **Friends of Montgomery Street Park**

Minutes Annual General meeting, 2nd June 2010, 8:00 p.m., at Stepping Stones, east Norton Place, Edinburgh.

### **1. Welcome**

Michael Davidson, Charlotte MacDonald, Rob Hainsworth, Kate Tomlinson, Julienne Thurrott, Geraldine Debar, Nina Taris, Suzanne Gibson, Christine Rigouleau, Chris Rankin.

### **2. Apologies**

Cllr Louise Lang, Tasca Sadix, Linda Somerville, Malcolm Chisholm MSP

### **3. Previous Minutes**

The actions from the previous meeting, 3<sup>rd</sup> March, were discussed.

- Previous Action (Chris): continue to Liaise with CEC on the WREN application.

Chris confirmed that the funding application for WREN funding is in process. Quotations had been received from contractors ranging from £40-£50K to replace the palisade fence with steps and seating. CEC are co-ordinating the application and the Planning Application which is also required.

**Action (Chris): continue to Liaise with CEC on the WREN and Planning Application.**

- Previous Action - Rob: organize the equipment for the clean up and mention to FoCHA. Chris also to contact FoCHA with the date.

- Previous Action – Michael to make a poster for the park.

The joint clean up took place as planned on Sun 28 March – thanks to Rob for organising the equipment and to Michael for preparing a poster.

- Previous Action: Chris was also able to advised that CEC had taken on the responsibility of painting the equipment and that it should be carried out in March.

Chris confirmed at the meeting that the play equipment in the park had been painted by CEC in March 2010.

- Previous Action (All): Find new Events Manager..
- Previous Action – Charly to advertise in the Volunteer Centre for an events co-ordinator
- Previous Action – Rob to contact students of Event Management at Napier University

These actions had not been followed up the need for an events co-ordinator is still there.

Action - Charly to advertise in the Volunteer Centre and on Gumtree for an events co-ordinator

Action – Rob to contact students of Event Management at Napier University

Action – Suzanne to write a description of the event co-ordinators role.

- Previous Action – Christine to meet with Ilona Amos who had previously expressed an interest in helping with events.

Christine confirmed that she had met with Ilona Amos, but that Ilona's time would be limited and that she would not be able to take on an event co-ordnator role.

- Previous Action - Christine to speak to IKEA about funding for park improvements.

Not followed up

Action – Still a good idea to contact IKEA and other funders but WREN application taking priority at present.

- Previous Action – Michael to contact John Hancox about funding and sourcing of fruit trees to establish a small orchard in the park

It was agreed in the meeting that this would be a good project to develop for the park providing an appropriate location can be found.

Action – Chris to continue to investigate this and liaise with John Hancox of the Commonwealth Orchard Project.

- Previous Action - (Julienne) Forward contact details of Police box owner to Michael
- Action - Julienne Forward contact details of Police box owner to Michael

#### Consultation Document

- Previous Action – Chris to contact Esperanza at ELGT to arrange invoicing and payment for the work they undertook.

This has now been invoiced and paid

#### Funding

As discussed above the process for applying for WREN funding to remove the fence and wall in the park is underway. The anticipated deadline for the application is now September due to the need to secure planning permission also.

Action – Chris to continue to co-ordinate the application with input from others as required.

Funding for the creation of a small orchard in the park was also agreed as being worthy of further investigation.

Action – Chris to pursue avenues for funding and developing an orchard in the park.

## Website

- Previous Action – Due to the cost of maintaining the web site Michael to contact K2 to enquire about the cost and whether this annual charge had been made clear at the start an whether a cheaper alternative was available.

Michael confirmed that he had organized maintenance of the web site through a new company.

Michael also confirmed that the contact form on the website is set to forward emails to Chris's email and that FoMSP is now on Facebook.

## Events

The events discussed at the previous meeting had either happened or were in progress.

Park Spring Clean Up – 28 March 11.00am - This happened as planned

Picnic in the Park – Sat 29 May - This happened as planned

Summer Fair– Sat 21 August - This was discussed again at the meeting with a provisional date of 28 August proposed on the condition that somebody can be found to spearhead the organisation of it. (see events under Chairs Report)

- Previous Action – a separate meeting with interested people for Picnic in the park to be organized by Chris.

This meeting happened and thanks to Michael and Jane Ross for coming and helping with the organisation.

**No further actions**

## Membership

Membership continues to be strong but many memberships have lapsed and not renewed.

Action – Charly to email all members to ask them to renew and pay as this is still an important source of funds for the group.

Action – Charly to investigate setting up a Paypal account to encourage people to renew their membership online.

#### **4. Quorum**

We confirmed that we had Quorum of members.

#### **5. Chairs Report**

The past year has been a successful one for the Friends of Montgomery Street Park, notable highlights included

##### **Park Improvements**

Working with CEC to get the play equipment painted.

Continuing to keep the Police Box graffiti free

Initiating the Funding and Planning Applications to replace the fence by the play park and preparing the drawings and visuals to support these.

##### **Funding**

Helping to complete the application form for WREN funding.

##### **Events**

September Fun Day was a great success – thanks to Suzanne Gibson for organizing.

We used some of the proceeds of the Fun Day to buy 2000 crocus bulbs for our October Plant Day which was well attended.

March - Clean Up with FoCHQ

May - Picnic in the Park.

On behalf of the committee I would like to thank everyone who has helped, participated or been involved in anyway over the past year.

The organisation of events is an important aspect of the groups activities in encouraging people to enjoy the park and to raise funds for the group. It is satisfying and rewarding. The meeting felt however that we should extend an invitation to see if there was somebody who had the time to spearhead the organisation our August event this year so that the organizational tasks can be shared amongst the committee and the members.

The Volunteer Centre

Gumtree

Our own website

Napier Uni event management

Community Service Volunteers

Are all appropriate places to place adverts,

Website

The Website has been redesigned and updated making it easier for people to contact the group via the website.

## **6. Treasurers Report**

### **SUMMARY**

Financially a successful second year thanks to the effort of several members, no least our ex event coordinator and the generous donation of many local businesses and organisations. We made a profit of £464 this year. At 31 March 2003 we had £2,014 in the bank which can be used to make improvements to our park and organised more community events.

### **INCOME**

We raised £1,188 in income during the year.

### **Events**

We recognised last year, we were unlikely to be able substantial amount of funds for doing up the park through events but that there were still very important to continue to build our community.

The main source of Income was from the event organised in September which raise £873. We only had one fund raising event this year, compared to two last year, and the event was not in the same scale as the previous year. We lost our event coordinator half way through the year. But the amount raised was impressive in view of the fact that the event was organised, almost solely by Suzanne Gibson and at very short notice. Thanks again to Suzanne for this.

The most profitable stalls were the cake /tea and coffee, stocked with all the lovely cake from the cake competition, the sale of stalls, the tombola, and the Frisbee target design by Michael & Davies, which is going from strength to strength. The fact we can now afford to hire a Bouncy castle is great as even if it did not make much profit, it is great for attracting people to the event.

### **Donations**

The Abbey hill Baptist church had an event in the park last July "Across in the Park" and raise £207.45 for our park. A great thank you to them. We hope to recycle that money into further fun days.

### **Memberships**

During the year we received £108 in membership slightly less than last year (£160) We have 53 members currently paid for this year. We have also a further 33 members which are still on our books but have not renewed, partly because we did not have a proper push to get people to renew. There are also a further 40 people on our mailing list.

Events are great ways to get new memberships we just need to follow up and encourage people to renew once their membership expires.

### **Grant**

No grant was received this year. We recognised last year that the only meaningful way to raise money for major improvement in the park was through grant application and we decided to concentrate on a main one this year, the Wren grant for the replacement of the steps. We hope to get a positive decision later on this year

### **EXPENSES**

Our total expenses amounted to £726. As mentioned earlier costs have been kept low thanks to the various in kind donations we received from members and businesses during the year.

Largest cost included

- Public liability Insurance and membership to BTCV £190. This is an annual cost and allow us to be insured for events. There may be a possibility to avoid this next year by being part of Greener Leith Public liability insurance
- Software for maintaining the website. A one off cost of £171
- Crocus bulbs for our plant it events in October £150 which was also very successful.
- Equipment hire for the two events, including bouncy castle, generator and catering flasks £96

- The balance was on miscellaneous materials for the event, flowers for Suzanne for organising the event in September and donation to the Red Cross who provided first aid at our first event.

### **ACCOUNT VERIFICATION AND COMMUNICATION**

The accounts will be shortly independently verified by Helen Linton, FCCA.

Once this has been completely, they will be posted on the website and I have paper copies for anybody who wants to inspect them.

### **CONCLUSION**

Another successful year with financially, which should allow us to stage a few more successful community events, assuming we get sufficient volunteer to help us do this. We still have an ambitious goal in term of park regeneration, so let hope the Council application for WREN funding for the step will be successful.

On behalf of the committee, I would like to say a big thanks to all of the people who have supported us over the last year, either by giving their time, contributing money and giving us in kind donation.

### **7. Election of Committee Members**

Chris Rankin was elected as Chair

Michael Davidson was elected as Vice-Chair

Christine Rigouleau was elected as Treasurer

Charly MacDonald was elected as Membership

Tasac Sadix was elected as Secretary

Geraldine Debard was elected as Community Liaison (BTCV, Community Council etc)

Events organizer remains vacant

Julienne Thurrott stepped down as Fund raiser (it was agreed that this role be undertaken on an 'as needs' basis for specific projects)

### **8. Constitution**

AGM Date Change

It was agreed to change Section 7 para a) so that committee has discretion to vary the date of the AGM 14 days from 01 June rather than 16 April.

Annual Membership

It was agreed to remove Section 5 para b) *That any member not having paid his/her subscription for the current year, within one month of notification of the subscription falling due, shall have his/her name removed from the Register of Members.*

## **9. AOCB**

none

## **10. Next Meeting**

The next meeting is specifically to discuss the August event 23 June 2010 at 8 Montgomery Street.

The following dates were also set for subsequent meetings;

Quarterly Meeting – 08 September 2010

Quarterly Meeting – 29 November 2010

Quarterly Meeting – 02 March 2011

AGM – 01 June 2011

Chris thanked everyone for coming and brought the meeting to a close.