



# THE FRIENDS OF KINNEIL

**Membership Secretary: Maria Ford, 16 Craigallan Park, Bo'ness EH51 9QY**  
[info@kinneil.org.uk](mailto:info@kinneil.org.uk)

19 May 2010

Dear Friends of Kinneil Member

## **THE FRIENDS OF KINNEIL AGM**

**Thursday, June 3, 2010**

**Large Room (Upstairs), Bo'ness Library, Scotland's Close, Bo'ness**

**7.00 pm for a 7.30 pm start**

This is just to remind you about The Friends of Kinneil Annual General Meeting, which takes place on June 3. Formal paperwork is attached with this letter. We hope you can join us.

The formal meeting will be followed by a presentation on work to gain official nature reserve status for the Kinneil Foreshore. There will also be a buffet and a chance to network with other members.

This has been a busy time for the Friends and its management committee and we look forward to reporting on another busy – and successful – year on June 3. If you would like to stand for the committee, please come along and put your name forward. Your help will be very much appreciated. A number of committee members are stepping down this year, so feel free to put your name forward on the night.

We have also included a membership renewal form – as all memberships are subject to renewal in May each year. The fees remain the same as before and offer you the chance to attend special events such as the Christmas Party and member talks. We hope you will take time to renew.

Other events include future open days at Kinneil House (June 26, August 29 and October 31), another fundraising dinner in October – and, of course, our Christmas Party in December. We're also at the Victorian Street Fair in Bo'ness Town Centre on Sunday, May 30. Hope to see you soon.

Best wishes

MARIA FORD  
Membership Secretary

Encs.

[www.kinneil.org.uk](http://www.kinneil.org.uk)

The Friends of Kinneil is a registered with the Office of the Scottish Charity Regulator (SC038368)

**Memberships are renewable in May. If you would like to remain a member, please fill in the enclosed membership form updating any new details, (i.e. email addresses, or new postal addresses) and enclosing the relevant payment. Remember you can always download extra forms at [www.kinneil.org.uk/friends](http://www.kinneil.org.uk/friends) To help make your membership fee and any donation go further, please also consider completing the enclosed **Gift Aid form** so that the tax office can add a small additional sum to what you have sent us, if you are a tax payer. **Return to Maria Ford, Membership Secretary, 16 Craigallan Park, Bo'ness, EH51 9QY****

**MEMBERSHIP APPLICATION FORM -- RENEWAL**

I/We wish to renew membership of the Friends of Kinneil as indicated below:  
(Tick box where appropriate).

- [ ] Individual Membership (£10 per year)
- [ ] Retired persons/concessions/under 18s (£5 per year)
- [ ] Couples/Families (£15 per year)
- [ ] Group/corporate membership (£25 per year)\*

Subscriptions are renewable annually on May 1 each year.

**Your details** – these will not be given to anybody out with Friends of Kinneil.  
(If applying on behalf of an organisation for corporate membership, give the name of the person you want to be your named representative.)

Title: Mr/Mrs/Ms etc \_\_\_\_\_ First name \_\_\_\_\_  
 Surname \_\_\_\_\_  
 Organisation (if applicable) \_\_\_\_\_  
 Address \_\_\_\_\_  
 Post code \_\_\_\_\_ Date \_\_\_\_\_  
 Telephone number \_\_\_\_\_  
 E-mail address \_\_\_\_\_

- I enclose cash payment or a cheque made payable to **“The Friends of Kinneil”**.
- I want my name printed on the list of Friends on the [www.kinneil.org.uk](http://www.kinneil.org.uk) website (tick if appropriate.)

Signature \_\_\_\_\_

**Gift Aid declaration** *giftaid it*

Name of charity or CASC The Friends of Kinneil

Please treat the enclosed gift of £ \_\_\_\_\_ as a Gift Aid donation.

You must pay an amount of income tax and/or capital gains tax in this tax year at least equal to the tax that the charity or Community Amateur Sports Club (CASC) will claim from HM Revenue & Customs on your Gift Aid donation.

**Donor's details**

Title \_\_\_\_\_ Initial(s) \_\_\_\_\_ Surname \_\_\_\_\_  
 Home address \_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_

- Please notify the charity or CASC if you:
1. Want to cancel this declaration.
  2. Change your name or home address.
  3. No longer pay sufficient tax on your income and/or capital gains.
- Tax claimed by the charity or CASC:
- The charity or CASC will reclaim 25p of tax on every £1 you give.
  - The Government will pay to the charity or CASC an additional 3p on every £1 you give between 6 April 2008 and 5 April 2011. This transitional relief for the charity or CASC does not affect your personal tax position.
- If you pay income tax at the higher rate, you must include all your Gift Aid donations on your Self Assessment tax return if you want to receive the additional tax relief due to you.



# THE FRIENDS OF KINNEIL

## **ANNUAL GENERAL MEETING**

Large Meeting Room (upstairs), Bo'ness Library, Scotland's Close, Bo'ness  
Thursday, June 3, 2010 – 7 p.m. for 7.30 p.m. start

## **AGENDA**

1. Introduction
2. Apologies for absence
3. Items to add to the agenda
4. Minute of the meeting of the AGM of the June 2, 2009 (see attached)
5. Matters arising but not on the Agenda
6. Reports  
Chairperson  
Treasurer (see financial report attached)
7. Elections to Management Committee
8. Appointment of Independent Examiner  
Proposal to re-appoint Mrs Jan Bradford
9. Any Other Competent Business
10. Guest Speaker – Ian Edwards, Falkirk Council, on Kinneil Nature Reserve

Followed by refreshments and networking.

**MINUTE OF THE ANNUAL GENERAL MEETING OF THE FRIENDS OF KINNEIL,  
HELD AT St. MARY'S CHURCH HALL, BO'NESS AT 7.30 pm ON 2<sup>nd</sup> JUNE 2009**

**(1) Introduction**

Bruce Henderson, Chair, welcomed all to the 2009 Annual General Meeting of The Friends of Kinneil. He introduced the other members of the Management Committee and also welcomed Muriel Young of Falkirk CVS. He noted that our guest speaker, Mr. Ian Scott, would arrive around 8 pm.

**(2) Attendees and Apologies for absence**

**Present** : David Broughton, Maria Ford, John Gillespie, Rena Gillies, Bruce Henderson, Alex. King, Dallas McCormack, Anna McKenzie, Harry McKenzie, Stuart McMartin, Adrian Mahoney, Tom Sargent, Ian Shearer, Olive, Smith, in attendance Muriel Young. (CVS Falkirk & District).

**Apologies** : Gail and Giles Fairholm, Maria Gillespie, Agnes Kirkman, Yvonne and Jim McBlain, Anne and Harry Mahoney, Angus and Christina Smith, Richard Toleman.

**(3) Items to add to the agenda**

Alex. King mentioned the "Blue Sky Meeting"

**(4) Minute of the meeting of the AGM of 3<sup>rd</sup> June 2008**

Chair briefly discussed the last minute to remind the members attending of the points raised. These were then agreed to be in order and were proposed by Alex. King and seconded by Anna McKenzie.

**(5) Matters arising but not on the agenda**

None.

**(6) Reports**

**Chairman's Report** : Bruce first thanked Adrian for arranging the Power Point version of his report. He stated that over the last year there had been a number of key activities to raise the profile of Kinneil Estate, House and Museum. He pointed out the assistance we received from Falkirk Council, Historic Scotland and Bo'ness Community Council and thanked all of these bodies for this. He touched on the Blue Sky Meeting, which led to a discussion on our relationships with the media. Bruce noted that we had strengthened these and that we had featured in BBC and local radio. Our group was now a recognised point of contact for the various forms of media. We have produced a range of posters and leaflets to publicise our events at neighbouring tourist attractions and have worked with Historic Scotland to assist in the production of a new guide to Kinneil House, which is now on sale at Blackness castle and on house open days. We have continued to develop our website [www.kinneil.org.uk](http://www.kinneil.org.uk) as it is felt that this is very important as a point of contact. The site now has video and audio clips as well as links to satellite navigation devices. We are trying to build up an archive of materials such as old postcards, photographs etc. and if any members have access to any such items we would be glad to receive these. We had five house openings last year that attracted around 1400 visitors. Although slightly down on the previous year the open days have helped boost visitor numbers to the museum. He thanked Maria and Janet from the Museum for their assistance on open days. The open days are themed, the one at the end of June ties in with Bo'ness Fair and the one in September ties in with Kinneil Heritage Day. The open day in October is at Hallowe'en and at this point Bruce thanked Maria Ford and Alex. King for donning fancy dress that day and helping the day go well. He would welcome any suggestions to enliven this event. There was an open day for the Homecoming event in April this year that was complete with a visit from "Duchess Anne", thanks go to Historic Scotland for assisting this. We continued our successful partnerships with Step Forth, the Victorian Street Fair, Bo'ness Community Council, Deanburn Primary School and Bonnie Bo'ness to run litter picks amongst other things. Last year almost 100 bags were collected over two events and many thanks go to Madeline Hunt of Bo'ness Community Council who organises a lot of this. We have forged improved links with other groups such as Central Scotland Forest Trust, bidding to gain funding for work required in Kinneil Woods, and Falkirk Council Ranger Service, who have a link to us in their website. Bruce noted several member events run over the year. We arranged a trip to Lennoxlove House in November for a special opening for Friends of Kinneil members only, this was a very good event and he thanked Maria Ford for organising the games on the bus as well as Anna, Adrian and Maria for the event itself. We had a great Christmas party for members and guests at Carriden House and thanks go to Maria and Anna for the catering and to our hosts Barbara and Graham Blackburn. We ran an internet evening in March this year to show off improvements to our website as well as the fantastic work

by one of our members, Stuart McMartin, who has created a virtual tour of Kinneil Estate. We had a talk by Geoff Bailey in September that highlighted his work along the Antonine Wall, which was very well received. This, along with discussions involving the Antonine Guard and Barbara and Graham Blackburn has spawned an idea for a "Big Roman Week" to help publicise the Wall. We have communicated with members by email, letters and our website and have developed a non-member email list to reach other supporters. At May 2009 we have 67 individual members and 1 corporate member. On strategy, the Management Committee took the original strategy document and built on this at our "Blue Sky Evening" to develop short, medium and long term objectives. Any members wishing to input ideas will be made most welcome and Bruce asked if this could be channelled through the website if possible by emailing [info@kinneil.org.uk](mailto:info@kinneil.org.uk)

Other highlights in the year were UNESCO announcing World Heritage Site status for the Antonine Wall, the UK and Scottish Culture Ministers visiting the estate in March, The Bo'ness and Kinneil Railway featuring in "The 39 Steps" which was the Christmas drama by the BBC, Kinneil being named as one of three strategic parks by Falkirk Council, Clydesdale Bank unveiling a new £50 note that features Kinneil Fortlet, The Bank of England announcing a new £50 note that will feature James Watt and the history of Kinneil being featured in a video by Forth's Timeline Project. For the future we plan to provide training for Kinneil House Guides, a fundraising dinner in October at the Richmond Park, a Duchess Anne event in January and a Roman Week amongst other things. Bruce closed his report by expressing his thanks to all of the committee and stressed it is very much a team effort. He thanked Maria for always being there to assist with catering etc., Adrian for all his hard work on the website, media work etc., Anne, Dallas and Stuart for their continued support, our friends in the Antonine Guard, Historic Scotland and Falkirk Council.

**Treasurer:** David presented the financial report that had been distributed to all members. Last year was the first submission to OSCR, which appears to be successful. The Treasurer noted the deficit of £130 but pointed out reasons for this, i.e. insurances etc. Stuart McMartin queried this and David explained that we need insurance for any events that are not covered by Historic Scotland or Falkirk Council. Fortunately we are part of a group of five organisations that share this cost. Dallas queried why receipts are down but payments are up and Maria Ford answered that initially members paid a lot from their own pocket. Dallas then asked what can we do about raising the number of members. Adrian Mahoney pointed out that initially visitors donated more but this is tailing off and he also noted that the visit to Lennoxlove was a slight drain on funds. Chair noted that we will look at ways of promoting Friends of Kinneil membership at open days etc. Approval of the Annual Accounts was proposed by Adrian Mahoney and seconded by Dallas McCormack.

## **(7) Elections**

Chair outlined the procedure for elections and noted that three of the longest serving members have to stand down but that all three were willing to stand for re-election. In addition, there are two vacancies that can be filled and he would be delighted if any members were willing to put their names forward. Nominations to the Management Committee were as follows;

David Broughton	-	Nominated by Anna McKenzie	: Seconded by Dallas McCormack
Maria Ford	-	Nominated by John Gillespie	: Seconded by Anna McKenzie
Adrian Mahoney	-	Nominated by Dallas McCormack	: Seconded by Tom Sargent

Adrian asked Muriel Young if this protocol was correct and she advised that it was. Chair then asked if all were in agreement regarding the nominations and as this was forthcoming they were duly elected.

## **(8) Appointment of an Independent Examiner**

It was proposed to invite Mrs. Jan Bradford to act again in this capacity for the coming year.

## **(9) AOCB**

Adrian Mahoney commented regarding Chair's report and asked if anyone wished to volunteer to be guides then they should approach him or Maria. He also noted that the new guide by Historic Scotland will be given free to people renewing membership following his request to Historic Scotland for free copies.

## **(10) Guest Speaker**

Chair invited Ian Scott, a member of Friends of Kinneil and Falkirk Local History Society, to address the meeting. Ian outlined his background with Friends of Kinneil and highlighted the importance of this area in the history of Central Scotland. He advised that he has had initial discussions with us regarding writing a

book about Kinneil that could be funded via the Friends of Kinneil. Ian noted that changes in the last twelve months with Falkirk Local History Society may help with publishing this book and outlined the background to this. The Society first published a book by Geoff Bailey named "Hard as Nails", they then published a second called "Place Names of East Stirlingshire" then a third title "Where Iron Runs Like Water". The Society would propose a partnership with Friends of Kinneil to produce a book on Kinneil – if Friends of Kinneil were happy then Falkirk Local History Society would produce the book, which Ian proposes would be somewhere between an academic type of document to one more akin to a guide. He outlined the various areas of funding available. Ian proposed that the book should commence in pre-history, through the Roman period, the early Christian period, then the Hamiltons, the disappeared Craiglyon Castle, Roebuck, Watt, Dugald Stewart then Kinneil in the 19<sup>th</sup> and 20<sup>th</sup> centuries. There is a possibility that the current Duchess of Hamilton may be persuaded to write a foreword. The cost would be around £1000 - £1500 with design costs of around £300. Maria Ford asked Ian if funds would accrue to friends of Kinneil and Ian advised that this would be the case. Adrian Mahoney advised that the Heritage Lottery fund may provide funding. The Friends of Kinneil would need to assist with selling/promotion etc. and the timescale for completion was envisaged to be by the end of December 2009.

The Chair then thanked Ian for his lively and entertaining talk and the members' appreciation was shown by a round of warm applause. The meeting then concluded and was followed by a reception for members and guests.

**The Friends of Kinneil**  
**Receipts and Payments for year-ended**  
**30<sup>th</sup> April 2010**

**Receipts and Payments for year-ended 30<sup>th</sup> April 2010**

**Receipts**

Membership subs	495.00
Donations	90.43
Fundraising/Sales	1783.00
Bank Interest	0.48

**Total Receipts** **£2368.91**

**Payments**

Fundraising Expenses	965.00
Promotional Expenses	75.85
Printing & Products to sell	11.76
Membership Costs	473.59

**Total Payments** **£1526.20**

Receipts	2368.91
Less payments	<u>1526.20</u>
Surplus	842.71

**Balances**

Opening	714.19
Plus surplus	<u>842.71</u>

**Closing Balance** **£1556.90**

(Plus £20.00 cash in hand ) April 30<sup>th</sup> 2010