



THE FRIENDS OF KINNEIL

11 Baker Street - Bo'ness EH51 9BZ

info@kinneil.org.uk

18 May 2009

Dear Friends of Kinneil Member

THE FRIENDS OF KINNEIL AGM
Tuesday 2 June 2009
St Mary's Church, Linlithgow Road,
Bo'ness at 7.00 pm for a 7.30 pm start

Another year is coming to an end and we are able to both celebrate a solid 2008/09 and look to the future, building on some excellent work put in by both the Management Committee team and volunteers – all giving of their time and energy freely.

Please remember that this is an opportunity for all members to come together and catch up on the range of activities undertaken during the year, set some exciting goals for the future and elect some new people to join our very positive Management Committee team. An agenda and paperwork for the AGM on June 2 is enclosed with this letter. We hope you can join us.

All members are welcome to put their names forward for the committee and we hope that you will consider putting your name forward. You will be supported and encouraged, so please have no fears about taking this step. If you would like to discuss serving on the management committee – or have any questions about the AGM, please email: info@kinneil.org.uk – or call me on 01506 510308.

KINNEIL HOUSE OPEN DAYS

We have the next Open Day at **Kinneil House on Saturday 27 June 2009**. This is to co-incide with the Children's Fair. Future Kinneil House Open Days are scheduled for Sunday 20 September (Heritage Day) and Saturday 31 October 2008 (Halloween). All the open days run from noon until 4 p.m. (3 p.m. on October 31). Admission is free. Details are on our website at www.kinneil.org.uk/2009opendays

VICTORIAN STREET FAIR AND MORE

We're also taking a fundraising stall at the Victorian Street Fair this Sunday, May 24. This runs from 12 noon to 4 p.m. in Bo'ness Town Centre. Come along and visit us and give your support. (And if you want to help out on the stall, let us know!)

www.kinneil.org.uk

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

Other events to note include:

- Bo'ness Hill Climb, 12/13 September 2009 (Kinneil Estate)
- Friends Fundraising Dinner, 16 October 2009 (TBC)
- Picture Competition, November 2009 (TBC)
- Friends Christmas Event, 4 December 2009, Former Burgh Chambers, 15 Seaview Place, Bo'ness

EMAIL GROUP

We are keen for those who have email to ensure that the Friends of Kinneil are able to use this form of communication. There is no plan at this stage to do away with written delivered items and anyone who does not have or does not wish to use email will always receive a written communication.

However, each mailed item has a production and delivery cost and is reliant on the Post Office to reach our members. An email is instant, with a report of any undelivered email returned to the sender. It saves money and will allow us to cut down on the carbon footprint that we create by each mailing. We have established an email group for those who are happy to receive information in this way.

Please make sure that your preferred up to date email address is lodged with us either by dropping a note to the membership secretary at 16 Craigallan Park, Bo'ness or sending an email: info@kinneil.org.uk . We are grateful for your support and intend to provide the best service that we can as volunteers. Anyone can also join our non-member email list at www.kinneil.org.uk

MEMBERSHIP RENEWALS – AND GIFT AID

Finally, we are always looking to encourage new members and you can help by telling friends, neighbours and work colleagues about Kinneil and the Friends. Your membership has helped make our achievements possible and established a recognised role for the organisation well beyond the original campaign to save the museum. Every member is important and every hour that a member and supporter donates time in supporting activities, managing projects or simply encouraging others to join and take part is valuable.

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

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. We hope you have a great summer – and will join us at some of the events mentioned.

Yours sincerely

Bruce Henderson
Chairperson

Encs – Membership renewal, notice of AGM, minute of 2008 AGM, Financial report 2008-09

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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 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.

Return to Maria Ford, Membership Secretary, 16 Craigallan Park, Bo'ness, EH51 9QY

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THE FRIENDS OF KINNEIL

ANNUAL GENERAL MEETING

St Mary's Church, Linlithgow Road, Bo'ness

Tuesday 2 June 2009 starting at 7.00 pm

AGENDA

1. Introduction
2. Apologies for absence
3. Items to add to the agenda
4. Minute of the meeting of the AGM of the 3 June 2008 (see attached)
5. Matters arising but not on the Agenda
6. Reports
Chairperson
Treasurer (see financial report attached)
7. Elections
The 2008 AGM agreed to amend the constitution so that members of the Management Committee are now elected for a 3 year term, with the longest serving third of members being subject to re-election this year. All 3 have indicated that they would like to submit their names for re-election.
In addition, there remain 2 vacancies so members are encouraged to come forward and submit their names for election.
8. Appointment of Independent Examiner
Proposal to re-appoint Mrs Jan Bradford
9. Any Other Competent Business
10. Guest Speaker - to be confirmed

Refreshments will be served after the AGM offering an opportunity for members to chat and enjoy each other's company.

**Minutes of the Annual General Meeting of The Friends of Kinneil
held at St Mary's Church Hall, Bo'ness at 7.30 pm on 3 June 2008.**

Welcome: David Broughton, Chair, welcomed everyone present to the 2008 Annual General Meeting of The Friends of Kinneil. He announced a change in the order of items on the Agenda, to allow Item 9 Guest Speaker to be taken as the first item on the Agenda.

Present: David Broughton, David Clayson, Ray Clayson, Deirdre Croxford, Gail Fairholm, Giles Fairholm, Maria Ford, Maria Gillespie, Bruce Henderson, John Henderson, John Hendry, Mary Hendry, Alex King, Yvonne McBlain, Dallas McCormack, Julia Ann McCormack, Anna McKenzie, Harry McKenzie, Stuart McMartin, Adrian Mahoney, Anne Mahoney, Harry Mahoney, Angus Smith, Chris Smith, Olive Smith, Frances Shaw, Ian Shearer, Barbara Ure, in attendance Muriel Young, (CVS Falkirk & District).

Apologies: Eileen Murray, Richard Toleman and Isobel Reid.

Guest Speaker: Mrs Anna McKenzie, is both a member of West Lothian History Society and a member of the management committee of The Friends of Kinneil. She gave an interesting, illustrated talk on the history of Borrowstounness, or Bo'ness as it became known. The first period covered was from Roman times up to the 15th C including the construction of the first building at Kinneil by the Hamilton family who became Earls of Arran and later Dukes of Hamilton. The emergence of Bo'ness as a burgh led to the town moving away from Kinneil. Bo'ness became an important centre came and port with the construction of the harbour in 1707 and the Customs House in 1742. After Leith, it became the second most important port in the east of Scotland. Indeed, Bo'ness became the customs centre for all ports around the Forth. Coal mining had taken place since the 12th C with women and children being employed. With the impact of the Industrial Revolution, by the mid 18th C potteries, the whale oil industry and iron founding were predominant. Industry declined with the emergence of Grangemouth, but thrived well into the 20th C with the harbour being busy up to the 1950s.

Minutes: The minutes of the Annual General Meeting held on 31 May 2007 were moved by Angus Smith and seconded by Adrian Mahoney. The minutes were approved without amendment.

Chairman's report: Mr David Broughton informed the meeting that Mrs Lynn Munro had intimated her resignation as Chair of The Friends of Kinneil on 31 May 2008. He had been nominated as Chair by the management committee and had accepted. Mr Broughton paid tribute to the dynamic work done by Mrs Munro on behalf of the Friends and said that, had she been presenting the Chairman's report, she would have been able to do so with pride and pleasure. The meeting agreed that a letter of thanks and a bouquet be sent to Mrs Munro. Mr Broughton gave a report on the Group's activities over the past year. This included raising the profile of Kinneil Estate through the media and by revamping the website www.kinneil.org.uk. An art and photography competition was held in which Mr Derek Freeman took first place for adult photography with Mr John Donaldson winning the art prize. In the junior section, Iain Don (8) won the photography prize and Chloe Nash (11) the art prize. The number of open days at Kinneil House organised by the Friends group has led to increasing awareness of the House and Estate. During the year, there were five open days attracting 1700 visitors to Kinneil House. This, in turn, boosted visitor numbers at Kinneil Museum to a ten year high with 4526 people visiting the Museum up to end March 2008. In addition, Kinneil House was entered in the competition for UKTV History's 100 Best Historic buildings and places and made it into the top one hundred - beating many prominent sites. Partnerships with other organisations proved successful. These included teaming up with Stepforth to run health walks round the Estate on Monday, Tuesday and Thursday of each week, and working in partnership with Bo'ness Community Council and Bonnie Bo'ness to do a litter pick in April 2008. A hundred bags of litter were collected and the Estate was radically improved for visitors. Member events included a trip to Chatelherault near Hamilton. There was a consultation event on the future of Kinneil Woods. A Christmas Party for members was kindly hosted by Trevor and Lynn Munro. The winners of prizes in the art and photography competition were invited to the Christmas event to receive their prizes. Mr Broughton thanked Lynn Munro and Anne Mahoney in particular for developing, in conjunction with the rest of the management committee, The Friends of Kinneil Strategy Document setting out proposals for future development of Kinneil Estate. Mr Broughton referred to the potential impact which the bid for the Antonine Wall World Heritage Site may have on Kinneil Estate. He reminded the meeting that an announcement on this is expected in July 2008.

Financial Report and Approval of Accounts: Income from membership subscriptions received from mainly individuals, couples or families was £450, with one corporate membership (Bonnie Bo'ness) being taken out during the year. Membership fees will remain unchanged. Mrs Maria Ford, Treasurer, also reported that donations amounting to £315 had been received. Fundraising and sales brought in £331 and bank interest a further £12, making a total income of £1108. Fundraising expenses included purchase of sales goods and promotional materials which amounted to £183.

Promotional expenses, prizes for the photography and art competition and catering for events amounted to £186. Membership costs, which included room hire, catering, printing, postage and stationery, amounted to £368 resulting in total expenses of £737. Surplus for the year was £371. Opening bank balance showed £483.25. Closing bank balance was £854.32 plus £20 cash in hand. Mrs Ford said she foresaw a need to buy equipment for producing and printing documents. She thanked Mr Harry Mahoney for auditing and Mrs Jan Bradford for acting as Independent Examiner in respect of the Annual Accounts.

Mr Adrian Mahoney thanked members of the management committee for kind donations of materials throughout the year. Mr Alex King congratulated the management committee for the job they had done in saving Kinneil Museum from closure and Mrs Maria Gillespie expressed thanks for the support she had received. Approval of the Annual Accounts was proposed by Frances Shaw and seconded by Dallas McCormack.

Nomination of Independent Examiner: It was proposed to invite Mrs Jan Bradford to act again as Independent Examiner in the coming year.

Proposal to amend the Constitution: Arising from proposals made at the 2007 Annual General Meeting, there was discussion whether to approve the Constitution following resolution.

“To replace the current clause 32, which is

32. At each annual general meeting, all the members of the management committee shall retire from office – but shall then be eligible for re-election.

With the following:

32. At each annual general meeting

(a) any management committee members appointed under clause 31 during the period since the preceding annual general meeting shall retire from office

(b) out of the remaining members of the management committee, one third shall retire from office

(c) management committee members are elected to serve on the committee for a maximum period of 3 years after which time they shall retire from office

(d) a member of the management committee who retires from office under clause 32(a) or 32(b) or (c) shall be eligible for re-election.”

After discussion, the resolution was approved.

Election of Management Committee: Mrs Muriel Young, CVS Falkirk District, took the Chair for this item. Mrs Young advised that Dallas McCormack and Anne Mahoney had intimated their resignation from the management committee and would not be standing for re-election. David Broughton was resigning but was standing for re-election. Before receiving nominations to the management committee, the secretary stated that correspondence had been received from Mr Arthur Berg who had resigned during the year due to concerns about having a potential conflict of interest as a result of his employment. He had since established that it was possible he could serve on the management committee by adhering to the terms of his employer's conflict of interest policy. Angus Smith suggested that consideration could be given to this by the management committee and if appropriate Mr Berg could be co-opted onto the committee. Nominations to the management committee were as follows:

Alex King	-	nominated by Maria Ford seconded by Angus Smith
Adrian Mahoney	-	nominated by Bruce Henderson seconded by David Broughton
David Broughton	-	nominated by Dallas McCormack seconded by Bruce Henderson
Maria Ford	-	nominated by Anna McKenzie Seconded by Dallas McCormack
Bruce Henderson	-	nominated by Adrian Mahoney seconded by Anna McKenzie
Anna McKenzie	-	nominated by Maria Ford seconded by Dallas McCormack
Ian Shearer	-	nominated by Bruce Henderson seconded by Adrian Mahoney
John Gillespie	-	nominated by Maria Ford seconded by Adrian Mahoney
Giles Fairholm	-	nominated by Alex King seconded by Maria Ford
Gail Fairholm	-	nominated by Adrian Mahoney seconded by Bruce Henderson

The Committee was duly elected by a show of hands.

Speaker: Mrs Anna McKenzie

Vote of Thanks: The Chair proposed a vote of thanks to Mrs McKenzie. Members' appreciation was shown with warm applause. The meeting concluded with a reception for members and guests immediately afterwards.

**The Friends of Kinneil
Receipts and Payments for year-ended
30th April 2009**

RECEIPTS	£	£
Membership subs	420.00	
Donations	95.00	
Fundraising/Sales	248.64	
Bank Interest	8.65	
Lennoxlove Members Coach & Admission	191.00	
TOTAL RECEIPTS		£963.29

PAYMENTS

Fundraising Expenses

Permanent Table & 4 chairs for Kinneil House 36.63

Promotional Expenses:- Laser Printer 59.98

Membership Costs

Room Hires for Agm, talks etc 38.82
 Postage & Stationery 134.44
 Events Insurance ¼ share (2 years) 229.50
 Catering for members events 222.82
 Admission & Coach Hire Lennoxlove 272.76

Misc:

Flowers for 4 retiring Trustees, and 1 appreciation for service, and gift for use of Carriden House at Christmas 98.47

TOTAL PAYMENTS **£1093.42**

Receipts	963.29
Less payments	<u>1093.42</u>
Deficit	- 130.13

Balances	
Opening	854.32
Less deficit	<u>130.13</u>

CLOSING BALANCE **£724.19**

(Plus £20.72 cash in hand)

April 30th 2009