

Minutes of the Twenty-eighth Annual General Meeting

Friends of Innerpeffray Library

Zoom platform - Wednesday 18th August 2021 at 7.00pm

1. Welcome

Joan Taylor welcomed everybody to the meeting and thanked them for attending using Zoom for the second year.

2. Apologies for Absence

Bellsie Connell, Jean Ann Scott Miller

3. Minutes of the Twenty-Sixth Annual General Meeting and Matters Arising

There were no matters arising.

Approved: John Mauchline

Seconded: Charles Crookshank

4. Report of the Trustees of Friends of Innerpeffray Library for the year to 31st December 2020:

Committee Report for the year ended 31st December 2020

Structure, Governance and Management

Friends of Innerpeffray Library (FOIL) was founded in May 1993. Its activities are governed by a constitution adopted by general meeting in May 1995 and amended and approved by general meetings in April 2000, 2008 and 2012.

The main purpose and objective of FOIL is to support the continuation of Innerpeffray Library, maintained by the Innerpeffray Mortification, in its present historic location as a place of antiquarian interest by arranging such activities as it sees fit together with all administrative and financial matters arising from those activities.

The governance of FOIL is vested in the Committee, which consists of The Convenor, Secretary, and Treasurer and up to six other members, all of whom must be members of FOIL. Committee members (the Trustees)

retire by rotation after 3-years' service and are eligible for re-election for one further 3-year term. One year after expiry of their periods of office such members are eligible for re-election for a further 2 terms.

Review of the Year

The financial position of Friends of Innerpeffray Library is shown in the following accounts and is considered satisfactory.

During the year 2020 because of the world-wide pandemic and the ensuing restrictions the normal programme of events was cancelled. A programme of Carols and Readings was broadcast in December on the Innerpeffray Library web-site; the Committee decided that this should be a non-profitmaking event. All income to FOIL in 2020 was generated by membership subscription and donations to an Appeal for support launched jointly by the Governors of Innerpeffray Mortification and the FOIL Committee. Details of all of this is expanded in the Convenor's report, posted on the web-site.

As a direct result of subscriptions and the Appeal we transferred £7,000.00 to the benefit of the Innerpeffray Mortification

Taxation

Friends of Innerpeffray is recognised as a charity by the Inland revenue for taxation purposes and there is no liability to taxation on any of its income.

Reserves

All reserves are retained within a General Fund. As explained elsewhere, the main purpose of FOIL is to support the Library itself. Grants and donations to the Library are made as directed by the Committee but with sufficient working capital being retained to meet operating costs.

Statement of the Committee's Responsibilities

The Committee is responsible for preparing the Trustees' Annual Report and the Accounts in compliance with OSCR (The Scottish Charity Regulator) and their published guidance on preparation and examination of accounts using the Receipts and Payments method.

The Committee is required to prepare accounts for each financial year which present the state of affairs of the Charity and of the incoming resources and application of resources of the Charity for that period. In preparing these accounts, the Committee is required to:

- *Select suitable accounting presentation and policies. The Committee has selected the Receipts and Payments presentation*
- *Prepare the accounts on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation*

Approved by the Committee on 18th August 2021 and signed on their behalf by:

Joan Taylor (Convenor)

August 2021

This report will be included with the Financial Report submitted to OSCR and was agreed by the meeting.

5. Accounts for the year to 31st December 2020 and Treasurer's Report

Treasurer's Report for the Year Ended 31st December 2020

This year's income was limited to subscriptions and very generous donations, many arising from the campaign held in July/August 2020.

Of our total income of £6,352 subscriptions were £3,628 and donations were £2,280.

It emphasised the importance of subscriptions as core to our fundraising and providing essential funding for the library.

Expenses for the year were restricted to direct costs to manage subscriptions and supporting the on-line carol concert.

We donated £7,000 to the library, an excess of £648 over current year income.

This places greater emphasis on the need to raise subscriptions both in price and via an increase in membership.

Thanks go to Frank Strang for being our Independent Examiner.

The accounts have been independently examined by Frank Strang.

Approved: Peter Parke

Seconded: Pamela Haggart

Joan Taylor thanked John Mauchline for all his work with the accounts and membership in the past year and noted that FOIL was in a stable financial position.

6. Appointment of Mr Frank Strang as Independent Examiner for the year to 31st December 2021

Proposed: Pamela Haggart

Seconded: Charles Crookshank

7. Appointment and Election of Office Bearers:

- Joan Taylor has indicated her willingness to stand for appointment as Convenor

Proposed: John Mauchline

Seconded: Iain Gilmour

- Kirsty Macdonald has indicated her willingness to stand for appointment as the Hon. Secretary

Proposed: Shona McLaren

Seconded: Peter Parke

- John Mauchline has indicated his willingness to stand for appointment as Hon. Treasurer

Proposed: Charles Crookshank

Seconded: Shona McLaren

8. Appointment of Committee

Charles Crookshank, Iain Gilmour, Pamela Haggart and Shona McLaren have all indicated their willingness to stand for re-appointment as members of the committee.

Gillian Wade is stepping down from the committee due to work commitments, she intends to still be an active participant within FOIL.

The committee was duly elected.

9. Convenor's Report for the year to 18th August 2021

Convenor's Report on Behalf of the Committee

It is my pleasure to submit this report on behalf of the Committee as we review the past year and look forward with renewed optimism to the coming season.

For the purpose of this report the 'year' will run from the AGM held in August 2020 until August 2021. The financial report will cover the year ending 31st December 2020.

Friends of Innerpefferay Library (FOIL) was founded in May 1993. In previous years we could look back on a series of successful talks, fund-raising and camaraderie but due to the world-wide pandemic restrictions and rules dictated that the 28th season was very different. The optimistic view expressed in August 2020 that we could have a 'normal' programme for 2021 faded early in the year when we entered another lockdown. Although all the speakers booked for 2020 had expressed their willingness to return the following year it was quite clear that with social distancing this would be impossible and impractical.

The new website continued to show the outside world that Innerpefferay Library was alive, well and in good spirits. In December we recorded a trimmed down version of 'Carols at Innerpefferay' in a very Covid compliant and socially distanced way. I am enormously grateful to Michelle Sheridan Grant (soprano), her husband Peter Grant (bass) and Peter Banks (violin) who joined me to record Christmas songs and music in the beautiful setting of the Library. Governor, Steph Haxton, Committee members, Gillian Wade and Iain Gilmour, Ross Milroy, Morrison's Academy, Robyn Shepherd, Crieff Primary School and Rosie Arbuthnott, Ardvreck School all provided readings. Truly a joint effort, all of which was edited and glued together by Lara Haggarty. The only fly in the ointment was the wild weather on 'live launch' day, which played havoc with the internet. Nonetheless it was great to make music and enjoy readings after such a long time and we are grateful for the contributions made by everyone last December.

The main purpose and objective of FOIL is to support the continuation of Innerpeffray Library. It was thus very encouraging that so many were happy to pay their annual membership fees and, in addition, contribute to the Appeal for support launched in July 2020. This financial support continued through the autumn months. In consequence at the end of the financial year we were able to transfer £7,000.00 to the Innerpeffray Mortification. The specific purpose of this was to support the Library's Walter Scott exhibition and provide funds for the completion of the Stone Circle on the Heritage walk.

It is doubtful that we will be able to make anything like this sort of donation to the Mortification in 2021 as to date we have only been able to hold one event. This was a revival of the 'FOIL BBQ', now the 'FOIL (bring-your-own) Picnic'. The Gods indeed looked down on Innerpeffray on the 11th August for at 7.00pm lashing rain turned to warm sunshine and the views from the Schoolroom lawn as the sun set can only be described as magical. Many thanks to Joe Harrower our Blue Badge guide on the night and to Kirsty Macdonald for her huge efforts in encouraging members, visitors and friends to brave the elements!

The FOIL Committee was delighted to accept an invitation from Arabella Connell, Chairman of the Trustees, to attend the opening of the Walter Scott exhibition and the Stone Circle on 10th June 2021. A close working relationship has been established with the Governors throughout the pandemic and their acknowledgment of the contribution made by FOIL was highlighted at this event.

Jura Consultants a leading management consultancy specialising in the cultural heritage sector have been appointed by the Library Trustees to look at governance, funding and sustainability. The original intention was that a FOIL sub-committee would meet with a consultant but, as with everything else in 2021, this proved impossible. Instead, I had a phone conversation in which, amongst other things, I outlined FOIL's raison d'être, explained 'what we do' and 'how we do it' and spoke of our loyal membership. The draft report is with the Governors and in September the FOIL Committee will meet with Trustees to discuss the implications and suggestions in the report.

I am aware that I keep referring to Covid and how it has impacted on Innerpeffray Library but the pandemic has made us all look at the way

we have done things in the past and, perhaps, consider how we will approach things in the future. The world has changed and in our very small corner of Perthshire we too have had to adapt and change, whether we like it or not. With this realisation the Committee will be working from now until the start of the 2022 season to improve, reconsider and restructure FOIL's format. It will also be of huge benefit to everyone if we continue the model started last year whereby a joint sub-committee of Governors and FOIL co-ordinate events.

Subscriptions have always formed the core of our contribution of annual funding to the library. The last year has emphasised this even further as it became our only source of regular income.

It is 8 years since we last reviewed and increased our membership. We feel it delivers great value to members with unlimited visits to the library and reduced cost to all FOIL events.

Given this we feel it appropriate to increase the FOIL membership subscription and propose the following:

Individual £25

Joint £40

Family £50

(Family = 2 adults and all children in the family under the age of 16)

Life £250

Joint Life £400

Since becoming Convenor one of my main aims has been to revisit the administration of our membership database and the way we communicate with members. Our current database contains gaps and inaccuracies that call for attention. As a charity it is our responsibility to be diligent in our efforts to uphold GDPR protocols relating to the storage of personal information and to ensure that this is held securely. With this in mind, we have made the decision to upgrade our membership administration system and streamline the management of our members' information. For this specific purpose, we have received a generous donation from a benefactor enabling us to proceed with the change. All members will shortly receive a communication from me by email outlining in more detail how this will happen. Those members for whom we do not hold an email address will receive a 'hard copy' letter.

On a very positive note we have arranged our first FOIL talk of 2021; on Wednesday 8th September Tom Bowser from Argaty will speak about his new book 'A Sky full of Kites'. This talk will launch the Innerpeffray Festival of Reading. Full details are available on the web-site, including up-to-date Covid regulations. The Innerpeffray Fayre will be in November and hopefully, Carols from Innerpeffray will happen this year, somehow, somewhere!

My thanks go to the Governors of the Mortification for their support and encouragement of FOIL, in particular Bellsie Connell whose input and friendship I value. Huge thanks are also due to Lara Haggerty, the Keeper of Books at Innerpeffray. It is always a pleasure to visit Lara in her den and bounce ideas, look for gazebos, discuss books and recipes while wondering all the while what on earth will happen next! Thank you Lara we are hugely indebted to you.

On behalf of all FOIL members I would like to thank the Committee who have been worked very hard behind the scenes to support the Library and to consider how we can best move forward as an organisation. Each committee member brings their own skills and thoughts to the table, or indeed to the Zoom meeting. Thank you John, Kirsty, Charles, Iain, Pamela and Shona. Also thanks to Alison Martin who resigned from the Committee in January, her enthusiastic input is greatly missed. Gillian Wade is retiring from the Committee this year because her 'day job' will necessitate increased travel and responsibility. We will miss her on the Committee as her logic, insightful comments and vast array of connections in the literary and legal world have provided us with many entertaining speakers and because of their fame, and notoriety, added significantly to the FOIL coffers. At the request of the Committee Gillian will be undertaking a review of our constitution. I am very grateful for all that Gillian has contributed in her time as a committee member and I know we can rely on her help and advice in the future.

Finally, to you, FOIL members a huge thank you for your ongoing support of the Library.

Joan Taylor

Convenor, Friends of Innerpeffray Library

18th August 2021

The meeting agreed to the proposed membership fees.

John Mauchline thanked Joan on behalf of all the committee and FOIL members for her commitment, drive and enthusiasm on behalf of FOIL and the Library.

10. Any Other Competent Business

Iain Gilmour gave a vote of thanks to Lara Haggarty, Keeper of the Books on behalf of FOIL:

One of the greatest benefits of the FOIL AGM is that it allows us to put on record our appreciation for Lara, not simply as manager of the Library and Keeper of the Book, her day job, but for all the additional work that she does to support FOIL in its activities.

She is always available to lend a willing hand and to offer sound advice.

FOIL and the Library continue to work closely together to maximise the benefit to the Library and to ensure its future. Lara is at the centre of this close working relationship.

I would like to express my gratitude, both personally and on behalf of the Committee and membership of FOIL, for all the hard work and support she provides in assisting with the organisation of FOIL events and activities and with the technical expertise in handling e-mailings to our membership.

So, on behalf of us all, Lara, thank you.

Peter Parke thanked FOIL on behalf of the Governors for the warmth and goodwill shown towards them and said this was fully reciprocated. The Governors are grateful for the enthusiasm and support of FOIL and are pleased that the relationship has never been closer. He particularly thanked Joan Taylor for all her efforts in developing closer ties between the Governors and FOIL.

Marian Gerry is looking forward to events being held at the Stone Circle and thanked FOIL for their support of this venture.

Joan Taylor closed the meeting.