



AGENDA

Penicuik Community Arts Association AGM 2025

Date and time : Monday 9th June at 7.30pm

Venue : Penicuik Trinity Community Church Hall,
Kirkhill

Brief PCAA Committee meeting for the formal minuted vote for the dissolution of the PCAA on 30th June 2025.

- ITEM 1 APOLOGIES
- ITEM 2 MINUTES OF AGM 2024
- ITEM 3 MATTERS ARISING
- ITEM 4 CHAIR'S REPORT
- ITEM 5 TREASURER'S REPORT
- ITEM 6 APPROVAL OF ACCOUNTS
- ITEM 7 MEMBERSHIP REPORT
- ITEM 8 EXHIBITIONS REPORT
- ITEM 9 EVENTS REPORTS (concerts, storytelling, groups)
- ITEM 10 BUILDING, H&S and ROOM BOOKING REPORTS
- ITEM 11 CAFE COOPERATIVE
- ITEM 12 VOTE OF THANKS TO RETIRING PCAA
COMMITTEE
- ITEM 13 AOCB
- ITEM 14 Community Arts Penicuik - plans

Refreshments

Minutes of the Penicuik Community Arts Association (PCAA) AGM

Date 27th MAY 2024

Time 7.30PM

Venue The Arts Centre, 4 West Street, Penicuik, EH26 9HY

PRESENT

Sue Owen (SO - Chair), David Owen (DM - Minutes), Carol Mann (CM - Treasurer), Jackie McDonald (JM - committee), Andrew Gillie (AG - committee), Brian Miller (BM - Committee), Rebekah Dyer (RD - committee), Sheena Stewart (SS - committee), Florance Kennedy, Linda Sheridan, Ulla Hipkin, Roger Hipkin, Anne Beveridge, Jane Kelly, Rik Smith, Anthony Edge, Jennifer Edge, Maureen Kerr, Gordon Kerr, Morag Donkin

DISCUSSION

ITEM 1 APOLOGIES

Apologies were received from Di and Ken Davies, and Mamie Munro.

ITEM 2 MINUTES OF AGM 2023

Minutes of the AGM 2023 were proposed by Brian Miller, seconded by Andrew Gillie and accepted by the meeting as correct.

ITEM 3 MATTERS ARISING

See reports

ITEM 4 CHAIR'S REPORT (SO) - See attached written report

We have nine committee members, with space for one more. We need a vice chair, shadow treasurer, and a secretary. No volunteers were forthcoming from the meeting.

Our current position is fairly strong and we are an active organisation. However we continue to face two major challenges.

-We must attract new committee members who are willing to take on some responsibility

-We need help and support in raising funds to deal with the damp problems.

In spite of these challenges, we look forward to enjoying events and exhibitions with our members and friends in the year ahead.

Thank you to all our PCAA members for their support

ITEM 5 TREASURER'S REPORT (CM) - See attached report.

A trading profit of £2493 was made.

Electricity costs are rising fast. We are grateful for regular room hire income. Grants are for earmarked projects, thus most of our reserves are ringfenced (storytelling professionals, film project professionals and decorating costs).

Most of the cost of treating the ground floor damp issues will need grant funding.

Online banking has made life much easier for the treasurer.

The Chair thanked CM for her hard work.

ITEM 6 APPROVAL OF ACCOUNTS

Approval of the accounts was proposed by Brian Miller, seconded by Andrew Gillie and accepted by the meeting.

ITEM 7 MEMBERSHIP REPORT (RD) - See attached written report.

Membership numbers are fairly healthy with 12 new members so far this year in addition to a large proportion of returning members. Use of "Pay Less" rather than "Concession" is working well. The Chair thanked RD for joining the committee and taking on this responsibility.

ITEM 8 EXHIBITIONS REPORT (JM) - See attached written report

This year, the Open Exhibition will last for one week, and will be stewarded.

Café exhibitions are now for 2 months: given the effort and expense put in by the exhibiting artists, 2 months is a reasonable time for an exhibition, and increases viewings and sales potential for individual artists.

ITEM 9 BUILDING REPORT (DO) - See attached written report

Jane Kelly thanked DO and SO for setting up for Yarn Group.

An Asbestos survey will soon be needed to comply with legislation.

ITEM 10 ROOM BOOKINGS REPORT (SS) - See attached written report.

Rooms are used every day of the week which is a very healthy situation. Many different groups are now using the centre.

ITEM 11 CLASSICAL CONCERTS (BM) - See attached written report

Classical concerts are now entirely arranged by BM. Visiting professional musicians comment on the lovely venue and accoustic.

The Chair thanked BM for taking on this role.

ITEM 12 PCAA GROUPS (SO) - See attached written report

These are non-funded peer-led groups supported by the PCAA. Any new group would be encouraged. Yarn, Art and Music groups are doing well.

ITEM 13 PCAA COMMUNITY PROJECTS (SO) - See attached written report

These are grant funded projects involving paid professionals. Currently, PCAA is running the Storytelling and "Paper Portraits" film project. Both are successful.

ITEM 14 CAFE COOPERATIVE (Ann Beveridge, attached report by Amanda Airey)

The cafe garden is on the point of being ready to use. During the garden clearing and tidying, a memorial plaque to Kathy Nesbit was discovered and cleaned up. The Chair thanked the coop for their work.

ITEM 15 ELECTION OF NEW COMMITTEE

Carol Mann, Brian Miller, Jenni Thompson, Sheena Stewart were all re-elected to serve on the committee, proposed by Rebekah Dyer, seconded by Jane Kelly and accepted by the meeting

ITEM 16 AOCB - there was none.

The meeting closed at 20:12 and CM presented SO with flowers.

Chair's report for the PCAA AGM May 2025

I usually start the PCAA Chair's report with the words "It's my pleasure to present the Chair's report"

This year, after five and a half years in office, it's a mix of pleasure at the good memories, and the sadness at reporting at the end of the PCAA's long and wonderful life. Vastly escalating running costs, and the lack of people able and willing to raise an extra £10,000 every year to meet these costs forced us to make the decision to vacate the Arts Centre building.

We were also advised to wind down the PCAA as an unincorporated organisation, and replace it with a new organisation with incorporated charity governance (ie a SCIO). Unfortunately, it's not possible to simply change the governance of a charity.

So you have just heard the formal decision by the retiring PCAA committee to dissolve the PCAA on 30th June 2025. This is a formal, minuted decision required by OSCR.

The new organisation, Community Arts Penicuik, was born in January 2025, and will continue PCAA's work in other community spaces in Penicuik.

We held our wonderful final PCAA celebration event in the Arts Centre on the 30th March 2025. This was a home grown concert of mining songs to complement the Beeslack Penicuik Camera Club's exhibition in room 1, of photographs of Penicuik's mining history. The concert was followed by a social gathering where old and new members and friends came to bid the dear old place goodbye, with refreshments and plenty of blether and happy memories. During April, we cleared and cleaned the building and handed keys to the solicitor on 30th April 2025. The building is now in the hands of Midlothian Council, and we don't know what their plans are for it.

Overall, it's been another busy year, with continuing exhibitions in the café-gallery, concerts, community projects, and Penfest 2024. In general, we have attracted good audiences and participation.

We have much to celebrate - PCAA is a very hard act to follow, but Community Arts Penicuik will do its best.

Grants

As always, we're grateful to several organisations and individuals for grant funding and donations. This year, we received another grant from Chamber Music Scotland grant to subsidise classical music concerts; a Foundation Scotland grant for the Storytelling project (community visits and clubs). We also received the second year's grant from the SCOPS Arts Trust for the very

successful Community Film project, resulting in “Paper Portraits”. We also very much appreciated the donations that were given at events etc. They helped us to pay professionals’ fees when attendance is lower than break-even, and they helped to maintain the building.

Events, Community Projects and Outreach

Please see Jackie McDonald’s report on Exhibitions

Since the last AGM, we have organised or hosted three professional classical concerts, one home-grown folk concert as part of our final event at the arts centre, one singing workshop, and two fund-raising lectures - both very popular - and thanks are due to Rob Airey and James Garry for their time and expertise in preparing and delivering these lectures.

We also thank Christine Finlayson who ran a series of sewing workshops to raise funds for the PCAA. This was a huge investment of her time and skills and was very much appreciated by the participants and by the committee.

We ran another storytelling project this year, consisting of four storytelling clubs and four storytelling community visits - all very much enjoyed. Thanks are due to Ruth Kirkpatrick, our resident professional.

The community film “Paper Portraits” has been an outstanding success. Huge thanks are due to our hard working multi-talented script-writer and director, Gerda Stevenson. This year has seen the shooting, editing and completion of the film. There have been three full house screenings at the Town Hall. Paper Portraits also been screened at the Badenoch Film Club, Kingussie, at Tweedsmuir Village Hall, at the Edinburgh Folk Film Festival/ Tradfest, and at the Grassmarket community centre as part of Tradfest. It will be screened at the Nairn Book & Arts Festival along with Gerda Stevenson’s Storm Watchers, and the National Portrait Gallery in Edinburgh has expressed interest.

Three PCAA groups have continued to run regular meetings: The Yarn group, the Art Group and the Music making group. They are well attended and very much enjoyed by participants.

Penfest 2024 ran for a week at the end of September 2024, It was a smaller scale venture compared to 2023, but varied and successful nevertheless. We offered the usual Open exhibition with Penicuik Turner and People’s choice prizes - Jackie McDonald will report on this later and we thank her for her hard work in organising this. Penfest week opened with a poetry writing workshop, also organised by Jackie McDonald, and led by Ron Butlin. Participants viewed the art work to inspire their writing. Jackie also organised the preview of the exhibition on the first Penfest afternoon.

Open studios were also available during the two Penfest weekends. Many thanks to Ulla Hipkin, Jane Kelly, Christina Suter and Christine Finlayson for their hard work and generous gift of time and homes during those two weekends.

Other Penfest events included a concert from Simmerdim, an acapella trio; a highly successful concert from the Carlops jazz band supported by the High School and Pentland School of Music jazz bands; a lecture from Alison Sheridan about design from 4000 - 1500BC; a concert from Ronnie Miller and his band "Hoolet"; and a closing traditional ceilidh with home-grown musical entertainment, art competition prize-giving, food and blether.

The Arts Centre Building

It's well known that the PCAA has never had enough funds to maintain the building as it needed. For decades, committees have struggled with an almost constantly leaking roof, and damp. Before my time, there were two or three outbreaks of dry rot which the committee was able to deal with.

The works undertaken by the Penicuik Heritage Regeneration Project finally repaired and renovated the roof. We expected no more roof leaks - but found occasional very small problems persisted from the skylight during heavy downpours and in high winds. The contractors couldn't find the source of these tiny leaks and eventually advised it was condensation.

In recent years, legislation for health and safety relating to serving of food and fire safety have become more stringent.

Cafe staff were all appropriately qualified in food safety and hygiene, but the persistent damp in the kitchen made the fight with black mould a weekly struggle. There were damp problems elsewhere in the cafe and entrances. During periods of heavy rain, water would flood in under the front door, into the vestibule and the cafe.

During the neighbour's building works this last year, one of our toilets wouldn't drain after flushing, and the neighbour's contractors discovered a collapsed Victorian clay drain which had to be replaced as a matter of urgency. During the excavation and repair, another drain was seen to be in a state of near collapse - this one probably serviced the Arts Centre kitchen and cafe toilet. However, it couldn't be replaced until the neighbour's scaffolding was taken down.

We commissioned a Damp Survey, and the resulting recommendations were highly expensive. We paid to have a couple of issues addressed, but the biggest issue - to damp proof the whole gable end wall - was completely outwith our available resources.

We were also aware that our fire safety provision was substandard. We commissioned a fire safety survey and were presented with a very long list of measures we should take - immediately, in the mid term and in the long term. The cost would be high.

Finally, our fixed rate tariff for electricity came to an end and our fuel bills suddenly trebled.

At this point the PCAA committee realised we were at crisis point and called the EGM of October 2024.

PCAA and the Cafe cooperative

The café coop was running as a separate entity from the PCAA, with their own constitution, governance, health and safety procedures, insurance and training. However, Carol Mann, the PCAA treasurer was still doing a great deal of the cafe coop' financial work until the very end.

We are extremely grateful to the cafe coop members for their essential role as the front door for many people to the Arts Association, for selling events tickets, and acting as art exhibition hosts, and for working with the PCAA in matters concerning building, fixtures and fittings. We know they found it very hard to stop their work and their service to the community when the building closed, and we wish each individual all the best in their post cafe-coop lives.

Volunteers

As always, there was been much work to do to keep the arts centre open and in acceptable condition during its last year. There is also much work to do for exhibitions; for grant applications; for publicity & communication & promotion (including the website) and for planning, organising and running events. Many thanks to the volunteers who've helped with various tasks during the year. It is very much appreciated.

Publicity and Promotion

This has been ongoing in the usual way for each exhibition and event. Paper posters are posted in just a few locations in town. The PCAA website was updated very regularly, social media used several times a week to promote events. Members and friends were emailed at least once a month with a newsletter, and sometimes in between newsletters to promote certain events. An article is submitted to the Penicuik Town Crier each month. Although it's not part of the year we are reporting on at this AGM, It's useful to let you know that the PCAA website has now been replaced by the Community Arts Penicuik website, and CAP has a new logo designed by one of Morag Donkin's art group members, Dan Braithwaite. Huge thanks to Dan!

Finally

At the end of my AGM report last year, I said that the PCAA still faces some challenges ahead, but the committee thought our position was fairly strong at that time. The committee did not anticipate the effect of rapidly escalating running costs. As many people here know, we alerted membership and the general public to the crisis as soon as we were aware of it. We held an EGM in October 2024 where we were honest and transparent about the problem.

Without new people coming on board willing to shoulder the huge responsibility for the building and to raise the necessary funds, there was no choice but to vacate the Arts Centre.

We had also received free advice and consultancy from a qualified business advisor and accountant, Pamela Redpath, who works with Community Enterprise. She has been invaluable in guiding us and advising us through the complex and legal processes involved with vacating the building, dissolving the PCAA and starting up Community Arts Penicuik.

I'll be thanking the committee officially at the end of the Agenda, but I'd like to express my personal thanks to them now for their hard work, loyalty, commitment, patience and forbearance over the last year. It has been challenging, and I have valued their support enormously.

As always, many thanks to all PCAA members for their support over the last 47 years.

Many have signed up for Community Arts Penicuik membership, and it would be wonderful to have a few more. Membership is also important for our grant applications where we have to indicate support for the organisation.

PENICUIK COMMUNITY ARTS ASSOCIATION SC014154			DRAFT ACCOUNTS		
PERIOD ENDING 30/6/2025					
RECEIPTS	2020/2021	2021/2022	2022/2023	2023/202	2024/20
Membership	785	920	810	1,305	1337
Café Contribution	700	1,450	2875	2,750	5100
Room rental income	8	1,677	3811	4,656	7504
Events tickets/ income	296	388	4375	6,993	2379
Events donations			3713		
PCAA Exhibitions	307	896	3917	5,800	1507
Craft Fair				227	
Craft shop contributions		106		266	35
Midlothian Council Grant for Rent	2,940	2,940	2940	0	
Midlothian Council Grant (general)		1,600		0	
Grants for events	500	3,495	10003	24,595	3630
Grant for Building Maintenance				4,000	
Sale from Calanders and Poetry Books	444	48	473	185	
Donations	2,159	4,348	8750	2,342	4627
Insurance Claim	1,845	1,260		0	
Other Income	213		281	43	66
Bank Interest				285	347
Gift Aid		284		0	
Admin Fees				319	342
Total Receipts	10,197	19,412	41948	53,766	26874
PAYMENTS					
Rent and Insurance to Midlothian Council	2,980	2,940	2950	885	1294
Telephone	381	384	419	485	1002

Electricity	962	2,368	3098	8,306	12330
Water	914	936	982	1,116	1492
Insurance	794	1,064	1016	1,395	1299
Events		750	10473	8,934	3618
Events Refreshments			223	706	
PCAA Exhibitions			3116	4,263	
Stationery(incs postage)	162	115	187	525	300
Building Maintenance	1,037	2,107	923	7,453	3629
Roof and Internal repairs (insurance claim)	1,455	4,806		0	
heating Loan repayment	204	204	204	119	
Cleaning	405	662	1260	1,575	2120
Music Licence/Web site domain		183	139	155	154
PayPal Fees	102	25	65	195	281
Piano tuning and accessories		100	160	95	186
Spring Arts Project	382		254	0	
Website maintenance		487	110	150	490
Project Costs		32		5,600	11311
Regeneration Project costs		540		8,800	
Garden				149	188
Equipment				367	54
CAP setup donation					500
PCAA wind down costs					2463
Total Payments	9,778	17,703	25579	51,273	42711
Surplus/Deficit	419	1,709	16369	2,493	-15837

PENICUIK COMMUNITY ARTS ASSOCIATION SC014154					
DRAFT ACCOUNTS					
PERIOD END 01/04/2024--30/6/2025					
Assets:					
Balance per Bank Statement				14402	
CURRENT ACCOUNT					
CONTINGENCY ACCOUNT				0	
Liabilities:					
Bank Closing Balance				14402	
Cash in Hand				70	
				14472	
Assets and Liabilities	2020/21	2021/22	2022/23	2023/24	2024/25
Opening Balance	9319	9738	11447	27816	30309
Annual surplus/deficit	419	1709	16369	2493	-15837
<i>Closing Balance</i>	9738	11447	27816	30309	14472

PCAA Membership report 2024 - 2025

As always, a huge thanks to all PCAA members for your support over the past year. We reached a fantastic 104 members in 2024-25. These membership numbers have helped PCAA demonstrate our community's continuing interest and investment in the arts as part of Penicuik life to funders, which in turn helped us to raise much-needed funds for the year's programme of events and exhibitions.

The committee is deeply grateful for the involvement of members and friends in PCAA over the years, whether as a volunteer, committee member, concert performer or concert-goer, exhibitor or exhibition enjoyer, group participant, workshop attendee, newsletter reader, coming along to an AGM - or some combination of these! We continue to appreciate and rely on your support as we establish the new Community Arts Penicuik, with many PCAA members already signing up to CAP membership. If you are interested in becoming a CAP member, please do pick up a form or sign up on the website. Many thanks once again.

PCAA EXHIBITION REPORT FOR 24/25

We continued to change the exhibitions in the café every 2 months,

The exhibitions were:

- Plein Air Group, May/June 2024
- Andrew Gillie, July/August 2024
- Moira O'Fee, September/October 2024
- Friends in November, November/December 2024
- Janette Donoghue, pop-up exhibition for 1 week at end of December 2024
- Amanda Airey, January/February 2025
- Annemarie Grant and her daughter Susan Dunlop, March 2025

In addition to these we hosted an exhibition of photographs inspired by coal mining from the Beeslack Penicuik Camera Club. Associated with this was a concert by local musicians based on a mining theme. All proceeds of the concert came to the Arts Association.

All the exhibitions were well received, and we are grateful to the artists for choosing to exhibit with us. Indeed, we are grateful to the very many artists who have exhibited with us over the years.

The Penicuik Turner prize exhibition in 2024 continued to amaze us with the variety and quality of the work submitted. We displayed 52 works by 29 artists, some of whom were exhibiting for the first time.

The judge for the Turner Prize was Oliver Reed, Head of Arts, Centre for Open Learning, University of Edinburgh. As a bonus this year Oliver offered a prize of 1 term free enrolment in any of the Centre for Open Learning's classes.

The prize was won by Elaine Nimmo for the ethereal painting of her father-in-law standing at a window.

The People's Choice Prize was won by Douglas Halliday. Douglas has exhibited with us for several years. He was a popular winner for his painting, Stormy Weather.

ITEM 12. VOTE OF THANKS TO RETIRING PCAA COMMITTEE

I'd like to thank the PCAA committee most especially during this last year for their support and hard work: Carol Mann (treasurer); Jackie McDonald (exhibitions and co-organiser of Penfest); Dave Owen (building and right-hand man); Rebekah Dyer (Memberships); Jenni Thomson (cafe-coop); Sheena Stewart (room hire, cafe coop); Andrew Gillie (events & building support). Many thanks also to Amanda Airey who was coopted soon after the last AGM and has been an invaluable team member helping with exhibitions, documentation, events, cafe coop liaison.

Particular thanks to Carol Mann who completed her ninth year as PCAA treasurer, who gave huge support to the cafe coop with their accounting and banking, and who now continues as treasurer on the CAP board of Trustees. The PCAA is indebted to her for her commitment and hard work.

And huge congratulations and thanks to Sheena Stewart who was on the PCAA committee from its very early years, right until the end. She worked quietly and reliably in many roles over the years, supporting the cafe coop with baking until we closed. Instead of taking it easy, she's now baking and volunteering for the PCDT's Saturday morning Open House at the Town Hall.

Jackie McDonald deserves special mention and thanks for her quiet, efficient hard work organising exhibitions, especially the Annual Open Exhibition, over the years. She was also Chair for seven years before I took the role and has been a huge support and source of advice. Jackie continues her work with exhibitions on the new CAP Board of Trustees.

Dave Owen has been a PCAA committee member for almost as long as I have. He has been a much valued support for practical work on the building, for helping to set up and staff exhibitions, for helping set up and run events, and for help with cleaning up after events and with weekly cleaning during the last months. He is also a source of sound advice, and a first sounding board for new ideas and difficult issues. Dave also continues as a CAP Trustee, helping with exhibitions, events, and as a first sounding board!

Jenni Thompson was also a committee member for many years, best known for her work in the café, though at one point she was exhibitions coordinator. She provided a takeaway service during lockdown and took a real personal interest in customers. She was the other cafe coop financial team member working with Carol, and dealing with the weekly transactions.

Rebekah Dyer was a relatively new PCAA committee member and we were delighted when she took on the Membership Secretary role so ably when Di Davies left the team. Rebekah also helped me to update and rewrite several important organisation documents. Rebekah continues in the same role on the new CAP Board of Trustees.

Andrew Gillie was another relatively new PCAA committee member who was invaluable support and source of advice for matters relating to the building and health and safety. This was a very tough call during this last year.

We have much to remember and celebrate - and I hope I've captured the essence of PCAA's activities and community in the small book I've written. It can be viewed online from the CAP website, and paper copies can be pre-ordered.

Rebekah has already thanked the PCAA members over the years, and I'd also like to thank everyone who's given something of themselves to the PCAA over the years.

Minutes of this meeting will be available to download from the CAP website, and will also be sent out by email.

Hopefully you'll be able to stay a little while for some refreshments and blether.

Thank you!