



Alex MacIntyre Memorial Hut

Annual General Meeting of the Management Committee 2013

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If you have any queries please contact

[<huts@mcofs.org.uk>](mailto:huts@mcofs.org.uk)

**BRITISH MOUNTAINEERING COUNCIL & MOUNTAINEERING COUNCIL OF
SCOTLAND - ALEX MACINTYRE MEMORIAL HUT**

**ANNUAL GENERAL MEETING OF THE MANAGEMENT COMMITTEE
To be held at the hut on Saturday 13th April 2013 at 15:30**

AGENDA

1. Welcome and apologies for absence
Members: Nick Halls (Convenor), Ruth Chambers, Derek Edge, David Foster (Treasurer), Craig Harwood (BMC trustee), John Irving (GBMH), John Leftley (MCofS trustee), Iain McCallum (Secretary), Sherry Macliver
2. Approval of the minutes of the AGM held on 21st April 2012
3. Matters arising from the minutes not covered elsewhere on the Agenda
4. Convenor's Report (NH)
Approval
5. Treasurer's Report (DF)
Approval
6. Bookings Secretary's Report
Approval
7. Election of Officers
Convenor – Nick Halls: Proposed/seconded
Secretary – Iain McCallum: Proposed/seconded
Treasurer – Derek Edge: Proposed/seconded
Booking Secretary – Sherry MacLiver: Proposed/seconded
Maintenance Officer – John Leftley: Proposed/seconded
8. Succession planning – Officers and Committee members
Serving officers and members' intentions
Recruitment of new officers and members
9. Hut fees
Resolution to increase hut fees from £8.50 to £9
Proposed by Iain McCallum; seconded by John Leftley
10. Comments and concerns regarding the operation and management of the hut (NH)
11. Date of the next AGM
12. AOCB

ALEX MACINTYRE MEMORIAL HUT
MINUTES OF THE ANNUAL GENERAL MEETING OF THE MANAGEMENT
COMMITTEE HELD ON SATURDAY 13TH APRIL 2013

1. **PRESENT:** Ruth Chambers, Derek Edge, David Foster, Nick Halls (Convenor), Craig Harwood (BMC Trustee), John Leftley (MCofS Trustee), Iain McCallum (Secretary), Sherry Macliver.

Apologies: John Irving (GBMH Trustee and Chair GBMH management committee).

Nick welcomed Craig Harwood and Sherry Macliver to the meeting.

2. **MINUTES**

The minutes of the AGM held 21st April 2012 were approved unanimously.

Proposed: John Leftley, seconded Ruth Chambers.

3. **MATTERS ARISING**

There were no matters arising.

4. **CONVENOR'S REPORT (Nick Halls)**

Copies of the report were sent to members prior to the AGM. The Convenor presented his report. An edited version of the report will accompany these minutes when posted on the BMC and MCofS websites. Main points only:

- *Committee membership*

Nick reported that Iain McCallum had completed his term of office as Chair of the BMC Huts Group but that he had agreed to continue to serve on the committee as Secretary. He also reported that David Foster, the Treasurer, had decided to retire and to hand over to Derek Edge. David will be invited, subject to the approval of the trustees, to continue to be a member of the committee. David has been closely involved with the AMMH since its inception and experience has shown that people with historical memory are invaluable to the deliberations of the committee.

Very recently Arthur Howarth, the long serving AMMH Bookings Secretary, suddenly and unexpectedly died. David Foster attended his funeral and represented the committee, who were shocked at the untimely loss of their colleague. It is imperative that younger members of the BMC and MCof S step forward to share the burden of managing national huts.

- *Provision of suitable accommodation for mountaineers*

All income generated by the AMMH is devoted to the maintenance, improvement and operation of the hut. The committee commissioned an architect, Matt Bridgestock, to produce a refurbishment schedule for the hut. The works suggested in the schedule will be expensive and not all are feasible. The programme of work is likely to take many years to complete. The maintenance sub-committee decided that the priority was to replace all the existing fascias and barge boards and fit new soffits (there were none previously) and all gutters and downpipes will be replaced. A new draught-proof front door will also be fitted. Everest Ltd has been contracted to carry out this work. The cost of the work, including scaffolding, amounts to approx.£17,000. Some of the cost has been met by the BMC, which provided a grant of £3,000, and the MCofS, which wrote off £1,000 of a previous loan and allowed the AMMH to pay off the outstanding amount of £1,000 in 2014. This will enable the AMMH to meet the remaining cost of £14,000 from its own resources without drawing on its reserve fund. The committee expressed thanks to both councils for financial assistance.

- *Finances*

In 2010 £15,000 was borrowed from the BMC, MCofS and SMT to finance the upgrade of the kitchen and the toilet block. The loan from the BMC has been repaid, £1,000 of the loan due to the MCofS has been written off and the repayment of final instalment of £1,000 has been

deferred until 2014. The SMT is owed £4,500 and this is being repaid at £1,500 per annum. The committee is risk-averse and is reluctant to take on further debt. The surplus of £2,611 (income £12,540 less expenditure £9,929) is not sufficient to provide the margin needed to ensure solvency in the current economic climate. Hut fees were increased from £8 to £8.50 per person per night as from 1st January 2013 to help fund the work programme. The committee is looking for ways in which to increase hut usage. The committee is also endeavouring to reduce heating costs and other running expenses.

Proposed Iain McCallum, seconded John Leftley.

The report was approved unanimously by the meeting.

5. TREASURER'S REPORT (David Foster)

Copies of the report were sent to all members prior to the AGM. The Treasurer presented his report. The full report will be available on the BMC and MCoFS websites.

Key points:

Fee income was £12,018 in 2012. In 2011 it was £16,673 and £12,449 in 2010. Occupancy was 32%.

Loans: Of the £15,000 of loans taken out to refurbish the kitchen and toilet block £5,500 remains to be paid over the next three years.

Energy Costs: Electricity £2,510. Measures have been taken to reduce consumption, for example, by time thereby limiting heater usage.

Financial position: Normally £2,000 is transferred to the reserve fund each year but only £1,000 was transferred to the fund this year. Once the final payment for the Everest contract has been made there will be only about £1,000 more than the £9,000 reserve fund left.

However, there will be more fee income. David explained that the figures for fee income were problematic because the allocation of fees to specific years is not always accurate due to the overlap of fee income from one year to another. So the fall may not be as much as the figures appear to suggest. Energy costs have risen by £200. Nick commented that improvements to the building's insulation and better control over the amount of energy used by heating appliances would help to reduce energy costs.

David also produced a report for the period 1st January to 12th April 2013. He reported that fee income received to date amounted to £5,662. Expenditure was £9,066. This figure included the Everest deposit and the payment to SSE for moving the power cable, £4,717. The current bank balance is £22,808 which includes £9,000 in the reserve fund.

Other points: Payment due to Everest will be about £12,700. This will reduce the bank balance to £10,000, or £1,000 above the reserve fund. However, there will be other income but also costs for electricity and other payments. To date income from bookings is up by 25% more than the period last year. Provided income for the remainder of the year is the same as that for last year's £7,500 there will be about £3,000 left after running expenses. Therefore, unless we are prepared to dip into reserves, we will not be able to take on any other major expenditure this year.

Proposed: John Leftley; seconded Iain McCallum.

The report was approved unanimously by the meeting.

6. BOOKINGS SECRETARY'S REPORT

There was no report due to Arthur Howarth's death. David mentioned that there had been a decline in the numbers of hut users during the past 12 months.

Nick thanked Sherry Macliver for agreeing to act as Bookings Secretary at such short notice after being contacted a member of the committee. Nick also proposed a posthumous vote of thanks to Arthur for his ten years of work as bookings secretary. This resolution was carried unanimously.

7. ELECTION OF OFFICERS

Convenor – Nick Halls: proposed Iain McCallum; seconded Derek Edge. Nick was elected unanimously.

Secretary – Iain McCallum: proposed Ruth Chambers; seconded David Foster. Iain was elected unanimously.

Treasurer – Derek Edge: proposed John Leftley; seconded Ruth Chambers. Derek was elected unanimously.

Bookings Secretary – Sherry Macliver: proposed John Leftley; seconded Ruth Chambers. Sherry was elected unanimously.

Maintenance Manager – John Leftley: proposed Iain McCallum; seconded David Foster. John was elected unanimously.

Nick thanked everyone for agreeing to serve on the committee. Ruth wondered why members were not elected to the committee. Nick explained that unlike a club, members were not voted onto the committee but were invited to join the committee. The committee can also co-opt people to serve as members, as outlined in the management agreement.

8. SUCCESSION PLANNING

Nick suggested that new members might be recruited from amongst the wardens on Ruth's list. Nick thought it important that the committee were aware of systems operated by officers. Arthur operated his own booking system and so the committee had little knowledge of its details. Sherry said that in future the system would be more transparent.

9. HUT FEES

From the 1st January 2013 the charge was increased to £8.50 pppn.

Resolution: That the fee be increased from £8.50p to £9 pppn from 1st January 2014.

Proposed: Iain McCallum; seconded John Leftley.

The proposed increase was discussed at length. Iain said that money raised from the increase would help to pay for further improvements to the hut. Ruth spoke against the increase, arguing that it would deter potential hut users. She said that cheaper accommodation was available in the area. Craig said that in that case people could choose to go elsewhere if they so wished. What was important was that there was sufficient fee income to operate the hut and to maintain the fabric of the building. Craig thought that £9 was a reasonable figure. Hut users had not complained about the fees following the last increase.

Votes for – 7, votes against – 1. Proposal carried.

10. COMMENTS AND CONCERNS REGARDING THE OPERATION AND MANAGEMENT OF THE HUT

Nick reported that he had not received any comments or expressions of concern regarding the hut. As specified in the management agreement, an invitation to BMC and MCofS members to submit comments and suggestions had been posted on the respective websites of these bodies when the Agenda for the AGM was published.

11. DATE OF THE NEXT AGM

Agreed – Saturday 5th April 2014. Note: The BMC has indicated that 2014 AGM will be held on Saturday 26th April 2014.

12. AOCB: DAVID FOSTER

Nick proposed that David be invited to continue to serve on the AMMH committee in an advisory capacity and that he be given the freedom of the hut. This was agreed unanimously by the meeting.

ALEX MACINTYRE MEMORIAL HUT

CONVENOR'S REPORT

April 2012 – April 2013

Preface

The Alex MacIntyre Memorial Hut (AMMH) is the joint property of the BMC and MCoFS and held in trust on behalf of the membership as a mountaineering hut.

Four office-bearers of the BMC and MCoFS, and their successors in title, are trustees *ex officio*: The President and the Honorary Treasurer of the BMC and on behalf of the MCoFS the President and the Treasurer. The respective chairs of the BMC Huts Group and the MCoFS Huts Advisory Group are also trustees *ex officio*.

Management Agreement

In June 2010 the trustees signed a management agreement setting out how the AMMH is to be operated. The trustees agree to the membership of a management committee, which is accountable to the trustees and has delegated responsibility for the management, maintenance and day-to-day operation of the hut.

The purposes of the trust are:

(1) For the provision of suitable accommodation for mountaineers, i.e. good basic accommodation at reasonable cost;

(2) For such purposes as may be necessary to maintain and operate the property.

2012–13 was the second complete year during which the AMMH has operated in accord with the agreement. BMC and MCoFS members can access the AGM Minutes and annual reports on the respective websites, and an abbreviated report is published in the magazines of the respective councils.

Management Committee

The committee is comprised of volunteers drawn from BMC and MCoFS members. There are five officers, a Convenor (currently Nick Halls), Secretary (currently Iain McCallum), Treasurer (currently David Foster), Bookings Secretary (vacant due to the untimely death of Arthur Howarth) and Maintenance Manager (currently John Leftley), plus other members, one of whom co-ordinates voluntary wardens (currently Ruth Chambers) who facilitate the operation of the hut during busy winter periods. The Chair of the GBMH Management Committee also attends meetings to facilitate co-ordination of the affairs of the two national huts situated in Scotland. John Irving, a former AMMH trustee, who has taken over the position of Chair of the GBMH Management Committee, is expected to attend AMMH meetings.

The usual term for the officers and committee members is five years, but they may stand for re-election, subject to the discretion of the trustees.

During the year circumstances dictated changes in the composition of the committee. The Chair of the BMC Huts Group, Iain McCallum, completed his term of office, but has agreed to continue to serve on the committee as Secretary.

John Leftley continues to serve as the Chair of the MCoFS Huts Advisory Group, and sits on the Committee as a trustee, and took on the office of Maintenance Manager at the AGM of 2011.

The continued involvement on the Committee of Iain McCallum and John Leftley is of great benefit to AMMH as their combined knowledge of the affairs of mountaineering huts is unsurpassed. Craig Harwood, the recently appointed Chair of the BMC Huts Group, will attend the AGM in the capacity of trustee.

Bob Makison stepped down from the committee in 2011 but continues to be involved with AMMH in the capacity of a local contact. He monitors the day-to-day operation of the hut and undertakes janitorial activities, necessary minor maintenance and repairs. The committee is very grateful for his continued commitment. He receives an honorarium for this service.

During the year the eyesight of David Foster deteriorated to the degree that he can no longer fulfil the role of Treasurer. The committee will invite him to continue to be a member, subject to the approval of the trustees because he has been so closely involved with the AMMH since its inception. Experience has shown that people with historical memory of hut affairs are invaluable to the

deliberations of the committee. Derek Edge, a Chartered Accountant and former Hon. Treasurer of the MCofS, has agreed to stand for the Treasurer's position.

Very recently, the long-serving Bookings Secretary, Arthur Howarth, died suddenly and unexpectedly. David Foster attended the funeral on the 12th March, and represented the committee and trustees, who were shocked at the loss of a gentlemanly, committed and efficient colleague.

The committee is very grateful to Sherry Macliver, who agreed to take over the bookings at short notice and to stand for the position of Bookings Secretary. As part of this changeover it is intended to implement the use of a commercial online booking system, which will make it easier for potential clients to obtain information on availability and to make a booking, thereby reducing the workload of the Bookings Secretary. It also provides an option for online payment, which may be implemented in the future.

Events have revealed how vulnerable the operation of the AMMH is to disruption as the members of the committee age. It is imperative that younger members of the BMC and MCofS step forward to share the burden of ensuring the National Huts continue to operate effectively. Any BMC or MCofS members interested in becoming involved in the affairs of the AMMH are welcome to attend business meetings as observers and eventually stand for office.

The provision of suitable accommodation for mountaineers

All income generated by the AMMH is devoted to the maintenance, improvement and operation of the hut.

The Committee commissioned architect Matt Bridgestock to survey and to produce a refurbishment schedule for the hut. The brief focused on what is best for the building. The report confirms that the building is in a reasonable state. It includes plans and drawings of the building, drains etc. with explanatory diagrams of architectural features and a rationale for recommended works, with suggested lists of materials.

Since the receipt of the report the committee has moved from a reactive approach to a more strategic, proactive and preventative approach to maintenance and development, more suitable to the upkeep of a century old domestic building situated in a damp environment, with intermittent levels of occupancy.

Works suggested in the report will be expensive, and raise issues as to the cost/benefit of some works; others will impact on occupancy levels and thus income. These concerns are being worked through and an *as and when possible* approach will be necessary.

The programme of work is likely to extend over the next decade at least. It will impact on hut fees, as the intention is to fund work from revenue and grant rather than loans, which pose a threat of insolvency if income unexpectedly declines.

The committee agreed that external threats to the integrity of the building be given priority, and to ensure acceptable quality of work and, to reduce potential issues arising both from health and safety employers liability legislation and, major works will be carried out by reputable, appropriately qualified and certified contractors, rather than by volunteers.

A project team, comprised of John Leftley, Nick Halls and David Foster, was granted delegated authority to carry projects forward, to the point where the committee could be provided with full information about cost and impact on operations.

The roof and slates have been checked and repaired – the roof is now in good order.

The exact nature and extent of ceiling insulation has been ascertained – this requires some enhancement.

Drainage pipes in the floor of the drying room have been traced to the exterior in preparation for developing a design for improvement.

A consultant drainage engineer was engaged to provide a design for a surface drain to direct surface water accumulating on the car parking area away from the building and into the existing drainage system. This project will be developed to the point of being 'ready to go'. Currently it is unaffordable.

Exploiting the offer of a 50% cost reduction advertised by Everest, it was decided that the timbers (fascia and barge boards) on the roofline, some rotten, should be replaced by low-maintenance plastic rather than treated wood. As well as replacing existing fascias and barge boards, soffits will also be fitted. The cost of the work together with scaffolding amounts to £17,000, including a new draught-proof front door.

It was not possible for the AMMH committee to afford this work without financial assistance, so the committee approached the BMC and MCofS who are joint owners of the property. The BMC provided a grant of £3,000; the MCofS wrote off £1,000 of a previous loan and allowed the AMMH to pay off the outstanding amount of £1,000 in 2014. This will enable the AMMH to meet the remaining cost of £14,000 from income and drawing on reserves. The work is scheduled for the end of April, and will greatly improve the external appearance of the building and maintenance will be minimal. The roofline work is guaranteed for 20 y.

For such purposes as may be necessary to maintain, improve and operate the property

Income up to 31/12/2012 was £12,540.57 and expenditure £9,540.57, providing a surplus of £2,611.65. This is not sufficient to provide financial headroom to ensure solvency in the current economic circumstances and finance the maintenance and development of the building. See the Treasurer's report (page 8) for full details

In order to help fund the work programme fees were increased to £8.50/person/night as of 1st January 2013. To increase income further it is proposed to develop a strategy to increase the use of the hut during the periods when it is underutilised. Accepting bookings from people other than BMC and MCofS members is being considered and also promoting its use by members engaged in off-road cycling, canoeing and other non-mountaineering outdoor pursuits.

The committee is also looking for economies and means of reducing the cost of heating, and other overheads. It is proposed to develop a business plan that pulls all these various elements together.

As Convenor of the Management Committee I would like to thank the members of the Committee for their continuing efforts to improve the facilities at the AMMH, and responding constructively to critical comments of hut users. The committee also wishes to express its appreciation of the support provided by the elected officer of the BMC and MCofS, as without their financial support the current works on the roof could not have been contemplated.

It would appear that at this time users find the facilities at the hut satisfactory and value for money, and this is a tribute to the work of the members of the committee, who have retained their commitment and enthusiasm for many years and in some cases decades.

Nick Halls, Convenor

April 2013.

Treasurer's report



ALEX MACINTYRE MEMORIAL HUT

TREASURER'S REPORT FOR 2012

Building Work

Again little has been spent on this, although the report has been received for an architect's survey carried out in 2011. This listed several areas of the building and the site requiring attention with varying degrees of urgency.

The committee has signed a contract with Everest to renew the front door, fascias, barge boards and guttering at a date to be arranged in 2013. Total cost will be about £17,000. Grants have been provided by the BMC (£3,000) and MCoFS (£1,000 deducted from repayment due on a loan for work in 2009).

Hut Bookings

Income from booking fees was £12,080 in 2012 and, for comparison, £16,673 in 2011 and £12,449 in 2010. The rate per night was £7 in 2010, £8 in 2011 and 2012. There have been years with unusually high income, though with hut occupancy previously averaging about 32%. With the different charges per night, the similar incomes in 2010 and 2012 represent a significant fall in nights booked, to 26%. This is not the same as nights occupancy in 2012 because some income was late payments for 2011 or advance bookings for 2013, but the bookings secretary's records indicate that the figures are similar.

There is a trend towards more payments in the hut safe and by transfer to our account.

Loan Repayments

Of the £15,000 loan taken out for the refurbishment of the kitchen and showers/toilets room, £5,500 remains to be paid after the deduction of £1,000 from the balance due to MCoFS as mentioned above. This will be £1,500 p.a. to the SMT for three years and £1,000 to the MCoFS in 2014. This remains a drain on resources available for further work.

Electricity Costs

We have taken some measures to reduce consumption, by limiting available on-time of some heaters and turning off a panel heater in the lobby. Electricity is our highest single running cost, and we hope to reduce it further by improving insulation.

Rates and Taxes

The Hut continues to receive 100% relief on non-domestic rates and water charges, and is not liable for corporation tax.

Financial Position

Originally it was intended that £2,000 would be transferred each year to a "reserve fund" that we would keep for major unplanned expenses. I have reduced the transfer to £1000 this year, as has happened before, because of the approaching high payments. This scheme is somewhat arbitrary as the reserves are not locked away and are always available if required.

Regular running costs and loan repayment will need about £7,000 of this year's income but we hope the income will be more than last year's £12,080. The final payment for the Everest contract will reduce our balance to little more than the £9,000 reserve fund plus any income in the next few weeks.

The balance has not been below £10,000 since 2007 and 2008, after purchase of new windows and extensive internal work for fire safety improvement.

We are also planning improvement to car park drainage and building insulation. Including the roofline work already contracted for, total costs are much greater than the annual surpluses, and progress will depend on maintaining income and the outcome of any applications for other sources of funding. I suggest we do not take out any more loans as repayments then remain a burden for years afterwards. There will be little to spare in the remainder of 2013.

An important factor is maintaining the amount of hut usage. We are hoping that 2013 will show a recovery from 2012, which might be helped by a better winter season.

The nightly charge was increased to £8.50 from 1 January 2013, which will bring in some extra income. This is still less than typical bunkhouse prices and visitors think the hut is good value.

I thank Derek Edge CA for checking the records and certifying the accuracy of the accounts.

David Foster

March 2013



Inverly
15 Kincardine Road
Torphins
BANCHORY
AB31 4GH

Tel: 013398 89275
Mobile: 07770 816943
E-Mail: derekedge@btinternet.com

18 March 2013

The Trustees
The Alex MacIntyre Memorial Hut

Dear Sirs

Accounts for year ending 31 December 2012

I have examined the accounts prepared by the Treasurer from the accounting records for the year ending 31 December 2012.

Based on the records provided I certify that the accounts provide a true and fair view of the financial position of The Alex MacIntyre Memorial Hut as at 31 December 2012.

Yours faithfully

A handwritten signature in black ink that reads 'Derek Edge'. The signature is written in a cursive, slightly slanted style.

Derek Edge TD BA CA

ALEX MACINTYRE MEMORIAL HUT

INCOME/EXPENDITURE ACCOUNT FOR YEAR ENDING 31 DECEMBER 2012

	INCOME	Notes	£
2011			
16674	Hut bookings payments	(1)	12,081
53	Interest		209
123	Coin-operated electricity meters		141
	Donation		40
	Refuse collection refund		70
	16,850		12,541
	 EXPENDITURE		
888	Hut equipment	(2)	419
145	Consumables (cleaning materials etc.)		171
922	Maintenance & building work	(3)	132
3500	Loan repayments		3,000
2310	Electricity		2,510
720	Wardens		720
371	Committee expenses	(4)	308
639	Insurance		655
310	Refuse collection		282
*198	Architect's survey		1,200
(*fire survey)	Local contact/caretaker		312
	Booking refund		220
	9,998		9,929
	 CASH BALANCE		
	Balance brought forward at 1 Jan 2012		20,687
	Surplus (deficit) for period of this account		2,612
	Balance at 31/12/2012		
	Bank of Scotland treasurer's account		10,043
	Scottish Widows deposit account		13,255
			23,298
	 NOTES		
	Labour donated by committee members @ £12/hr, notional value		
600	R Makison 80 hours		960
200	R & R Chambers		
			960
	(1) Hut bookings		
12127	via bookings secretary		7,146
4098	fees in Hut safe		3,335
448	bank transfers or paid to treasurer		1,600
	16,674		12,081
	(2) Hut equipment		
214	electrical		18
224	furnishings		48
61	kitchen equipment		130
384	locks, extinguishers, camera		222
	883		419
	(3) Maintenance & building work		
	external work		120
	building, plumbing, decorating, tools		13
	922		132
	(4) Committee expenses		
78	travel to meetings		114
78	travel for work at Hut		19
21	post, stationery etc		5
193	telephone		170
	371		308

Arch Edge

ALEX MACINTYRE MEMORIAL HUT BALANCE SHEET FOR YEAR ENDING 31 DECEMBER 2012

Assets

Fixed

Freehold building at revaluation (in 2010) 160,000

Current

Cash at bank:	Available funds	14,298	
	Reserve Fund	9,000	23,298

Liabilities

Repayable loans:	BMC	0	
	MCoFS	(2,000)	
	SMT	(4,500)	(6,500)

Capital & reserves at 31 Dec 2012	<u>176,798</u>
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Represented by

Capital & reserves at 1 Jan 2012

Freehold building at revaluation in 2010		160,000	
Cash		20,687	
Liabilities		(9,500)	

Capital & reserves at 1 Jan 2012	<u>171,187</u>
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Account for 2012

Cash surplus in 2012		2,612	
Liabilities paid off			
	BMC	500	
	MCoFS	1,000	
	SMT	1,500	3,000

Capital & reserves at 31 Dec 2012	<u>176,798</u>
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Arch Bge