



## **Alex MacIntyre Memorial Hut**

### **Annual General Meeting of the Management Committee 2014**

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**ANNUAL GENERAL MEETING OF THE MANAGEMENT COMMITTEE  
TO BE HELD AT THE HUT ON SATURDAY 5<sup>th</sup> APRIL 2014**

**AGENDA**

- 1. Welcome and apologies for absence  
Members: Nick Halls, Ruth Chambers, Derek Edge, David Foster,  
Craig Harwood (BMC Trustee), John Leftley (MCofS Trustee)  
Iain McCallum, Sherry Macliver.**
- 2. Approval of the minutes of the AGM held on 13th April 2013**
- 3. Matters arising from the minutes not covered elsewhere on the Agenda**
- 4. Convenor's Report (NH)  
Approval**
- 5. Treasurer's Report (DE)  
Approval**
- 6. Bookings Secretary's Report (SM)  
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 Manager – 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 £9.00 to £9.50  
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**

## **ALEX MACINTYRE MEMORIAL HUT**

### **Minutes of the Annual General Meeting of the Management Committee Held on 5<sup>th</sup> April 2014 at the Hut**

- 1. PRESENT:** Ruth Chambers, Derek Edge, John Leftley (MCofS Trustee), Sherry Macliver, Iain McCallum.

Apologies: Craig Harwood (BMC Trustee).

*Note:* Nick Halls and David Foster sent their apologies. They had been detained in Glasgow due to a mechanical problem with Nick's vehicle. Nick had asked John Leftley to chair the meeting and this was agreed.

**2. MINUTES**

The minutes of the AGM held on 13<sup>th</sup> April 2013 were approved unanimously.

**3. MATTERS ARISING**

There were no matters arising.

**4. CONVENOR'S REPORT (NH)**

Since the convenor was unable to be present to take comments, the chairman suggested that members should communicate their comments to Nick before a final agreed version was published on the respective council websites.

**5. TREASURER'S REPORT (DE)**

Refer to the Income and Expenditure Account and the Balance Sheet dated 31<sup>st</sup> December 2013.

Derek reported, highlighting the following points –

- £1,000 loan from the MCofS had been written off;
- Electricity costs had increased by £213;
- Committee & Warden's expenses had decreased by £268;
- Repairs and maintenance costs were £2,402, an increase of £2,099;
- Building work costs were £17,707;
- Bookings in advance totalled £3,791.

**6. BOOKINGS SECRETARY'S REPORT (SM)**

Sherry reported that the online booking system was working well.

Bookings were higher in January, February and March compared with the previous year.

**7. ELECTION OF OFFICERS**

- Convenor – Nick Halls: Proposed John Leftley, seconded Iain McCallum. Nick was elected unanimously.
- Secretary – Iain McCallum: Proposed Derek Edge, seconded Sherry Macliver. Iain was elected unanimously.
- Treasurer – Derek Edge: Proposed Iain McCallum, seconded Ruth Chambers. Derek was elected unanimously.
- Booking Secretary – Sherry Macliver: Proposed John Leftley, seconded Iain McCallum. Sherry was elected unanimously.
- Maintenance Manager – John Leftley: Proposed Sherry Macliver, seconded Ruth Chambers. John was elected unanimously.

## **8. SUCCESSION PLANNING – OFFICERS AND COMMITTEE MEMBERS**

All the officers said that they were prepared to serve for another year. Ruth also agreed to continue to serve on the committee for another year. It was agreed that officers and committee members should give reasonable notice of their decision to resign their office or membership in order to provide sufficient time for a replacement to be found.

Recruitment of new blood was discussed. It was suggested that we advertise for new members in *Summit* and *The Scottish Mountaineer*. However, if we did recruit new members to the committee we could not provide them with any specific jobs, they would initially be observers.

## **9. HUT FEES**

Resolution to increase the hut fee from £9 to £9.50p – Proposed by Iain McCallum, seconded by John Leftley. When this resolution was discussed, Ruth Chambers proposed an amendment “That the hut fee be increased from £9 to £10.” Ruth’s proposal was seconded by Derek Edge. The amended resolution was passed unanimously. The new fee of £10 pppn will take effect from 1<sup>st</sup> January 2015.

*Note:* Re. amendments, the AMMH management agreement sect.7 paras. 3 & 4 refers.

## **10. COMMENTS AND CONCERNS REGARDING THE OPERATION AND MANAGEMENT OF THE HUT (NH)**

Nick could not attend the meeting to report.

*Note:* Nick later said that no comments had been received.

The provision of information to members prior to the meeting was discussed. Members need information before they can comment on the management and operation of the hut. It was agreed that all reports should be prepared before the meeting. The deadline for reports would be the end of February.

Summaries of the reports could then be published on the BMC and MCoFS websites.

This matter was also considered at the subsequent business meeting. After a lengthy discussion it was agreed that the new system should operate for a one year trial period.

## **11. DATE OF THE NEXT AGM**

Saturday 28<sup>th</sup> March 2015.

## **Alex MacIntyre Memorial Hut**

### **ANNUAL REPORT 2013-14**

#### **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. The building and plot of ground extends to 0.047 ha and the currently value is £160,000.

Four elected officers of the BMC and MCoFS, and their successors in title, are *ex officio* trustees, together with the chairs of the respective huts groups; on behalf of the BMC, the President, the Honorary Treasurer and the chair of the BMC Huts Group, and on behalf of the MCoFS, the President, the Treasurer and the chair of the MCoFS Huts Advisory Group.

#### **Management**

The trustees agree to the constitution 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. All income is devoted to the operation, maintenance and development of the property. 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.*

In June 2010 the Trustees signed a management agreement setting out how the AMMH must be operated. 2013-14 was the third year during which the AMMH has operated in accord with the agreement. BMC and MCoFS members can access the proceedings of the AGM (minutes, annual report and accounts) on the respective websites.

#### **Management Committee**

The Committee is comprised of volunteers drawn from BMC and MCoFS members. There are five officers, a Convenor, Secretary, Treasurer, Bookings Secretary and Maintenance Manager plus other members, one of whom co-ordinates the activity of voluntary custodians who facilitate the operation of the hut during busy winter periods. The chair of the GBMH management committee is entitled to attend meetings to facilitate co-ordination of the affairs of those two Scottish national huts.

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. The members of the committee confirm the officers in their position at the AGM, subject to the approval of Trustees. The Officers serving during 2013 -14 were:

- Convenor – Nick Halls, BMC and MCoFS
- Secretary – Iain McCallum, BMC
- Treasurer – Derek Edge, MCoFS
- Bookings Secretary – Sherry MacIver, BMC
- Maintenance Manager – John Leftley, MCoFS (also a trustee)

These people have indicated that they are willing to continue to serve and were confirmed in office at the 2014 AGM.

Other members of the committee are –

- Ruth Chambers (BMC) who coordinates the custodians who reside in the hut during busy periods to facilitate the day-to-day operation.
- David Foster (MCoFS) who served as the Treasurer from the establishment of the AMMH, but was obliged to stand down due to failing sight.
- Craig Harwood (BMC) the current chair of the BMC Huts Group and trustee

- John Irving, a former AMMH trustee and the current chair of the GBMH management committee and ex officio trustee. He chooses not to attend meetings but receives committee papers. His comments are appreciated.

The involvement on the committee of Ruth Chambers, David Foster, John Leftley and Iain McCallum is of great benefit as the longevity of their involvement and combined knowledge of the affairs of British mountaineering huts is unsurpassed. The committee greatly values the support of trustee Craig Harwood because of his professional knowledge of building and architecture.

Bob Makison stepped down from the committee as maintenance manager in 2011 but continues to be involved in the capacity of 'local contact'. He monitors the day-to-day operation of the hut and undertakes janitorial activities including necessary minor maintenance and repairs and keeps the maintenance manager informed about the condition of the property. The committee agreed to remunerate him for these services in 2012 and is grateful for his continued commitment.

The management committee is committed to the AMMH and is experienced in matters relating to mountaineering huts and the committee's record of management is testimony to its competence.

The death of the Bookings Secretary, Arthur Howarth, in 2013 demonstrated how vulnerable the operation of the AMMH is to disruption, due to the ageing of committee members, disease and infirmity. It is imperative that younger BMC and MCofS members step forward to take on the burden of ensuring the Scottish national huts continue to operate effectively. BMC or MCofS members interested in becoming involved in the affairs of the AMMH are welcome to attend business meetings as observers, accept co-option and eventually stand for office.

## **Meetings**

There are two formal business meetings of the committee a year. The first, usually in April, follows the AGM and the second usually in October. At the formal business meetings the action agenda is delegated to the relevant officers and progress is monitored by reports to the committee by e-mail. In effect, the committee operates continuously.

## **Expenditure**

As of the 5<sup>th</sup> of October 2013, the financial situation indicated that expenditure exceeded income because of building work involving the replacement of the roofline (fascias, barge boards, soffits, dormer window surrounds, guttering and a new draught-proof front door). This eventually cost £16,927 plus £480 for rerouting the incoming overhead electricity cable.

The work was financed partially out of the reserves. The BMC provided assistance in the form of a £3,000 grant towards the work and the MCofS also assisted by writing off £1,000 of an outstanding loan and providing a one year holiday from repayment of the final balance of £1,000 of that loan. The committee is grateful to both mountaineering councils for this help. There are still loans outstanding from a previous major project (refurbishment of the ablutions and kitchen) – £1,000 owed to the MCofS (to be repaid in 2014) and £3,000 owed to the SMT (to be repaid in two tranches in 2014 and 2015). Repayment of borrowing is a priority. Sufficient resources remain to commit a further £4,500 on maintenance, with £8,000 in reserve.

The Treasurer has adjusted the format of the accounts to conform to current accounting standards; income from bookings is now attributed to the financial year during which the accommodation is provided rather than to the time when the booking was made. The former practice made it difficult to compare income figures with previous years and the new practice will make it easier to correlate annual usage with income and to assess whether bookings reflect actual usage. Greater clarity is required to support business planning.

## Bookings

The hut fees for the period 01/01/2013 to 01/01/2014 were £8.50. An online booking system, Easy Bookings [www.easy-bookings.co.uk](http://www.easy-bookings.co.uk), also used by the Glen Brittle Memorial Hut, came into operation in September 2013 and is accessible from the respective council websites. A flurry of bookings followed. Those booking tend to prefer to make payments by bank transfer and arrangements have been developed to facilitate this process.

Bookings for the period January to December 2013 show 1,560 bed nights (27% of the full potential of 5,840) of which 746 were for weekdays (17% of the full potential of 4,176) and 814 were for weekends (49% of the full potential of 1,664).

	2013		
	weekday	weekend	overall %
January	70	48	23.8
February	143	91	52.2
March	114	109	45.0
April	65	110	36.5
May	86	76	32.7
June	19	80	20.6
July	64	10	14.9
August	27	20	9.5
September	48	63	23.1
October	14	34	9.7
November	39	103	29.6
December	57	70	25.6
Total	746	814	26.7

This number of bookings, if all taken up, should have produced an income of £13,260.

From the figures currently available it seems probable that online bookings may overstate the subsequent occupancy, i.e. there are last-minute cancellations. There is considerable potential for increasing occupancy, especially in the summer months.

There is an unknown number of casual users who do not book but turn up at the hut 'on spec' and pay by leaving fees in the safe. It is proving difficult to reconcile income paid in advance, money taken from the safe and the identity of people who have used the hut. The convention of people signing the hut book on arrival is not conformed to rigorously, nor do people paying money into the safe scrupulously cross-reference the pay-in envelope with entries in the hut book. Informal comment suggests that this reflects the experience of other huts. A system is being developed that will more accurately audit the income and occupancy of the hut, in order to inform decisions relating to hut fees. An effective and accurate audit of usage and income is necessary to support business planning.

### *The provision of suitable accommodation for mountaineers*

Maintaining a building about a century old as a 21<sup>st</sup> century mountaineering hut presents challenges. Numerous relatively minor problems occur which must be resolved. The necessary work is funded from income and it is the aspiration of the management committee to take the opportunity to upgrade facilities whenever possible.

### **New Front Door**

The new front door can be opened easily from inside, permitting easy direct access to the front of the hut for both domestic and emergency purposes. The back door, the usual entrance, has a digital lock but the front door has a conventional lock. For the purpose of emergency access a key for the front door will be kept in an external key safe. This will be fitted during 2014.

### **Roofline**

Renovation of the roofline was carried out during 2013. One section of PVC guttering provided by Everest has been fitted without a satisfactory incline and needs refitting to improve drainage.

## **Kitchen**

In December 2013 the ceiling and walls of the kitchen were redecorated with mould-resistant emulsion. Subsequent to the repainting it became evident that there is some damp coming from the wall, resulting in staining. This is to be investigated.

The fluorescent lights are coming to the end of their useful life and energy efficient alternatives are being researched prior to replacement.

One of the hobs became dangerous because an occupant melted a control knob by placing a utensil on top of it while cooking. This has been replaced with a new hob unit of safer design.

A full upgrade of the kitchen will eventually be necessary, but this is not regarded as an immediate priority.

## **Toilets & Showers**

Irritating snagging issues keep emerging related to the toilet and showers, some of these arise from the age of the building and others a legacy of poor workmanship dating from the time of the refurbishment several years ago. Others arise due to the facilities being the most heavily used, and occasionally abused. One WC has been replaced and the replacement of the other is in hand.

## **Bedrooms**

Bedroom heating is provided via coin operated meters, used at the discretion of occupants. This arrangement is necessary because hut finances are insufficient to support individual preferences. The mechanical meters have suffered abuse over the years and are being replaced with modern electronic units as they fail. Light fittings in the upper storey are being replaced with safer, energy efficient fittings.

## **Roof space**

The insulation in the roof space was improved some years ago, but is no longer judged to be sufficient as the cost of energy has inexorably increased faster than inflation. It is now imperative that heat loss from inside the building is reduced, but this implies maintaining sufficient ventilation to evacuate humidity. The committee will address this issue during the coming year.

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

During 2013 a great deal of thought was given to how and over what time scale the property should be improved. There is some urgency as operating costs increase and the expectations of users rise.

### ***'Good basic accommodation at reasonable cost'***

The Management Committee believes that fees should represent value for money and, therefore, fees have been increased after improvements rather than being raised to fund future improvements. Recent practice has been to raise the fees by £0.50. Hut fees for 2014-15 are £9.00/ person/night, which compares favourably with Scottish huts of similar capacity and facilities.

Bookings for the period January to December 2013 show 1,560 bed nights (27% of the potential of 5,840). Bookings may overstate that number of people who eventually occupied the hut, but there will have been other users.

Increasing fees by 50p only delivers about £780 of additional income. Hut fees will be increased to £10.00 from January 2015 (an increase of £1 from 2014) but increases of this magnitude will not finance major works, which require grants and loans.

## **A proposed programme of major works**

Major works can be defined as those that demand the expenditure of considerable sums of money, and which cannot be wholly financed out of income and the contingency fund. Works



of such a scale can only be undertaken at intervals that permit the resources of the AMMH to be restored and borrowing repaid. Some major works may involve major disruption of the operation of the hut, with a subsequent risk of significantly depleting income while in progress. Currently, the management committee is operating on the basis that protecting the property from external threats, such as water and wind should be treated as a priority. The envisaged programme is as follows –

### **External**

- 1) Roof of toilet and shower block – needs refurbishment but presently no leaks.
- 2) Surface drainage of car park.
- 3) Relaying of the concrete surrounds of the rear of the building to improve evacuation of surface water into drains, and connection of a drainage pipe (presently leading to a soakaway) from the drying room to the main drainage system.

And in the longer term –

- 4) Resurfacing of the access lane, shared with neighbours.
- 5) Extension/rebuild of shower block – not an immediate priority.
- 6) Re-roof the main building.

### **Internal**

Internal improvements are required to enhance insulation to save energy and increase the comfort of occupants - and ultimately to improve the internal décor - while maintaining the ambiance of a mountaineering hut. The kitchen and toilet block are the most heavily used facilities and require almost continuous attention.

- 1) Small ground floor bedroom: strip internal walls and ceiling, insulate and restore and redecorate.
- 2) Sitting room: remove plaster and lath, and wooden surrounds of window alcoves, remove ceiling and insulate and improve soundproofing (the warden's room is adjacent). Lift floorboards, insert insulation between floor joists, restore floor. Dry line, restore all woodwork and re-decorate. Comfort in the sitting room is a recurrent issue and insulation is important for effective energy management.
- 3) Improve insulation of the three dormer windows to remove 'cold bridges' which encourage mould
- 4) Upgrade the drying room - not regarded as an immediate priority as users find drying arrangements adequate, but they may be more costly than they need to be.
- 5) Strip out kitchen, remove plaster and lath walls and ceilings, replace with improved insulation and dry lining and restore kitchen fittings.

These works will require borrowing, or preferably grant aid, and a concerted effort to increase income. The management committee is endeavouring to develop a coherent business plan, which will give direction to the current committee and its successors for perhaps as long as thirty years. Things are moving forward, unfortunately at times with glacial slowness.

As Convenor of the management committee I would like to thank all the members of the committee and the volunteers who give their time to serve as custodians during busy periods for their commitment to the AMMH and all the thought and effort they contribute to enable the hut to continue to serve the needs of members of the BMC and MCofS.

*Nicholas Halls*

Convenor 2013-14

April 2014

## **Treasurer's Report for the Year Ending 31 December 2013**

### *Fee income*

The fee income for the year ending 31 December 2013 was £12,399 (2012: £12,018 and 2011: £16,673). At the year end the hut had received deposits of £3,791 for bookings in 2014. This figure is not reflected in the fee income noted above.

### *Other income*

The BMC provided a grant of £3,000 during the year and the MCofS agreed to write off £1,000 from the outstanding loan balance.

### *Expenses*

Electricity continued to be a large item of expenditure at £2,723 for the year (2012: £2,510). Repairs and maintenance were high during the year £2,402 (2012: £303) reflecting the commitment to improve the facilities at the hut. The items in this category include electrical and plumbing repairs and also consumables purchased by the wardens. The building work undertaken by Everest amounted to £16,932.

### *Loans*

Of the £15,000 of loans taken out to refurbish the kitchen and toilet block in 2010, £1,500 was paid to the SMT and £1,000 was written off by the MCofS. The remaining amount of £4,000 will be fully repaid by July 2015.

### *Other*

Since the year end we have received £4,922 in booking fees for 2014.

We have repaid £500 towards the loan from the MCofS.

We currently have £15,736 in the two bank accounts, a slight increase on the year-end balance of £14,753.

**Derek Edge CA**

Treasurer

April 2014

Accounts on pages 10 & 11

**Alex Macintyre Memorial Hut  
Income & expenditure account  
Year ending 31 December 2013**

	Note	2013	2012
		£	£
<b>Income</b>			
Booking fees		12,399	12,222
Donations		28	40
BMC Grant		3,000	0
Interest		70	209
MCoFS write off of loan		1,000	0
Other		0	70
		<b>16,497</b>	<b>12,541</b>
<b>Expenditure</b>			
Electricity		2,723	2,510
Repairs & maintenance		2,402	303
Refuse collection		304	282
Insurance		657	655
Postage & stationary		133	0
Hut equipment		437	419
Committee / Wardens		760	1,028
Building work		17,707	0
Professional fees		1,175	1,512
Booking refunds		34	220
		<b>26,334</b>	<b>6,929</b>
<b>(Deficit) / surplus</b>		<b>(9,836)</b>	<b>5,612</b>

**Derek Edge CA  
Treasurer**

*Derek Edge 31 March 2014*

**Gordon Adshead  
Independent Examiner**

*H. G. Adshead 31 March 2014*

**Alex Macintyre Memorial Hut  
Balance Sheet  
As at 31 December 2013**

	Note	2013 £	2012 £
<b>Fixed assets</b>			
<b>Land &amp; Buildings</b>	1	<b>160,000</b>	<b>160,000</b>
<b>Current assets</b>			
Bank - BofS Treasurers		7,428	10,043
Bank - SW 7 day access		7,326	13,255
Petty cash		0	0
Debtors - misc		0	0
		<u>14,753</u>	<u>23,298</u>
<b>Current liabilities</b>			
Accruals		0	0
Deposits in advance		(3,791)	0
Loan BMC		0	0
Loan MCoFS		(1,000)	(2,000)
Loan SMT		(3,000)	(4,500)
		<u>(7,791)</u>	<u>(6,500)</u>
<b>Net assets</b>		<b>166,962</b>	<b>176,798</b>
<b>Represented by:</b>			
Capital fund	B/F	176,798	171,186
Surplus / (deficit)		(9,836)	5,612
		<u>166,962</u>	<u>176,798</u>

<sup>1</sup> The building was revalued at market price in 2010 at £160,000.

**Derek Edge CA  
Treasurer**

*Derek Edge 31 March 2014*

**Gordon Adshead  
Independent Examiner**

*H. G. Adshead 31 March 2014*