



PITTENWEEM ARTS FESTIVAL
BRINGING COLOUR TO THE EAST NEUK

Minutes of the Annual General Meeting

Royal Burgh of Pittenweem Arts Festival

(Company Limited by Guarantee, Company No. SC233084, Scottish Charity No. SCO24165)

Date: Saturday 10 May 2025

Time: 10:00 am

Venue: Festival Office, 47 High Street, Pittenweem

1. Welcome, Quorum and Administration

The meeting was chaired by Julie Arbuthnott.

It was confirmed that notice of the meeting had been properly given in accordance with the Articles of Association.

As more than twelve members were present, the meeting was declared quorate and duly constituted. Scott Cochrane was appointed to take the minutes.

Members Present:

Julie Arbuthnott (Chair), Simon Learoyd (Company Secretary), Fiona Cathcart (Treasurer), Scott Cochrane, Carolyn McNeish, Shona Cherry, Gillian Smith, Shelley Jupitus, Anne Barclay, Jackie Clark, Dougi McMillan, Abigail Thomson, Hilke Macintyre, Rachel Loughlan, Phill Jupitus, Ruth Robinson, Jan Fisher, Maurice Pettigrew, Jennifer Pettigrew, Jean Frame, Marlene Patrick, Joan Creevy, Sheila Caldwell, Wendy Ann Bellars, David Mackin, John Fisher, Michael Taggart.

Apologies: None

2. Approval of Minutes of the Previous AGM

The minutes of the Annual General Meeting held on 25 May 2024 were reviewed. It was unanimously resolved that the minutes were a true and accurate record.

3. Matters Arising

There were no matters arising.

4. Chair's Report

The Chair summarised the activities of the past year and confirmed that a successful Festival had been delivered. Feedback from visitors, artists and the wider community had been very positive.

Planning was underway for the 2025 Festival, including an expanded events programme.

The Chair noted that Simon Learoyd would be standing down from the Board and expressed thanks for his significant contribution to the development and delivery of the Festival.

The Chair also recorded appreciation for the continued support of the people of Pittenweem, Fife Council, the Pittenweem Community Council and the many volunteers who make the Festival possible.

The Chair's Report was received and noted.

5. Secretary's Report

The Secretary reported that the Board had met regularly throughout the year, all meetings were quorate, and business had been conducted in accordance with the Articles of Association. All legal and accounting obligations had been met.

The recent Board recruitment process had been highly successful, resulting in a full complement of 12 directors, bringing a wide range of artistic and professional skills. The Festival continues to prioritise diversity and inclusion in its governance and operations.

A Reserves Policy had been adopted by the Board to ensure appropriate financial resilience and clarity regarding the level of unrestricted funds required for emergencies and operational stability.

Special Resolution

The Secretary proposed the following special resolution:

A. That with effect from the conclusion of the meeting, the Articles of Association be amended as follows:

a) Delete Article 57 of the previously registered Articles of Association and replace it with:

"57. The maximum number of directors shall be 15. The minimum number of directors shall be 3."

B. That the Articles of Association be altered to take the form of the Articles approved by this resolution, in substitution for and to the exclusion of the Articles previously registered.

The special resolution was approved unanimously, meeting the statutory threshold for special resolutions.

6. Accounts and Trustees' Report for the Year to 30 October 2024

A summary of financial performance was presented. The 2024 Festival had been financially successful, with strong revenue growth driven by increased artist registrations and the reinstated events programme. Costs continued to rise above inflation, particularly in relation to regulation and insurance, the events programme, and supplier and staffing costs.

The meeting noted a significant accounting write-down relating to the valuation of the premises at 47 High Street. The premises had previously been carried at a value of £152,853, based on historical assumptions that commercial property values would continue to rise. A recent independent valuation placed the property at £65,000. Discussions with Fife Council regarding the repayment mechanism agreed at acquisition were ongoing.

Resolutions

1. That the Annual Accounts and Trustees' Report for the year to 30 October 2024 be approved.
2. That Mr Ian Anderson, 5 Braehead, Cellardyke, Anstruther, be re-appointed as Independent Examiner.

Both resolutions were approved unanimously, and the Accounts and Trustees' Report were duly adopted.

7. Appointment of Directors

The following appointments were proposed:

- Abigail Thomson
- Douglas McMillan

The appointments were approved unanimously and take effect from the conclusion of the meeting.

8. Any Other Business

Members discussed ways to encourage visitors to explore less-visited parts of the village. The revised brochure map, dividing the village into four quarters, was noted as a positive step.

A suggestion was made to use the Festival bus to transport visitors to quieter areas. It was explained that the bus has limited capacity, is primarily intended for visitors with restricted mobility, and that health and safety considerations limit its use in narrow streets.

There was no further business.

9. Close of Meeting

The Chair thanked all members for their attendance.

The meeting closed at 10:40 am.

Signed

Chair: _____

Date: _____