Minutes of the 2024 Annual General Meeting of the Caithness Broch Project

Location	Google Meet
Date	22 January 2025
Time	8pm

In Attendance

Members (15)

- Robin Herrick (Chairman)
- Iain Maclean (Vice Chair)
- Dawn Mackay
- James Byron
- Kenneth McElroy
- Kirsty Lilley
- Pete MacRae
- Alex Groves
- Alexander Glasgow
- Anthea Atkins
- Bridget Riley
- David Boardman
- David Cook
- Lydia Harris
- Will Morrison

Non-Members (3)

- Adrian Garbett
- David Lynn
- Steve Petoskey

Apologies

Members

- Anthony Balboolal
- Chris Aitken
- Faith Boardman
- Frances Elliot
- Helen Rand
- James Doherty
- Jay Brooks
- Jayne Hill
- Joan Anderson
- Sara Herrick

Non-Members

- Christopher Lawson
- Diane Culpin
- Lyn McKay
- Stuart Jackson

Sent out prior to the meeting:

1) AGM details
2) Chairman's report
3) Current directors and committee members
4) Director candidate biographies
5) CBP AGM guidance

AGENDA

- Apologies
- Approval of minutes of the 2023 AGM
- Chairman's Report
- Treasurer's Q&A (submit questions in advance)
- Resolutions
- Election of Directors
- Presentation of Community Consultation Results

RESOLUTIONS

1. There were no resolutions.

Meeting commenced at 2000

1. Approval of minutes

1.1. The minutes of the previous AGM were proposed by Iain Maclean and seconded by Pete MacRae, with a majority vote in favour of approving the minutes.

2. Chairman's report

2.1. The Chairman outlined the charity's activities and progress during the year ending 31 October 2024. The Caithness Broch Project continued to advance its core aims of community engagement, heritage education, and preparation for the construction of a replica broch. Significant milestones included the submission of a de-crofting application for the Flygla site and ongoing development of the full planning application for Phase 1.

2.2. The organisation maintained active governance through its board of directors and volunteer committee, with routine business conducted via digital platforms. Financially, the Project recorded an income of £10,341 and expenditure of £17,109 in the last reviewed accounting period, resulting in a deficit but with reserves of £40,713 carried forward. The Chairman confirmed that the charity remains committed to prudent financial management and to building reserves in anticipation of larger future projects.

2.3. The public benefit of the Project's work was emphasised, particularly its educational role and the long-term cultural value of the replica broch. The year's programme included a wide range of outreach talks, fieldwork activities, meetings with stakeholders, and engagement events across Caithness and beyond.

2.4. Looking ahead, the Chairman reaffirmed the Project's focus on delivering the replica broch at Flygla and on ensuring that decisions remain sustainable, community-supported, and aligned with the Project's long-term vision.

3. Treasurer's report / accounts

3.1. No questions regarding the accounts were received prior to the meeting or in the meeting. The same accountant has been used now for a number of years for the examination of the accounts.

4. Presentations

4.1. A presentation was given by the committee on the community consultation exercise regarding the Flygla site and plans.

5. Resolution

5.1. No resolutions were submitted by the committee or members.

6. Election of directors

6.1. All the directors were proposed for re-election.

6.2. The chairman explained that all directors stand down from the committee and stand for re-election. Each director was elected in turn unanimously.

Robin Herrick
Iain Maclean
Dawn Mackay
James Byron
Kenneth McElroy
Kirsty Lilley
Pete MacRae
Chris Aitken

6.3. The chairman stood down after 6 years in post citing a move from the county and, with the transition to the project focusing on a preferred site, it being a good time for a change in leadership. The ex-chairman welcomed Pete MacRae to take the chair.

7. Wrap up

7.1. The chairman thanked the other committee members. With special thanks for Sara Herrick for her dedication to the roles of membership secretary and treasurer, and Sandra Maclean for her assistance to the project in the role of merchandise administrator.

7.2. The chairman asked if the members had any questions for the committee.

7.3. The chairman thanked those attending the AGM.

Meeting adjourned at 2100

Minutes Approved By:

Robin Herrick, Chairman

Signed: ____

Date: _______________

Iain Maclean, Vice Chairman

Signed: ____

Date: _______________