

## **MINUTES OF THE ANNUAL GENERAL MEETING HELD THURSDAY 24<sup>TH</sup> APRIL 2014**

Chairman – Pam Marsh at 7.30 p.m. opened the Meeting. 12 people were in attendance and were welcomed by the Chairman.

There were apologies for absence from Julian Womersley, Barbara Steadman-Allen and Mark Treliving.

The Minutes and Accounts for the AGM meeting for 2013 were read by those attending and the Chairman asked if anyone had any comments to make about them. There were no questions from the floor.

All at the Meeting accepted the Minutes. There were no matters arising.

The minutes were proposed by Angie Love as being a true and accurate record. Maria Young seconded them.

### **TREASURER' REPORT**

This had been prepared by Angela Love as Treasurer for the B.G.C.A. They are being audited at the moment.

The year to 31 March 2014 has been a very positive year compared to 2012/13. This has resulted in a profit for the financial year of £1388. Carefully managed expenditure and successful income has resulted in £12,344 in the bank and £734 in petty cash

Income has increased from last year by approx. £1508 mainly due to the increase in hall hire both private and regular as well as fewer but more successful events; however the expenditure of running the hall has increased by £607 from last year.

Hall hire income has increased from last year by £1241. This is due again to our regular hirers who continue to use the hall through the year as well as some new activities from the Bridge Club and Knitting Groups. Unfortunately we have lost two of our long time hirers Moves & Fitness and Zumba due to both ladies moving out of the area. Hall hire alone does not raise enough income to cover the expenditure of running and keeping the hall open so we are reliant on income from events to boost funds and give us extra money to make improvements.

The hall and committee room are still regularly hired by a lot of local groups

Such as:

- The Lunch Club
- Over 60's
- Badminton
- Little Bears Toddler group
- Dorking artists
- Dorking miniaturists
- Kickboxing
- Brownies
- In Harmony choir

Event profit for the year has increased by £229 on last year's figures. The committee made a decision last year to reduce the number of social events as these were poorly attended as well as volunteers to help were limited. This

enabled us to focus on the major events and increase the profit margins. Once again the Summer Fair provided a profit of £1086. The Xmas Fair which took on a different style with lots of stall holders took income of £920. Our Spring Jumble sale made a staggering £570 profit. Unfortunately the Children's Xmas Fair and Craft day were not as profitable but they are presented to the village as special events for the Children. We have kept our admission prices for most events at a low level and hope that there will be good attendance

Maintenance looks high this year however I am sure you can all see the enormous improvements to the hall lighting, external lighting and emergency lighting. We have bought the emergency lighting to current standard and at last cleaned and replaced all the damaged ceiling lights with cost efficient tubes. Many thanks to Merv who was a tremendous help in organising the project and our electrician Stuart Collins for all his hard work.

This year there was an increase in electricity costs mainly due to the heating system and the rise in electricity costs. We are in the process of changing from EDF to British Gas on a 3 year fixed deal which should save us approximately £500 over the year.

The rent shown in the accounts is the normal rent charged by Mole Valley DC whereas last year we were paying backdated rent for the previous 3 years.

Another additional cost was for a Surveyors report as part of the lease renewal application.

A new expense this year is the provision of broadband to the hall which has enabled the Library to establish itself in the small hall. The cost for broadband is free but we pay for the line rental.

Last year we received a very kind donation from Beare Green Drama Group of £305 and this year we bought the dishwasher for the kitchen

Another source of income during the year was the website Easy fundraising. To date £162 has been raised towards the village hall fund and we have received £94. I use the site all the time and have raised £105 by linking with the popular sites like Viking, Amazon and others and a small percentage of my purchase cost is raised. If more people used the site more income could be raised with very little effort. At the moment there are only 9 people registered.

The goodwill and hard work of not only the Social Committee, but also others who help on the actual event days, should be applauded as without this the events would not happen. Also, thanks are due to the volunteers who donate their time and expertise in helping us with jobs for the hall

#### **SOCIAL COMMITTEE REPORT**

The Social committee has held a few successful events this year, including the fun day which raised £1,400 (more than the previous year which pleased me greatly) the Christmas fete which raised £700, and the recent jumble sale which rased a remarkable #600.

We've focused mainly on high-earning events and haven't held any quizzes or bingo events recently, mainly because we don't have enough people to help out and they don't really make an awful lot of profit. We did hold a Christmas crafts event, but sadly this was not as well-attended as the previous year, and the Easter crafts had to be cancelled as so many helpers and regular attendees were away on holiday. Other ideas we have had for the future include asking speakers to come and talk, and maybe a car-boot or table-top sale.

The regular helpers for the summer and Christmas fetes and the jumble sale, are the backbone of the social committee and we couldn't carry on without them. The committee itself is down to 3 members and we haven't held a formal meeting in two years. More and more, the social committee relies on non-social committee BGCA members to help out at events - there are 20 or so regular helpers who come to every event and I would like to thank them and the BGCA committee tonight.

Our next big event is the Summer Fun Day on 14 June. We have all the regular fun lined up, including the BBQ, beer tent, kids' games, refreshments and cakes and a wonderful children's entertainer. This year we will also have some different types of stalls including a sweet and candy-floss seller, an bouncy castle, test your strength machine, and a bucking bronco! I will be starting to collect for the tombola soon, so any donations would be very helpful. One thing I have learned is that people will have a go on the tombola for as long as there is stock, and they will be pleased even if they end up winning a packet of digestives! If anyone has any bright ideas as to how we can get loads of donations, please see me after the meeting!

My goal this year is to beat last year's Fun Day total of #1,400, so watch this space!

### **CHAIRMAN'S REPORT**

This was provided by Pam Marsh who thanked Angela and Debs for their reports.

I would like to welcome you all and thank you for coming out tonight.

I hope you are all enjoying a glass of wine and celebrating with us the work that has taken place over the last year to improve your hall.

This year has been extremely busy, particularly with the general admin of running the hall. Each year we start full of enthusiasm and hope that this year we will see the community become more involved with the association and work with the committee to keep the hall open. This has indeed happened in certain areas of the hall, but we are still lacking in committee members and would welcome any new members. This is not an onerous role; we have a meeting approximately every 8 weeks, and help out at various events if we can through the year. We do have a band of willing volunteers who help out when they can and our thanks go to them for without them some events would not take place. We would very much like representatives from all the regular hirers and other village organisations to sit on the committee. This way we can co-ordinate resources and ideas to bring together the village community.

One area where we have seen great progress is the Library. The refurbishment of the front foyer and the corridor was completed with freshly painted walls, new carpet tiles, new blinds from our local supplier Solomon Blinds who kindly donated the cost of the labour and new lighting. This has greatly cheered up the front foyer and corridor. Also as part of the refurbishment we had broadband installed, providing Internet for the library.

The library opened on 4<sup>th</sup> October 2013 and the opening was very well attended. The opening days has been increased from two to three, now opening on Monday Wednesday and Friday, this is due to the incredible number of volunteers who run the library. I would like to give my special thanks to Hilary Christmas the library coordinator who works really hard with the volunteers to make the library a success.

An amazing off shoot of the refurbishment of the front hall, has been the start of various clubs such as the bridge club and the knitters club. A book club is also trying to get off the ground. I believe that these clubs prove the need for a central hub in the village where people can meet, have a chat over a coffee and enjoy themselves. Long may this continue and hopefully, more clubs will follow.

Last week we met with the Citizens Advice Bureau, who would like to use the front hall once a month for one of their outreach sessions. This is excellent news as it shows that professional organisations see the potential of our hall. The first session is on Thursday 8<sup>th</sup> May from 9.30 to 11.00, then the sessions will be on every second Thursday of the month.

Unfortunately due to a lack of committee members and also the cost of production we have had to temporarily stop the Village Magazine, Debs struggled to find the time to devote to the magazine and desperately needed more help which we could not find. We decided to try and keep our message coming across to the village by having a whole page in the Parish magazine. We hope that we reach the majority of the villagers in this way and would welcome your views on this.

We also had to take the decision to cut down on the number of events that we run, such as the Quiz nights and bingo evenings. Despite pleas at the last AGM for people to come forward and help we have not been able to find the time to run these events. If anyone would like to run these events we are more than happy to help.

Maintenance is an on-going job and is mostly done by members of the committee. We have maintenance days where we get together to perform all the odd jobs that creep up on us. We recently had a very successful maintenance day where we hired a tower to enable us to change all the ceiling strip lights and clean all the light diffusers, we also cleaned out all cupboards in the kitchen, put up new notice boards and a variety of normal mundane tasks. I would like to thank all that came that day to help; many hands make light work and the results of everyone's hard work is great to see.

One major job that has been completed this year is checking and replacing of all emergency lighting inside and out, and finally the heaters in the front foyer are finally working correctly. I would like to thank Stewart our handy electrician for all his hard work in this area

During the year we have held some social events some of which were very well attended and enjoyed by the community.

The Summer Fair was one main event that was held back in the village and was greatly enjoyed by all, as was the Christmas Fair with its huge variety of stalls selling wonderful gifts.

The children's Christmas party was a great success with the entertainer paid for by the BGCA providing all the fun.

We are always looking for new ideas for events and would welcome any ideas on what you would like to see happen at the hall.

A lot of time and energy has been spent this year on continuing our work with Project OverHall.

To secure funding for the next phase we have had to prepare business plans, cash forecasts and make presentations to Mole Valley District council and importantly to Capel Parish council.

All this work has resulted in Capel Parish council giving us a very generous grant of £200,000. This will enable us to build the extension onto the side of the building giving us a new entrance foyer, small office, toilets and a corridor to an enlarged front hall. We have also applied to Biffa for another grant to replace the heating in the main hall and replace the flooring. We are also looking at finding grants to completely renew the kitchen.

The Overhall team has worked tirelessly in the year and their encouragement and commitment to the project is exceptional and deserve our thanks. I would personally like to thank them for all their support.

Hopefully the building work will commence in the new few months. The committee has also been busy with negotiating with Mole Valley on extending and renewing the lease. This is now in the final stages and is with solicitors. Mole Valley have agreed to an extension to the lease of another 99 years.

Another item is the updating of our Constitution.

Why change the constitution you may ask.

The constitution, as it stands at the moment does not fit our mode of operation and we feel needs updating.

Our aim for the constitution is

- 1) A simple structure that will enable two key strands to flourish:
  - a) The BGCA as a representative body for the residents of Beare Green
  - b) A management body for the village hall

It should be framed?

- 2) In the least bureaucratic way possible, without a complex series of Council, committees and sub-committees.
- 3) With clear terms of reference and accountability.
- 4) It should be inclusive and fully representative – of the general population; local bodies and societies; local authorities; relevant corporate, voluntary and charitable bodies, etc

The third item, which runs throughout all of this, is the question of liability, and the exposure of those who are officers of the BGCA, of the Trustees, and indeed of anyone who acts on behalf of the BGCA. Whilst the BGCA might, if its constitution allowed it to, counter-indemnify its officers, Trustees and others for any costs, including legal costs, they incurred, its resources are limited.

So any indemnity would need to be backed up by an insurance policy, perhaps along the lines of a company's Directors' and Officers' policy. We would therefore very much welcome your advice on how best to protect those who are acting on behalf of the BGCA in good faith against being held personally liable.

The best way of avoiding personal liability is to incorporate the Association: this provides limited liability status and avoids having to use individuals as holding trustees for the lease. Trustee indemnity insurance will not give the protection we require.

There are two models of corporate body for a charity like BGCA: a company limited by guarantee and a charitable incorporated organisation (CIO).

The committee is now considering these two options to decide on the best way forward.

We are again working with our solicitor to provide a Constitution that together with the new lease will keep the village hall running efficiently for many years to come.

Last but not least I would like to thank the small band of people who make up the committee, they give their time tirelessly and willingly and I think are amazing.

We are a small team of only ten people, recently Joan Wigham joined us as our new bookings manager and we welcomed her with open arms and she is doing a great job. We hope more of you will come forward to help us

make this a village hall to be proud of. I would just like to say thank you again for coming out tonight and the committee look forward to working with the village for another successful year.

#### **ELECTION OF EXECUTIVE COMMITTEE OFFICERS**

Pam thanked all the current committee for all their hard work, and has agreed to stay in the role of Chairman. Angela Love has also agreed to stay in the role of Treasurer. Maria Young has also agreed to stay in the role of Secretary.

All other members of the existing Committees were prepared to stand for a further year.

Valerie Holmwood proposed that all members of the Executive be appointed and Margaret King seconded this. Everyone in the audience agreed this unanimously.

#### **GREAT TURNERS WOOD REPORT**

Angela said that Michelle has offered to help her with the ongoing work. Due to the recent weather the woods remain very muddy. The bluebells are looking lovely again – there are not so many this year as the wild garlic is taking over. It still remains a very popular place for recreational purposes for the village.

Hazel and willow have been cut down as part of a management plan to produce a wetland.

A bat box is due to be put up soon.

Gatwick Greenspace had to cancel their working day in the autumn due to the wet weather but are now planning to come on 19<sup>th</sup> June.

Michelle has been in contact with Alex Bagnell at MVDC regarding the removal of two trees that have fallen down on the bank.

Alan Smallwood asked about the gap next to the hazel hedge near the pond – Michelle has queried this with Alex and they are awaiting new stocks of willow.

**CORRESPONDENCE** – none.

#### **PROJECT OVERHALL REPORT**

The team plan to meet with the architects later this week to go over the plans and then speak to the builder. It is hoped that the work can start as soon as possible, hopefully over the summer. As most of the work is outside it is hoped there will be as little as disruption as possible.

Mandy Schryver asked how the new lease was progressing. Pam replied that it is with our solicitor at the moment who is in talks with Mole Valley Council.

#### **ANY OTHER BUSINESS**

There was none.

Pam thanked everyone for coming and the Meeting closed at 8.15 p.m.