

## **Minutes of the Enford Village Hall Annual General Meeting Held on Tuesday 11<sup>th</sup> September 2012**

**Present:** Judy D'Arcy-Irvine, Glenda Clark, David Spencer, David Harbottle, Lesley Brown, Steve Becker, Hamish Scott-Dalgleish, Jane Young, Ollie Stagg, Jacqui Elkins, John Poole-Warren, Amanda Farrow, 6 members of the public.

The Chairman, Judy D'Arcy-Irvine, opened the meeting and welcomed all present.

**1. Apologies:** Adrian Orr, Lynne Derry, Lowenna Harbottle, Martin Webb, Tanya Becker.

**2. Approval of the Minutes of the AGM held on Monday 13<sup>th</sup> September 2011**

The Draft Minutes had been discussed at the Committee Meeting on 18<sup>th</sup> October 2011 with an agreement to recommend them for approval. Copies of the draft Minutes had been previously distributed and copies were also available on the table. Chairman asked if there were any questions or amendments. The Minutes were approved as a true record. Proposed by David Spencer, seconded by Hamish Scott-Dalgleish and agreed unanimously.

**3. Matters Arising:**

There were no matters arising.

**4. Treasurer's Report:**

Annual Accounts 2011-2012. The Treasurer, Glenda Clark, reported on the accounts for FY 2011 / 2012 which had been independently audited by Lt Col (Ret'd) Peter Barrett OBE from Larkhill. The Committee had previously agreed the accounts and now recommended them to the AGM for approval. The Current Account held £4,593 with Debtors of £128 and Cash Not Credited £406 totalling £5,128 less Liabilities Cheques Not Cleared £900 giving a Credit Balance of £4,227. Total Income for the year was £15,051 and Total Expenditure £14,309. Excess of Income over Expenditure for the year was £742. There is a requirement from grant providers for the Hall to hold 5% of the property value in a contingency fund for repairs and renewals which currently equates to around £30,000. The Village Hall has deposited £25,000 in two high interest accounts as the contingency fund for future repairs and renewals, and it is hoped to set aside a further £5,000 over the next two years. The fund would also need to be increased in line with inflation and this should be taken into account when planning the annual budget. In answer to the question Treasurer confirmed that property depreciation on Building Fixtures and Fittings was 10% per annum, and was £1,045 this past financial year. Expenditure has increased this year as maintenance renewals and repair costs have increased, partly due to guarantee periods coming to an end. Looking to the future the Hall should think of ways to generate more income. Amanda Farrow asked if the accounts are made available to the public. It was confirmed that, once approved, they are uploaded on to the Newsletter website each year together with Minutes of all Committee Meetings. Approval of the Annual Accounts were proposed by David Harbottle and seconded by Hamish Scott-Dalgleish. Chairman thanked the Treasurer for her report

**5. Chairman's Report:**

Judy reported the third year of operation had been successful and thanked everyone for their hard work and support over the past year. In particular she thanked the Treasurer, Glenda Clark for managing the accounts so efficiently and Lt Col Barrett for carrying out the audit. In addition she thanked Glenda for agreeing to stay on as Treasurer for one more year. Annual reports and audited accounts for the previous financial year had been submitted to grant providers and the Charity Commission as required. She also thanked David Spencer and Hamish Scott-Dalgleish for the management and maintenance of the property and grounds, Steve Becker for his help and support as Deputy Chairman, Ollie Stagg for getting Enford FC back on track and arranging coaching sessions for children, all Committee members and volunteers for continued support and helping with the redecoration of the hall, inside and out. There had been ongoing meetings with the Football Foundation during the year who were monitoring and helping Enford FC meet criteria in the overall Development Plan, with a further meeting arranged for a fortnight's time.

EVH had achieved full Hallmark Accreditation Levels One, Two and Three. Run by ACRE (*Action with Communities in Rural England*) this National Quality Assurance Scheme is recognised by government organisations and grant providers when deciding the award of potential grants and is also recognised by the insurance company which had led to a lower annual premium. To date there are only four other village halls in Wiltshire with full accreditation. Chairman thanked the Parish Council and Fete Committee for their generous donations which help keep hire charges down, particularly for local residents and clubs. Private bookings are holding up well for birthdays, anniversaries and weddings: some bookings are from outside the village but most are from local residents with numerous compliments on the high standard of cleanliness and decoration. The forecast of income and expenditure this FY is that the hall should break-even but, with more bookings generated as the year progresses, there may be a small surplus. Clubs and User Groups are running well but more regular bookings would be beneficial to generate further income.

#### **6. Maintenance Officer's Report:**

David Spencer reported that the hall had been decorated with volunteer help. There had been some problems with drains blocked with nappies or unsuitable waste despite notices explaining the hall functions with an eco septic tank system and asking people to use bins provided. The cost of each call out is over £60 for the drains to be unblocked and this adds to the cost of the maintenance of the building. There had been minor repairs to the security shutters, plumbing and electrics but overall the building was being maintained to a high standard.

#### **7. Grounds Officer's Report:**

Hamish Scott-Dalgleish reported that generally the ground was in reasonable condition. He had applied to the ECF for a donation to purchase a chain harrow and his application had been approved. Weather conditions this year caused the grass to grow faster with a subsequent increase in diesel and other expenses. Keeping areas cut short around the perimeter had improved the problem regarding rabbits. Although there have so far not been any moles this is likely to change with the wet weather. Chairman confirmed that a sum of money for pest control is included in the annual budget.

#### **8. Reports from Community Group & User Group Representatives:**

##### **Community Groups:**

Parish Council: Jane Young represented the Parish Council. There was nothing to report and Chairman again expressed thanks to the Parish Council for their donation from the Precept.

Parochial Church Council: John Poole-Warren reported the Parochial Church Council are looking into ways of attracting people to the Church and are considering how to make Services, especially the Family Service, more attractive to parishioners. There were 76 on the Church Electoral Roll. A donation of £3,000 has been received towards an electronic organ and it was hoped this would be purchased within the next year. List of events coming up in the Church were: Harvest Festival September 23<sup>rd</sup> / Remembrance Service November 11<sup>th</sup> / Christmas Fair November 17<sup>th</sup> / Crib Service December 19<sup>th</sup> / Carol Service December 23<sup>rd</sup> / Christmas Day Service 10.30 a.m. There had been a number of Weddings and Baptisms, some of which have moved on afterwards to use the Village Hall. The PCC are also looking into fundraising ideas to help increase income as there had been a shortfall the previous financial year. He thought the Church Christmas Fair could possibly be held more successfully in the village hall but it would not bring people into the Church which was the main objective. John Poole-Warren added that there are several committees in the village all competing for money which was becoming increasingly difficult in such a small community. He thought more rationalisation of organisations was inevitable and could be an advantage.

##### Enford Newsletter:

Jacqui Elkins reported that there had not been a meeting since July. The Jubilee Commemoration Edition with the Brochure had been very popular. Brown envelopes for donations had gone out with every Newsletter but were not being collected this year. Instead people were asked to return their donation envelope to a Newsletter Committee Member. The A5 format newsletter is cheaper to produce and feedback was very positive.

Steve Becker said the Newsletter Website is regularly updated. There is not a section for the Church as the Benefice has its own website but it was agreed it would be a good idea to have a link between both websites.

Parish Hall:

Jane Young reported Parish Hall is ticking over with money in the bank and no debt.

**User / Club Groups:**

Youth Club: Jane Young reported that they are struggling at the moment as numbers have dropped over the summer holidays but they are hoping it will start to pick up again soon. Although it was surprising that the largest percentage of children attending Youth Club are from outside the village historically this had always been the case.

Enford Football Club: Ollie Stagg reported that the weekly children's coaching sessions he arranged through the summer holidays had had mixed success. Around 7 children attended the 8-9 year old sessions but only 3 attended the 10-13 age group sessions, with none some weeks. Most children came from Durrington with very few from Enford. Ollie had had a meeting with Alex Muse from Wiltshire Council who had agreed to fund further sessions for the 8-9 years olds for 11 weeks until 15 December, but not for the older age group as there had been lack of interest. The cost to parents would be reduced to £11 for the 15 week session and Wiltshire Council will pay for the Coaches. The sessions are being widely advertised in local schools and press with a mail drop organised for Rushall, Upavon, Enford and Durrington. If enough children attend regularly the sessions could continue after Christmas. A grant of £1,000 had been given by the Tidworth Area Board to help fund marketing and coaching courses for Enford FC players. The ECF has given a grant of £100 towards equipment and had offered to pay the £200 fee charged by Salisbury League to reinstate Enford FC. Both the Red Lion FC and Enford FC will be playing this season although one match had had to be cancelled due to lack of players. There is an ongoing problem with the balls going over the fence into the adjacent field containing two horses. The landowner has sent a letter to the Football Club threatening legal action if people continue to go into her field as it is causing damage to the fence and grass. Amanda Farrow and Steve Becker offered to talk to her to try and resolve the situation. The cost of scaffold poles and large nets will be researched to stop balls going over, but there may be a planning issue for permanent structures. There had been two visits from the Football Foundation and Wiltshire County FA this year, with another visit planned for the 26<sup>th</sup> September as they had concerns regarding the implementation of the Football Club's Development Plan. Chairman said that Ollie had worked very hard behind the scenes to try and attract other clubs with little success to increase usage of the pitch and facilities as required by the FF. There were however concerns whether the pitch could be maintained in its present condition if it was used for more than two games with some practice sessions each week. Chairman thanked Ollie and Hamish for all of their effort and hard work.

Red Lion Football Club: No representative present but Ollie Stagg confirmed that they would be fielding a Sunday side and that the two football clubs were working together.

Short Matt Bowls Club: David Spencer reported that their new winter season begins 3<sup>rd</sup> October and the Club was doing well..

Film Club: Martin Webb was not present but Chairman reported that the new system using Film Bank rather than Moviola was working well with increased profits and this would help village hall funds.

Camera Club: Jane Young reported it was going well with a calendar planned for 2013.

Gardening Club: The next meeting will be 7pm on 13<sup>th</sup> September with a talk on Lavenders. The Club had offered to help plant daffodil bulbs around trees and the entrance to the recreation ground. After discussion a budget of £50 from Village Hall funds was agreed and David Spencer said he would organise the purchase of the bulbs.

#### Enford & Chisenbury Fete Committee Members:

Amanda Farrow reported it had been a good year with successful fireworks and fete events. Profits were not high but some items purchased had been shared with the Jubilee event and this had helped to keep costs and wastage down. The ECF now had a section on the Newsletter website with their accounts and details of future events.

Some enquiries had been received from stall holders for next year's fete. Amanda said that she hoped the donation to the Village Hall this financial year would be similar to last year and she will go through the accounts with the Chairman to explain how this was calculated. The Children's 2011 Christmas Party was very successful and this year will be organised by Katie Briscoe on either 15<sup>th</sup> or 16<sup>th</sup> December. It is a joint event held for under 11's from Enford with the Village Hall donating the premises free of charge and the ECF contributing the other costs. Other ECF donations this year had been £150 to Enford Newsletter, £250 to the Church and £350 for the Jubilee event. In addition grants had been made to Hamish Scott-Dalgleish for the purchase of a chain harrow for use on the pitch and recreation ground, £200 to the Football Club which had previously been ring fenced, and a further £100 for the purchase of some equipment for coaching sessions. Applications for grants are welcome from people for new projects and will be considered in March and September each year. Although a donation is made to EVH to cover the use of the hall during the year, it does not exempt an application for a further grant for specific items. The Hallowe'en and Fireworks event this year will be held at EVH on Saturday 27<sup>th</sup> October.

Great Bustard Group: Lynne Derry emailed a report to the Chairman which said visits seem to be slowing down which was worrying as September is usually a busy month boosting figures to cover the usually quieter months of November to February. The bridge closure had caused problems as although they are supplied with a map and alternative directions regarding the diversion, people are getting lost and often have to be picked up from the Church car park. This then affects the amount of revenue for the EVH. Lynne suggested that maybe Highways and Wiltshire Council could contribute to the loss of revenue! Visitors are encouraged to use the Swan Pub for lunch but it is not known how many do so. Chairman added that the revenue from the Great Bustard Group is very important to EVH income as £1 is paid per visitor to use the car park and toilets. This usually amounts to between £700 and £1000 per year for which the Village Hall is very grateful.

#### **Election of Four Committee Members:**

Jane Young, Glenda Clark, Steve Becker and David Spencer - proposed by Hamish Scott-Dalgleish, seconded by Ollie Stagg and agreed unanimously.

#### **9. Any Other Business:**

Future Events: Steve Becker is organising the New Year's Eve Party and volunteers are needed to help. The Yird Bards concert will be on 15<sup>th</sup> September with tickets at £6 and supper available at a small extra cost. The Patchwork Theatre Group production on 6<sup>th</sup> October will charge ticket price of £10 which includes a light supper.

#### Parish Plan:

Steve Becker has been looking into drawing up a ten year Parish Plan and will ask for a donation towards costs from the Parish Council precept. He had received a grant from the Area Board. He held a Parish Plan public meeting on 17<sup>th</sup> July with 20 members of the public attending. Some volunteers had come forward for the committee and there had been a further meeting on 3<sup>rd</sup> September. A questionnaire is planned to try and identify priorities in the village and seek opinions on the way forward.

#### **10. Date of Next Meeting:**

The next AGM provisionally agreed Tuesday 10<sup>th</sup> September 2013. Date and time to be confirmed

The next Committee meeting is Tuesday 6<sup>th</sup> November 2012.

The Chairman thanked everyone for coming and closed the Meeting.