

MINUTES OF THE ENFORD RECREATION GROUND & VILLAGE HALL TRUST
ANNUAL GENERAL MEETING
HELD ON 14TH SEPTEMBER 2009

- Present:** COMMITTEE: Judy D'Arcy Irvine (Chairman), Alan Merrett (Treasurer), David Spencer (Property Officer & Short Mat Bowls Rep), Ann Merrett (Parish Council Rep), Jacqui Elkins (Newsletter Rep), Jane Young (Parish Hall and Youth Club Rep), Ollie Stagg (Football Club Rep), Hamish Scott-Dalglish (Grounds Officer), Jeni Scott-Dalglish (Secretary)
- Guests:** Glenda Clark, Clare Burge
- New User**
- Group Reps:** Martin Webb (Photography), Gareth Holden (Fete and Fireworks), Gill Gould (Moviola), Lynne Derry (Great Bustard Group)
- Apologies:** Sarah Campbell (Parochial Church Council), Tiggy Martin (Pilates), Nicci Caswell (Pilates), Helen Gould Cooper (Keep Fit), Margaret Webb (Rural Arts Wiltshire)

The Chairman, Judy D'Arcy Irvine, opened the meeting with a welcome to all present and invited questions. All questions from the floor are recorded at the end of the Minutes.

APPROVAL OF THE MINUTES OF THE LAST AGM – MAY 14 2008

The Minutes of the last AGM were summarised to the Committee and guests and approved as a true and accurate record. Proposed by David Spencer and seconded by Ann Merrett. The Minutes were signed by Judy D'Arcy Irvine and Alan Merrett.

TREASURER'S REPORT

The Chairman thanked Alan Merrett for all his hard work during the past year and in the ten years that he has acted as Treasurer for the Hall as he has decided to step down once the building project finances have been completed. He will be missed by all the Committee. The work load connected with the project has been extremely onerous for Alan with many meetings and a great deal of work 'behind the scenes'. A bottle of champagne was presented to Alan in appreciation of his contribution. Glenda Clark, who has recently moved to Enford and is a Regimental Accountant with the Army, was introduced and welcomed as the new candidate for the post of Treasurer.

The Treasurer introduced the INCOME & EXPENDITURE ACCOUNT for the 15 month period ended 30 June 2009, explaining that the former accounting period (1 April – 31 March) had been extended in order to present a complete financial picture of the building project.

INCOME: Revenue grants have included 2008/9 and 2009/10 payments from the Parish Council (£1550), two promissory notes from the Enford & Chisenbury Flower Show (£1350), 2 donations from the Pewsey Carnival (£200), £1000 from the Fireworks and Fete Committee, and £165 from private donations, including the Golf Tournament. Minimal revenue from hirings, due to the construction of the new Hall, resulted in £645, largely due to Bertie Johnson (singing practice). Special thanks were given to Margaret Webb who donated £504 from her sponsored swim. Other fundraising events (Farewell party, Bridge Drive and the sale of commemorative mugs) produced £980.

EXPENDITURE: Insurance at £1134 covers the period to 1 June 2010. Training expenses (£40) relate to Committee attendance at Wilts Village Hall Association meetings. Licences (£299) refer to the applications for Premises and Performing Rights Licences. Water (£12) and Electricity (£80) represent EVH costs which have been separated from the charges incurred by Gaiger Bros (£954) whilst they were on site. Repairs/renewals cover (£417) represent grass seed, moles (improving the playing fields) and cleaning materials. Legal fees (£599) refer to the registering of the legal title which was a requirement from the Big Lottery. Incorrectly listed as the Farewell Party, the £305 refers to the costs of the food and drink at the Hall's Opening Party/Summer Fete day in June.

There is a surplus, at June 30th 2009 of £2531. Since July 1, further income from hire (£785), donations (£200) and mugs (£128) has been received with almost zero expenditure.

BALANCE SHEET

ASSETS: The Freehold Building, costed at £614,874, assumes a final construction cost of £550,000 plus professional fees of £64,874, although both sums are still under final negotiation. Grants for the construction totalled £624,942 leaving a credit balance of £10,068. Under Fixtures & Fittings £12,910 paid for furniture, cutlery, crockery, white goods, fire equipment and cleaning equipment. Equipment grants totalled £11,645 leaving a negative balance of £1265. On June 30 2009 bank balances stood at £506 (current a/c) and £36,078 (instant savings a/c). Debtors (represents remaining grant monies due EVH) at £61,899. Creditors at £80,472 (represents Gaiger Bros and Quantity Surveyor). A final value on the Village Hall fund of £9208.

Thanks to Simon Campbell who kindly audited the accounts.

CHAIRMAN'S REPORT

Whilst delighted with the new Hall, Judy D'Arcy Irvine reported that there are items still to be completed which will have to be paid for outside of the contract figure:

1. Seeding – starting this week with Andrew Johnstone Landscaping. £3000
2. Car park lights – need protective poles around them – to be costed.
3. Sliding doors between conference room and main hall – c.£3-4K
4. Curtains for main hall – c.£2K

Within the contract, there are issues to be resolved, amongst which:

1. Lighting – not up to standard, overall too dim throughout the building. Sub-contractors have accepted responsibility and agreed to provide labour free of charge and hopefully, their mark-up too – meeting 15.09.09 to negotiate cost of replacement fittings/bulbs.
2. Handrail – not up to standard. To be replaced with black powder-coated metal version.

Negotiations with Gaiger Bros. and the Quantity Surveyor continue regarding the final invoice figure and we hope to be able to meet them in the middle. There is no question of there being insufficient funds to complete the project.

The Committee is now working on the marketing of the Hall and recognises that promotion to other villages and organisations is necessary. A plan to promote via other local newsletters is in place and we have received excellent feedback (and bookings) from outside users such as Youth Action Wiltshire and Cancer Research. Work is being done to upgrade the Hall's promotional leaflet with photographs inserted. These photographs will also appear on the Enford Newsletter website in the Village Hall section.

COMMUNITY GROUP REPORTS

- i) **PARISH COUNCIL** – Ann Merrett advised she had nothing to report. A report from the PC would be appreciated for entry into the next Committee Minutes.
- ii) **PARISH HALL** – Jane Young advised that it was ticking along and there were no immediate plans to close it down. Some users of the Parish Hall had recently been to the new Hall and had been very impressed. However, it remains that some Parish Hall users would not use the new Hall. VH Committee agreed that work must be done to promote and encourage its use by all community members.
- iii) **PAROCHIAL CHURCH COUNCIL** – no representative present. Very best wishes were recorded for Sarah Campbell's speedy recovery. JDI reported that the PCC will be holding the Church Christmas Fair in the Village Hall on 21st November. Same format and the EVH Committee to do teas and perhaps other stalls. Seen as a joint effort, the Church have kindly agreed to share any proceeds with EVH and there will be no hire charge to the Church.
- iv) **NEWSLETTER** – Jacqui Elkins reported that the newsletter does well. This year has seen the Newsletter go online with the aim to cut costs/deliveries by households

- receiving solely online eventually. JSD thanked the Newsletter for all their support during the construction period with very positive messages regarding the Hall.
- v) **FOOTBALL CLUB** – Ollie Stagg reported that the club has requested away matches during September awaiting the arrival of the goal posts which have been part funded by a Foundation grant (£800), Fete (£400) and Football Foundation (£300). Corner posts and flags still to be purchased. Club hopes to be back at Enford in October but there is a problem with publishing match dates/locations in the Newsletter due to the fixtures being advised a month at a time, after the Newsletter deadline. OS requested noticeboards for the Changing Rooms for the News Development posters from the Wiltshire County Football Association. OS to order Home and Away signs for changing room doors.
 - vi) **RED LION FOOTBALL CLUB** – No representative present. Ollie Stagg asked for a further meeting to discuss the Hire Charging arrangements for both teams.
 - vii) **SHORT MAT BOWLS** – David Spencer reported that the Club is up and running with three new members this week. Everyone enjoyed it and he looks forward to welcoming new members. Aiming for 20 players a week.
 - viii) **MOVIOLA** – Gill Gould reported that Slumdog Millionaire in June had a good turnout but Young Victoria in July had not attracted as many people. Three new films scheduled for Sept (Bunch of Amateurs), Oct (Angels and Demons) and Nov (Cherie). Moviola charge us 75% of takings with a minimum payment of £200 (up from £150). This means an audience of 65 to break even. The Treasurer pointed out that Moviola owe the Hall for the two hirings plus the TENs. GG advised that, once paid, she will be down by £38.70. More promotion of the films needed to attract larger numbers.
 - ix) **PHOTOGRAPHY** - Martin Webb advised that the first meeting had attracted 7 or 8 enthusiastic new members. Club will meet on 1st Thursday of every month (next one 1st October). Lots of exciting things planned.
 - x) **BRIDGE** – Jeni Scott-Dalgleish reported that Nemmy Elliot’s improvers’ bridge classes start on 15.09.09 and all four tables (16 players) have been booked for the four sessions. If successful, the club will continue till further notice.
 - xi) **YOUTH CLUB** - Jane Young reported that they will be open for business on Friday, 18 September for an Open Evening – organisers are hoping parents will accompany their children for the first evening. Youth Action Wiltshire will be providing and paying for a Youth Leader for 10 weeks. Now known as the Enford & Avon Valley Youth Club to attract children from outside Enford. Committee to consider additional storage space for the Youth Club.
 - xii) **GARDENING** – Gill Gould reported that the Gardening Club would start on 17 September (and continue on 3rd Thursday of every month). Plant exchange, Hall landscaping, gardening notes etc to be decided by the members. Reasonable interest so far.
 - xiii) **PILATES AND KEEP FIT** - Nicci Caswell, Tiggy Martin and Helen Gould Cooper – none present. Reports from all users that their classes are fully booked and going well. All very happy with the Hall.
 - xiv) **GREAT BUSTARD GROUP** – Lynne Derry (Visitor and Retail Manager) advised that the use of the Car Park and toilets is going well. Visitors leave their cars and are transported to the Bustard site by Land Rover. The visits run 5 days a week, 3 sessions (9.30am, 11.30am and 2.00pm). Bookings required via www.greatbustard.org or 07817-971327 or 01980-671466. In the future, may use the Hall for presentations.
 - xv) **FIREWORKS** – Gareth Holden advised this is now set for 31st October and something will go into the Newsletter next month.
 - xvi) **GROUNDS** – Hamish Scott-Dalgleish reported that he is mowing the grass regularly. Problems include the moles and rabbits and a quotation will be sought from the mole catcher for regular clearance. Annual maintenance (fuel and service of mowers) likely to be around £400-500. Gareth Holden offered to pay for the roller from the Fete funds.

ELECTION OF OFFICERS

Jeni Scott Dalgleish advised those present that the current Chairman, Treasurer and Secretary have been on the Committee for more than 10 years and as the Treasurer steps down at this AGM, it is felt

that the Chairman and Secretary should also step down sometime during the next 12 months and a plan to attract candidates from within and outside the Committee must be introduced. It was proposed that future Officers/Trustees hold the position for a maximum of two to three years making it more attractive to future candidates.

POSITION	CANDIDATE	PROPOSED	SECONDED
Chairman	Judy D'Arcy Irvine	David Spencer	Alan Merrett
Secretary	Jeni Scott Dalgleish	Alan Merrett	Jacqui Elkins
Treasurer	Glenda Clark	Alan Merrett	David Spencer
Property Officer	David Spencer	Jeni Scott Dalgleish	Jacqui Elkins
Grounds Officer	Hamish Scott Dalgleish	Ann Merrett	Jane Young
Bookings	Judy D'Arcy Irvine	Ollie Stagg	David Spencer

KEY HOLDERS

Master Keys: Judy D'Arcy Irvine, David Spencer, Jeni Scott Dalgleish.

Judy D'Arcy Irvine keeping an inventory of other keyholders, principally user group leaders and the cleaner.

CHEQUE SIGNATORIES

Judy D'Arcy Irvine, David Spencer, Glenda Clark and Jeni Scott-Dalgleish and Alan Merrett (until the building project is finalised). Note that two signatories are required for all cheques.

QUESTIONS FROM THE FLOOR

1. Gareth Holden asked whether the Hall has a Licence to sell alcohol. Jeni Scott Dalgleish advised that the Premises Licence was issued in August 2009 and allows for the provision of regulated entertainment (showing of films, performance of plays and dance, live and recorded music, indoor sporting events) PLUS the retail sale of alcohol. For events organised by members of the Committee (including User Group representatives), Paul Jackson on the Swan is happy to stand as the legally required Designated Premises Supervisor responsible for the sale of alcohol (although it is not necessary for him to attend the events in person) for a period of six months with a review at that time. In all privately run events, organisers will still be required to hold a Temporary Event Notice (currently £21). A proportion of the Premises Licence cost will be charged to Committee-event organisers (currently £21) in addition to the Hire Charge.
2. Gareth Holden asked the Committee to ensure that the proposed new Hall lamps are suitable for the height of the ceiling and still produce the expected lux levels.
3. Ollie Stagg asked about the poor quality top soil and how this will affect the grass. JDI advised that Gaigers do not feel that the topsoil needs replacing. The landscapers start work on 15.09.09 and will be clearing excess stones from the area to be seeded.
4. Hamish Scott Dalgleish asked if the GSHP was working. David Spencer reported that it was, the hot water is working well and the heating has been on and works very efficiently – it is only after a year that he will be able to report on its operational costs.
5. Ollie Stagg asked about the potential problem with water seepage in the Changing Rooms between the shower area and Polysafe flooring and who would pay. JDI advised that the possible problem has been highlighted to the contractors who assure us they will deal with it if it arises.
6. Ann Merrett reported that the feedback re the kitchen is that a catering table is urgently needed in the centre of the room. JDI advised that this will be purchased when funds allow.
7. Hamish Scott Dalgleish asked whether an Income & Expenditure Forecast had been prepared. JDI advised that the Forecast submitted to the Grant providers has been updated and available if required. Income forecast is estimated at £9,000 and Expenditure forecast at £7,500.