

ENFORD RECREATION GROUND & VILLAGE HALL TRUST

MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON MONDAY, 13TH SEPTEMBER 2010

Present: Judy D’Arcy Irvine (Chairman), Glenda Clark (Treasurer), David Spencer (Property Officer & Short Mat Bowls Rep), Jacqui Elkins (Newsletter Rep), Bruce Carter (Youth Club Rep), Richard Petitt (Parish Hall Rep), Ollie Stagg (Football Club Rep), Hamish Scott-Dalgleish (Grounds Officer) Martin Webb (Photography), Gareth Holden (Fete & Fireworks), Lynne Derry (Great Bustard Group)

Jane Young, David Harbottle, Marshall Kearney, Jean Kearney, Michael Hadfield, Helen Hadfield, Anthony D’Arcy-Irvine, Margaret Webb, Rob Coulthard, Lesley Brown, Quentin Brown, Ken Monk, Stan Bagwell, Norman Beardsley

Apologies: Adrian Orr (Parish Council), Mary Campbell, Tiggy Martin (Pilates), Nicci Caswell (Pilates), Helen Gould-Cooper (Keep Fit), Emma Petitt (Yoga)

The Chairman, Judy D’Arcy Irvine, opened the meeting with a welcome to all present.

1. APPROVAL OF THE MINUTES OF THE LAST AGM – SEPTEMBER 14TH 2009

Judy D’Arcy-Irvine apologised for a procedural error whereby the election of Officers had taken place at last year’s Annual General Meeting. She explained that Officers of the Committee should have been elected at the first Village Hall Meeting following the AGM and not at the meeting held on September 14th 2009. An amended Agenda for the meeting was circulated.

The Minutes of the last AGM were approved as a true and accurate record. Proposed by David Spencer and seconded by Richard Petitt. The Minutes were signed by Judy D’Arcy Irvine and David Spencer.

2. TREASURER’S REPORT

The Treasurer reported on the Income & Expenditure Account for the 12 month period ended 30th June 2010. Glenda Clark said that, taking into account capital expenditure and grants, there was an overall shortfall of £1,222.54 for year 2009-2010. In future she recommended that every effort should be made to ensure that income exceeded expenditure in order to maintain viability and she recommended some money be put aside each year towards future maintenance, repairs and renewals bearing in mind that costs would increase. The Treasurer thanked Marshall Kearney for auditing the accounts.

Income included Local Hire (£2,523) Classes (£3,625), Non Local Hire (£2,112) The Parish Council and Pewsey Carnival had kindly made donations of £900 and £100 respectively for the year 2010-2011. Expenditure included Insurance (£910.98) Wiltshire Village Halls Association Membership (£37) WVHA Training (£34.04) relating to Committee attendance at WVHA village hall training events. Performing Rights Licence (£48.18), Premises Licence (£180), Water (£481.13) Electricity (£1,741.58) Repairs/renewals (£338.75) Security and Fire Systems checks (£229.13) Cleaning (£936.92) Property Depreciation (£1,291) Ground Maintenance (£891.17) Ground levelling and seeding (£2,881.90) Waste Collections (£141.82), Misc Equipment & Running Costs etc. (379.38) Bank Charges (£240).

3. CHAIRMAN’S REPORT

Judy D’Arcy-Irvine reported that the first year had been very successful and she thanked everyone for their hard work and support in making the project such a success.

She thanked Glenda Clarke for taking on the appointment as Treasurer and running the accounts so efficiently, Simon Campbell for carrying out the capital project audit for all the grant providers, including the Football Foundation and the Lottery, and also Marshall Kearney for kindly auditing the annual accounts this year.

Thanks were also due to David Spencer for managing the building and helping with the contractual work, and to Hamish Scott Dalgleish for his hard work in maintaining the grounds to such a high standard. The pitch and grounds are improving all the time with regular mowing and rolling. She thanked Ollie Stagg for his ongoing work liaising with the Football Association as well as maintaining the pitch and managing the Football Club.

She expressed special appreciation and thanks to Jeni Scott-Dalgleish for many years of hard work as Secretary for both the old and the new hall and for the enormous amount of work she had put in helping with grant applications, putting together the paperwork required to meet today's ever increasing regulations and procedures, and for her valuable involvement with the building contract process.

Finally she thanked all committee members and members of the community who had and continue to put in a lot of work. Without their support and help the project would not be in the strong position it is today.

The Chairman reported that unfortunately there had been some slippage in the time frame for completing the contract and the snagging process. However, David Spencer and she had been working closely with Gaigers and they were pleased to report good progress has been made and outstanding issues should soon be resolved. When these were finalised, an annual report and full accounts would be submitted to the grant providers to meet their contract requirements.

Unfortunately the deficit of expenditure over income was partly due to the village hall not yet having received any donation or payment for the use of the hall and grounds for the Fireworks event in November 2009 nor from the 2010 Fete this summer.

A forecast for the financial year 2010 to 2011 had been drawn up, and based on last year's forecast and annual known costs, income was predicted at around £8,980 with expenditure around £10,038 – an estimated potential shortfall of around £1,000. However, this was based on bookings already received or paid for and did not include other bookings which should be generated over the next six months bringing in additional income. Some savings should be made on a couple of items such as the costs of servicing of roller shutters and the septic tank which are still to be finalised.

The Committee was now working on the marketing of the Hall and recognised 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 together with Martin Webb 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.

In answer to a question from Hamish Scott-Dalgleish the Chairman explained that the "slippage" in the time table to release the retention to Gaigers was due to some contract items still being rectified. Once the snagging and contract work had been done, final contract accounts would be agreed and any retention would be released.

With regard to the shortfall in income, David Harbottle asked whether full accounts for the Fete & Fireworks would be published and made available. The Treasurer also asked if the donation previously promised to the village hall would be made. Gareth Holden confirmed these would be forthcoming.

Rob Coulthard asked a question regarding the cost of servicing the septic tank system following the initial problems. It was confirmed that the problem had been rectified, and annual servicing was expected to be in the region of £400.

4. COMMUNITY GROUP REPORTS

- i) **PARISH COUNCIL** – Apologies had been received from Adrian Orr. Mr Ken Monk, Chairman of the Parish Council, said there was nothing to report from the Parish Council.
- ii) **PARISH HALL** – Richard Petitt reported plans were in place to renovate the Parish Hall and bring it back into use. He, Gareth Holden and Bruce Carter were now running the Parish Hall Committee. He said that any alternative uses would not clash with the village hall. In answer to the question as to whether the Parish Hall met all Fire Regulations and Health & Safety requirements in full, Richard Petitt confirmed that the Parish Hall met all regulations, and it was fully insured.
- iii) **PAROCHIAL CHURCH COUNCIL** – Judy D’Arcy-Irvine reported that, if the faculty was approved, the PCC hoped to install a new electronic organ which would cost around £14,000. As part of the fund raising required, a concert in the Church was being planned and the date would be confirmed shortly. The Christmas Fair would be held in the Church on 27th November. The car park had also been recently repaired and the holes filled in.
- iv) **NEWSLETTER** – Jackqui Elkins reported the Newsletter was doing well. The Newsletter website was up and running and continuing to evolve. Feedback suggested that the website is being used by several readers who are now reading the Newsletter on-line and no longer need a hard copy. The Newsletter Committee are hoping that this trend will continue eventually leading to fewer hard copies and thereby reducing printing costs. To date donations had amounted to £691.55. Judy D’Arcy-Irvine mentioned that several enquiries for bookings now came as a result of the website.
- v) **FOOTBALL CLUB** – Ollie Stagg reported that the Club was doing well. Matches were advised a month in advance and generally took place on a Saturday. They did their training at Tidworth, and had a new Manager Jerry Swanton. The slope on the recreation ground was not a problem, but the holes dug by rabbits were and needed regular filling in. It was agreed that research into ways to minimise the problem was needed and help would be given.
- vi) **RED LION FOOTBALL CLUB** – No representative present. It was however reported they are now using the hall and recreation ground for home matches this season, which are generally held on a Sunday. They were liaising with Ollie Stagg and the Enford Football Club over the use of equipment.
- vii) **SHORT MAT BOWLS** – David Spencer reported that, after the summer break, the Club was starting again on 6th October and would again take place every Wednesday. Last year they had made £180 profit which had been spent on new equipment. The Club had about 20 members.
- viii) **GARDENING** – The first year had been successful, with more members joining. David Spencer reported that the first meeting of the Winter Programme had taken place the previous week. The subject had been on ‘Chalky Soils and Plants for Difficult Places’. Over 20 people had attended. The next meeting would be a talk by Mark Fife on ‘Keeping Bees’ which should prove popular.
- ix) **FILM CLUB / MOVIOLA** – Judy D’Arcy-Irvine reported that film nights generally attracted about 50 people, and sometimes up to around 70. The most popular film had been “An Education” with 76. Moviola charge a minimum payment of £200, which means an audience of 40 is needed to ‘break even’. The film nights were not a large money-spinner but, with a small profit also being made on the bar, they were profitable overall and increasingly popular with regular and new members.

- x) **CAMERA CLUB** - Martin Webb advised that the meetings were held on the first Thursday each month. It was going well. They had held their AGM the previous week. They had a link and photographs on the Enford Newsletter website and were planning a 2011 Calendar featuring photographs of Enford all taken by Members of the Camera Club, and which would be on sale well before Christmas.
- xi) **YOUTH CLUB** - Jane Young reported that the Youth Club now had 103 members, of whom 40 to 50 children came each week. They were planning a Christmas Party and Bingo afternoon.
- xii) **PILATES / KEEP FIT** - Nicci Caswell, Tiggy Martin and Helen Gould Cooper had all sent their apologies. However they reported that their classes are fully booked and going well. It was reported that Emma Petitt had also just started Yoga classes for beginners on a Monday.
- xiii) **GREAT BUSTARD GROUP** – Lynne Derry (Visitor and Retail Manager) advised that the use of the Car Park and toilets is going well with visitors leaving their cars and being transported to the Bustard site by Land Rover. They had held a thank you BBQ for helpers in August, and were planning a fundraising Quiz Night in late October.
- xiv) **FETE AND FIREWORKS** – Gareth Holden advised the fireworks night was planned for 30th October and it would be advertised in the Newsletter. The Summer Fete had been very successful. In answer to a question requesting accountability, Gareth Holden said the Fete raised a similar amount to last year, which was around £3,000 profit after expenses. He said the Fireworks events usually each raised a profit of around £700 after expenses.
- xv) **GROUNDS** – Hamish Scott-Dalgleish reported that he is mowing the grass regularly. Moles were under control, although there was a problem with rabbits. He had nothing to report other than the grass was growing!
- xvi) **MAINTENANCE** – David Spencer reported the hall was running very well at present with no immediate problems.

5. ELECTION OF COMMITTEE MEMBERS

Several volunteers put their names forward, and the following were elected:

David Harbottle	Proposed by Gareth Holden	Seconded by Michael Hadfield
Jane Young	Proposed by Marshal Kearney	Seconded by Jackie Elkins
Lesley Brown	Proposed by Glenda Clark	Seconded by David Spencer
Margaret Webb	Proposed by Martin Webb	Seconded by Richard Petitt
Rob Coulthard	Proposed by Ollie Stagg	Seconded by Richard Petitt

DATE OF NEXT VILLAGE HALL COMMITTEE MEETING

Two dates were suggested: Monday 29th November or Monday 6th December 2010 at 7.30 p.m. in the Village Hall.

The next AGM would be held in September 2011