

**Chieveley Recreational Centre AGM**  
held at Chieveley Village Hall, Chieveley,  
in the Club Room on 20<sup>th</sup> June 2016 at 7.45pm.

**Present**

**Trustees: (Elected Member Trustees form the Executive Committee; all Trustees form the Management Committee)**

Sir Thomas Boyd-Carpenter	Elected Member	Chairman
Andrew Gravatt	Elected member	Treasurer
Liz Cottrell	Elected member	House Manager / Bookings Officer
Roy Hammersley	Elected member	Project Supervisor / N&D Dog Training Society
Mark Hutchison	Elected member	Cricket Club
David Campbell	Elected Member	Charities Commission/Management Meeting Secretary
John Inglis	Elected Member	Special Projects
Dina Dunsdon	Elected Member	200 Club Organiser
Anthea Armitage	Trustee	Short Mat Bowls
Jean Pocock	Trustee	W.I.
Graeme Sibley	Trustee	Cold Ash Boys & Girls FC
Giles Derry	Trustee	Chieveley District Gardening Club
Margaret Hooper	Trustee	Floral Group

**Non Trustees Present:**

Hilary Cole	Parish/West Berkshire Councillor
Mike Belcher	Parish Council
David Cowan	Parish Council
Anna Medley	Resident
Anne Baker	Resident
Dennis Butcher	Resident
Lesley Derry	Resident

**1. Apologies**

Apologies were received from: Helen Singleton (Exec. Meeting Secretary and Chieveley Lawn Tennis Club); Michelle Passmore (Elected Exec. Committee Member); Lucy Hislop (Elected Member, Pre-school)

**2. Minutes of the AGM 22<sup>nd</sup> June 2015, & Minutes of Hall Management Meeting 8<sup>th</sup> February 2016.**

The June 2015 AGM Minutes and Management Meeting Minutes of February 2016 were both accepted and Approved without amendment. The 2015 AGM Minutes were signed by the Chairman.

**3. Matters Arising from both meetings**

The Chairman indicated that any matters arising would be covered later in this AGM and be recorded in the Minutes.

**4. Chairman's report:** Sir Thomas Boyd- Carpenter

I am afraid my reports to you at these meetings are becoming desperately repetitive. The bottom line is that, thanks to the sterling efforts of the other members of the Executive Committee, your Centre continues to flourish.

Andrew will go through the accounts in detail with you after this. However, you will see that our funds continue to grow against the day when the building will need serious renewal. The growth in the last year has been less than in the past, primarily because of the reduced fireworks income last year. This was entirely attributable to the bad weather and with November 5<sup>th</sup> 2016 falling on a Saturday we should hope for better news this year. However, it does illustrate how dependent we are on fundraising for our financial health. It is fortunate that the other elements of fundraising, of which you will hear more later, continue to flourish.

In terms of receipts, the success story over the last year has been the meeting room, where business is growing and repeat bookings are starting to feature. This is thanks to efforts primarily of John and Liz, and I would pay tribute to the time they have given to this. If growth continues we will need to look at employing someone to manage this, but it should still continue to make a modest income for us. On the other side of the coin, it is possible that early in 2017 the Pre-School will move to premises within the school. This is not a result of any disagreement between us – relations are excellent – but simply because the new site has the potential to be more suited to their purposes. We would obviously be sad to see them go after so many years, and there is a potential loss of income; but on the other hand it will release space for other day-time activities in the hall.

The year has seen a number of small domestic improvements to the hall, maintaining its overall high standards, but the only point I would draw attention to is the provision of a defibrillator, with which representatives of most users have been familiarized. Half the cost of this has been covered by a donation from NDDTS, and I would like publicly to thank Roy for his initiative and generosity in this.

We have had some minor continuing acts of vandalism, and we are entering the period in which these are most likely to occur. We have good liaison with the police, but the most useful thing of all is if you can be on the lookout for anti-social activity and report it instantly, if possible with facts such as car registration numbers.

Looking ahead, the biggest project on the horizon is the Cricket Club's plan for new nets, which Mark will talk about later. We are in the process of getting the planners to agree the installation of outdoor gym equipment between this building and the MUGA, after which we will start looking for funds. We are also looking with the Tennis Club at tidying up the rough ground between the road and the courts, both to remove the risk of invasive tree roots damaging the surface, which is about to be redone, and also generally to improve the look of the area. At a minor level, many of you kindly contributed time and money to our crocus planting, which eventually produced a good show along the bank,

As I said at the beginning, none of this would be possible without then voluntary effort your Committee put in, plus other contributors. In the latter category I would pay particular tribute to Norman, who continues to use his vast range of skills on our behalf, and in then former Liz's continuing dedication makes her yet again "woman of the match." However, I would like also to thank all of you for the use that you make of the Centre, which is why it continues to flourish.

**5. Treasurers report:** Andrew Gravatt

**(a) Annual Accounts.** The Management Accounts for the year ending 30 April 2016 were circulated at the meeting and are attached to these Minutes as Appendix A. Andrew, in introducing them, began by highlighting that once again we had achieved a surplus with our funds increased by ~£5,000. This may in part be reflected in the apparently significantly reduced electricity bill, although there may still be an outstanding payment for the current year. In thanking the various organisers and supporters for fund raising and other activities (e.g. cup-n-cake, film club, 200 club) he highlighted the reduction in funds raised from the fireworks due almost entirely to the dreadful weather on that day. Andrew noted that the donation from the NDDTS of £1,000 as gratefully received for the defibrillator had been deducted from the total outlay on this item as shown on expenditure under the refurbishment fund. The amount under the Playground & Grounds Fund continued to grow, and would remain given at some point there will be a need to replace equipment. Andrew thanked the Parish Council for the significant funds they provide for maintenance of the MUGA, the Playground and grounds generally. These are kept in a designated fund (as allowed by the Charities Commission) for when major items within the MUGA will need to be replaced.

Overall we had another strong year, with total funds for the current year at a little over £109,000. Andrew will return to this subject, as minuted below, in respect of potential funds investments as had been raised at the February 2016 management meeting.

The Chairman thanked Andrew and asked if there were any questions on the accounts. A question was raised on grounds maintenance, with Liz Cottrell indicating that some £560/month is spent on grass cutting (March to October each year). Issues were raised and discussed around MUGA fencing renewal costs (estimates of £1,700 - £2,500); a broken basket hoop – suggested removal in first instance to determine if any major request forthcoming for basket ball. Only if there is, would consideration be given to a replacement. A question was raised about providing additional litter bins. Liz Cottrell was opposed to this not least on the grounds of who would volunteer to maintain/empty bins on a regular basis. There is a large bin at the Centre for use by clubs. The Chairman asked for approval of the Accounts, as proposed by Roy Hammersley and seconded by Denis Pocock. The accounts were unanimously carried by those present.

**(b) Rental Charges for period 1<sup>st</sup> September 2016 – 31<sup>st</sup> August 2017.** Andrew indicated that although our accounts remained in a healthy state, our operating profit is relatively low and so it would be prudent as recommended by the Executive Committee to again this year seek a 2% increase to rental charges from September 2016. The proposed increases would amount per session to £1.50 extra on whole centre booking; £1.00 for main hall bookings; and £0.75 for club room bookings. The Meeting Room charges also to increase by 2% but only for weekend use. Pre-school charges will be agreed separately and depend on if/when they ceased to use the CRC facilities. The Chairman asked for formal approval: Proposed – John Inglis; Seconded Margaret Hooper, and approved unanimously by those present.

**(c) Proposed Investment of CRC Funds** As originally proposed, for consideration only, at the 2015 AGM and further discussed at the February 2016 Management meeting, Andrew prepared a discussion

paper to be presented at this AGM. A slightly amended copy of this document, which takes on board comments/suggestions raised at the AGM, as highlighted below, is included as Appendix B to these Minutes as produced by Andrew Gravatt shortly after the conclusion of the AGM.

Andrew set out options available for investing a proportion of the available funds (currently ~£109,000) for what would need to be a medium to longer term (at least 5 years) investment if a significant interest rate is to be obtained (e.g. bonds). In response to questions it was noted that tax would probably need to be paid on any interest made. Hilary Cole suggested that the plan was sound and should proceed but professional advice should be sought. Other suggested professional advice could eke into the interest obtained to such an extent to make the investment of more limited value. Denis Butcher recommended that a sub-committee be formed to determine the way forward and take decisions to proceed. These issues on sub-committee formation, actions and use of professional advisors have been incorporated into the 'Governance' section on the attached document (Appendix B). A further point raised was that the Charities Commission may well be able to advise on appropriate investment options. The proposal to proceed with formation of a sub-committee with approval to invest a proportion of CRC funds was proposed by Denis Butcher, seconded by Giles Derry and approved unanimously by those present.

#### **6. Hall Manager & Bookings Officer's Report: Liz Cottrell**

Are you sitting comfortably then I'll begin.....Hopefully you are sitting more comfortably than last year now that we have our new chairs ..... these have been well received by all hall users. We are advertising 120 of the old ones through the village halls network and if this isn't successful we will look further afield. We will retain the rest so that they are available for loan within the village. Most of the things highlighted at the previous AGM & management meeting have been addressed and those that haven't we hope to sort out very soon.

The breast screening unit was back for its usual triennial visit and this time they have installed (at their expense) an electric hook-up so that they can run more efficiently. It seems that all the local ladies appreciated being to be able to be screened locally. After all the local traffic problems during the flu clinics last autumn, the committee decided to offer, the Downland Practice the use of the village hall as a suitable venue for some of these. This offer has been gratefully received & they have booked 5 sessions here. Hopefully this will make life easier for everyone. (this is free of charge) The meeting room continues to be quietly successful and bookings have increased slightly over the course of the year. We have listened to our clients and have been able to implement many of their suggestions, e.g. proper Superfast broadband, separate entrance via far fire door & better acoustic control. Our other new fund raising success is the clothes re-cycling bin in the car park which has generated £442.00 in 9mths, the beauty of this is that it requires no special input whatever from us. Please continue to use it as every item donated helps boost our funds and at the same time is easier & much more convenient than taking your items into town

A new regular weekly children's music session has just started and in September a children's dance class will begin. We wish both new ventures every success.

The Defibrillator awareness evening was attended by 24 representatives from 14 different regular hall users and the paramedic Ian Jones. He was an excellent speaker and demonstrator and the evening was appreciated by all, he is happy to come back and do another evening if requested. Earlier last summer we had a serious vandalism incident where paint was thrown over the tennis courts but on the whole apart from a few other odd isolated incidents we have been fairly damage free until the last few weeks when the playground fence has been the chosen target with more than a dozen broken fencing pales having to be replaced. But with the vigilance of everyone in particular Michael & Jean Pocock we are managing to keep on top of most problems. The other issue is the Biffa bin.....we are experiencing problems with people who are not hall users bringing household rubbish & filling this bin, sadly the police don't class this as fly-tipping as it is on private land and being put in a bin !! At the moment the bin is permanently locked but the key is readily available in the hall for hirers. As always my thanks go out to everyone who helps to keep things running smoothly especially Debbie and of course Norman & all the un-sung heroes who pick litter and report problems.

The Chairman thanked Liz for her outstanding work for the CRC and asked her to thank Norman too for the work that he does for CRC.

- 7. Report on Christmas Raffle, Cuppa-n-Cake, & Cinema Club:** Michelle Passmore (presented by David Campbell in her absence)
- a) **Raffle** The revenue from the sale of the tickets was £1,137. After paying for the printing of the tickets (£87, and the two main prizes (£500 and £50) the total profit for the 2015 Christmas Cracker Raffle was £800.
  - b) **Cuppa & Cake** For the year 2015/16 up to 30<sup>th</sup> April 2016 we have paid in CRC account £480. The numbers have been down this year, but every time we think maybe it has run its time we get 8 or 9 people turn up!
  - c) **Cinema Club** For the year 2015/16: we have had a successful year. When we started the club we bought some second hand speakers from someone who was closing his cinema club. These have now had to be replaced and therefore we have had a cost of £500 to pay for this, and as a result have only been able to pay back to the CRC £200 this year. But we have carried forward to this year £860. The good news is that the membership is slightly up this year. We had a very successful first evening of the new season showing the film "The Lady in the Van". This attracted 17 non members as guests, which financially helped with the extra licence fee for the film.

Sir Thomas thanked Liz and Michelle and others associated with raising funds from the above activities and for providing a social activity too.

- 8. Report on Crickets Nets Progress:** Mark Hutchinson. Mark indicated that the club had already ring-fenced some £15,000 obtained via grants and fund-raising efforts of the overall cost estimate of £30,000 needed to complete all phases. Phase 1 would involved replacing the concrete for half of the (to be) enclosed nets, for which planning permission is currently being sought. The club has a match every week and has a lot of junior members (25 on the evening of the AGM). The adults had just been on a tour to Devon and won all three matches played. Mark concluded by highlighting the support offered through the film club for the forthcoming film evening event, and pointed out that the club is open for all users. Sir Thomas said the CRC committee were grateful for efforts Mark and his club offered to children for sporting activity, which was a great success.

9. **Gym Equipment:** (as submitted by Helen Singleton) The Certificate of Lawfulness for siting something like this is currently being assessed at West Berkshire and they will give a decision by 1 August. Sir Thomas added that it is believed the costs will be around £10-12K. Hilary Cole asked how much the facilities would be used. Although no definitive answer was possible it was pointed out that many similar facilities were available at village and other centres. On funds, these would be sought via grants, such as from Sport England, although this source was becoming over-subscribed of late. Hilary Cole asked to be kept informed as she may be able to help.

10. **Tennis Club, CCTV** (as submitted by Helen Singleton) No decision made as yet, as still being discussed at committee level

11. **Election of Officers / Elected Members:** Sir Thomas Boyd-Carpenter

Sir Thomas asked those present to accept the following persons for the 2016/17 year, each of whom had agreed to stand for the Executive Committee for coming year

**Chairman** – Sir Thomas Boyd-Carpenter

**Secretary & Grants Officer** – Helen Singleton

**Treasurer** - Andrew Gravatt

**Hall Manager & Bookings Officer** – Liz Cottrell

**Charity Commission Secretary** - David Campbell

**Cricket Club** – Mark Hutchison

**Pre-School** – Lucy Hislop

**Special Projects** – John Inglis

**Projects** - Roy Hammersley

**200 Club** – Dina Dunsdon

**Without Portfolio** – Michelle Passmore

The above were proposed by Jean Pocock, seconded by Dennis Butcher and unanimously approved by all attending the AGM.

12. **Appointment of representatives for the user organisations and signing of the declaration for the minute book:** David Campbell

David received 15 (of 17) trustee declarations at the AGM for the 2016/17 year. The remaining signed appointments will be sought as soon as possible after the meeting.

13. **Any Other Business:**

- a) **Open Day** (Sir Thomas) The Chairman asked if those present wished to have a further open day in 2017. There was no positive response at the meeting so this will be left to clubs to decide at a later date.

Hilary Cole offered a vote of thanks from the floor for the work done by the committee.

With no further questions or comments, the Chairman closed the meeting.

14. **Date of next Annual General Meeting:**

The meeting agreed that the next AGM should be held at the Recreational Centre on **Monday, 19<sup>th</sup> June 2017, 7:45pm.**

## Appendix A

### MANAGEMENT ACCOUNTS to 30 April 2016

	<u>2015 / 2016</u> 9 months Actual	<u>2015 / 2016</u> 12 months Forecast	<u>2014 / 2015</u> 12 months Actual	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual
<b>RECEIPTS</b>					
Hall & Grounds lettings	24,477	25,300	27,482	28,175	22,585
Meeting room hire	541	700	115		
Bank interest	1,344	960	960	895	1,270
CPC Grant (excl. Grounds from 08)	0		0	0	0
Sundry inc Clothes bank	465	22	22	22	21
	<b>26,827</b>	<b>26,982</b>	<b>28,579</b>	<b>29,091</b>	<b>23,876</b>
<b>EXPENDITURE</b>					
Cleaning / supplies	7,206	8,000	7,356	5,373	5,390
Electricity	1,872	3,900	3,577	3,762	4,725
Rates	866	750	771	753	736
Water	369	900	874	616	411
Insurance	3,268	3,000	2,922	3,043	3,597
Telephone	514	500	499	461	396
Hall Maintenance (inc decoration)	6,937	5,000	7,346	4,352	3,609
Ground Maintenance					
Playground Maintenance					
Equipment	0		0	0	0
Sundry inc licenses and Fire	1,536	1,800	1,808	3,710	1,708
Honoraria	0		0	0	0
	<b>22,568</b>	<b>23,850</b>	<b>25,153</b>	<b>22,071</b>	<b>20,571</b>
<b>Operating surplus</b>	<b>4,259</b>	<b>3,132</b>	<b>3,426</b>	<b>7,020</b>	<b>3,305</b>
<i>Operating surplus % (exc Grants)</i>	<i>16%</i>	<i>12%</i>	<i>12%</i>	<i>24%</i>	<i>14%</i>
<b>FUND-RAISING</b>					
Donations excluding Dog Club	132	50	76	11	55
200 Club (net proceeds)	1,152	1,100	1,122	1,184	838
Other fund raising (Raffle)	775	800	874	740	580
Cuppa n Cake (Net)	480	400	607	500	671
Cinema (Net)	200			772	280
Fireworks (net proceeds)	4,256	4,500	9,674	8,414	7,258
	<b>6,995</b>	<b>6,850</b>	<b>12,353</b>	<b>11,621</b>	<b>9,682</b>
Less Major expenditure					
<b>Surplus inc Fund-raising</b>	<b>11,254</b>	<b>9,982</b>	<b>15,779</b>	<b>18,641</b>	<b>12,987</b>
<b>DAY TO DAY FUNDS</b>					
Opening balance	11,345	11,345	5,870	5,990	3,202
Transfers to General reserve					
Transfer (to) / from 2012 Account	0		0	0	485
Transfers to Playground fund	-2,000	-2,000	-2,000	-2,000	-2,000
Transfers to refurbishment fund	-15,000	-14,000	-8,304	-16,761	-8,684
<b>Closing day to day funds</b>	<b>5,600</b>	<b>5,327</b>	<b>11,345</b>	<b>5,870</b>	<b>5,990</b>
<b>GENERAL RESERVE</b>					
Opening Balance	10,000	10,000	10,000	10,000	10,000
Transfer to / from General reserve	0	0	0	0	0
<b>Closing General Reserve</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>PLAYGROUND &amp; GROUNDS FUND</b>					
Opening balance	15,994	15,994	15,862	12,295	12,541
CPC Grants inc MUGA	7,334	8,432	5,432	7,065	6,840
Other Grants					
Transfer to / from Grounds fund	2,000	2,000	2,000	2,000	2,000
Expenditure	7,909	8,600	7,300	5,498	9,086
<b>Closing Grounds Fund</b>	<b>17,419</b>	<b>17,826</b>	<b>15,994</b>	<b>15,862</b>	<b>12,295</b>

**MANAGEMENT ACCOUNTS to 30 April 2016**

	<u>2015 / 2016</u> 9 months Actual	<u>2015 / 2016</u> 12 months Forecast	<u>2014 / 2015</u> 12 months Actual	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual
<b><u>REFURBISHMENT FUND</u></b>					
Opening Balance exc interest	67,026	67,026	57,435	42,133	45,278
Bank interest accrued					
Donations / Grants received	0		2,490	849	12,050
CPC special Grant					
Transfer from general fund	15,000	14,000	8,304	16,761	8,684
Fund raising event (net)					
	<b>15,000</b>	<b>14,000</b>	<b>10,794</b>	<b>17,610</b>	<b>20,734</b>
Less expenditure					
Roof					
Chairs	4,500	4,500			
Club room Doors					
Club Room / Meeting Room			1,203		
Car Park / Path		500			
Cinema					
Hall major repairs / floor					
Other (2016 Defibrillator net of NDDTA donation))	1,018	3,500	0	2,309	23,879
Total refurbishment expenditure	5,518	8,500	1,203	2,309	23,879
<b>Refurbishment fund balance</b>	<b>76,508</b>	<b>72,526</b>	<b>67,026</b>	<b>57,435</b>	<b>42,133</b>
<b>Total funds carried forward</b>	<b>109,526</b>	<b>105,679</b>	<b>104,365</b>	<b>89,167</b>	<b>70,418</b>
Represented by					
Current account	17,140	5,677	11,345	11,635	7,490
Deposit account	94,140	99,852	92,795	76,835	61,940
EX Cinema / EX 2012 Account (Closed)			0	0	3,207
NEW Cinema Bank Account				774	
Lettings - revenue delayed to next year	-2,000				
Non cleared items					
Provision for charges / prepayments	1,097	1,000	1,075	773	-1,320
Less damage deposits	-850	-850	-850	-850	-900
<b>Total Funds</b>	<b>109,526</b>	<b>105,679</b>	<b>104,365</b>	<b>89,167</b>	<b>70,418</b>

**Andrew Gravatt ACMA June 2016**

**Cinema Club - memorandum statement of account with the CRC**

	<u>2015 / 2016</u> 12 months Actual	<u>2015 / 2016</u> 12 months Forecast	<u>2014 / 2015</u> 12 months Actual	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual
Grant					
Investment					
Repayment	200	400	779	1,000	
Amount outstanding before operating surplus	-1,087	-887	-1,287	-2,066	-3,066
Operating Surplus taken into CRC accounts	0	0	0	772	280
Notional amount outstanding	-1,087	-887	-1,287	-1,287	-2,058
Cinema bank Account Reported within CRC	0	0	0	774	

## **Appendix B**

### **Chieveley Recreation centre – Investment strategy – Proposal<sup>1</sup> to the AGM**

#### **Background**

The idea of investing our a proportion of our funds outside a traditional savings account was floated by the Treasurer at the 2015 AGM but no formal proposal was made at that time.

#### **Objective of investing in the markets**

To improve the return on the Recreation Centre funds to support the eventual replacement of the Village Hall building.

#### **Risk management / investment criteria**

The target is to deliver a return over and above the “savings account rate” over a 5 year plus period.

No direct investment in Equities or Property can be made and investments should be in aggregated vehicles / funds - Property, Bonds, Cash or Equities or any combination

The maximum permitted investment is 50% of the refurbishment fund balance as reported in the prior accounts made up to 30 April each year.

#### **Governance**

A 3 person subcommittee will make investment decisions (not to include the Treasurer).

At least 2 of the subcommittee must be Trustees.

At their discretion, the subcommittee can engage a paid / unpaid adviser (who, if paid, cannot be a trustee and should not be the treasurer in either case). The adviser choice and proposed fee structure must be circulated to the complete trustee body who can challenge the decision. In the event of a challenge the Hall Executive committee would have the ultimate say with the chairman having the casting vote if so required. Note – the 2016 AGM agreed that the Trustees can also review a decision not to engage an adviser.

The Quorum for decisions is 3 and each decision needs to be unanimous.

Maintaining a client account with a broker is permitted but regular statements must be sent by post or email to the Treasurer or Chairman.

Meetings should be held twice a year (or more) and are minuted and the minutes are circulated to the Hall Executive committee.

Investment subcommittee submits a report to the Trustee twice a year (February and AGM).

Andrew Gravatt June 2016

<sup>1</sup> *This document is an amended version produced immediately following the AGM to incorporate comments made at the AGM*