

Chieveley Recreational Centre AGM
held at Chieveley Village Hall, Chieveley,
in the Club Room on 19th June 2017 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
Mark Hutchison	Elected member	Cricket Club
David Campbell	Elected Member	Charities Commission/Management Meeting Secretary
Lucy Hislop**	Elected Member	Pre-school
John Inglis	Elected Member	Special Projects
Dina Dunsdon	Elected Member	200 Club Organiser
Roy Smith	Trustee	Chieveley Whist Club
Graeme Sibley	Trustee	Cold Ash Boys & Girls FC
Giles Derry	Trustee	Chieveley District Gardening Club

Non Trustees Present:

Hilary Cole	Parish/West Berkshire Councillor
Mike Belcher	Parish Council
David Cowan	Parish Council
Ann Baker	representing Chieveley WI (in absence of Jean Pocock, Trustee)
Pat Brown*	Resident (representing TextileArt 07)
Dennis Butcher	Resident
Lesley Derry	Resident
Richard Bungey*	Resident (representing Newbury Bridge Club)
Iain Johnstone*	Representing Chieveley Dog Club (to replace Roy Hammersley as elected Member Trustee)

* Persons elected at this meeting to join CRC Committee as Trustees

** Will remain as Elected Trustee to Executive Committee, but not as Pre-school representative

1. Apologies

Apologies were received from: Helen Singleton (Exec. Meeting Secretary, and Chieveley Lawn Tennis Club); Michelle Passmore (Elected Exec. Committee Member); Jean Pocock (Trustee, rep. W.I.); Anthea Armitage (Trustee, Short Mat Bowls Club rep.); Mark & Kate Higgs; Cllr Mark McGuire, (Chieveley Parish Council); Tricia & Tony Browning; Margaret Hooper Trustee, (Floral Group)

2. Minutes of the AGM 20th June 2016, & Minutes of Hall Management Meeting 8th February 2017.

The June 2016 AGM Minutes and Management Meeting Minutes of February 2017 were both accepted and Approved without amendment, and were signed by the Chairman.

3. Matters Arising from both meetings

The Chairman indicated that following the management meeting in Feb. 2017 the issue concerning the Davidia tree close to the tennis courts (see Item 10, AOB) had been dealt with by re-planting elsewhere within the grounds. Any other matters arising from either meeting would be covered later in this AGM and be recorded in the Minutes.

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

The bottom line of this report is that we have had another successful year, but there are challenges ahead, and your Executive Committee will need reinforcement if we are to handle them successfully. I do not want to steal too much of Andrew's and Liz's thunder, but as you will have seen from the accounts we are in good health. Income from lettings is at an all-time high; while some of our users have cut back their bookings, new ones, such as the Newbury Bridge Club, have taken their place, and the number of private bookings has grown, thanks to the quality of what we offer. The new ticketing arrangement for the Fireworks, with sales only in advance, has proved very successful. We introduced it because of concerns that we might have been swamped by numbers on a Saturday night, with no local competition, but we are so pleased with the outcome that we will retain the arrangement for future years. The Cinema Club has been able to repay more of its original investment, and Cuppa and Cakes, the letting of the Meeting Room, and a good year from the 200 Club have all made useful contributions. I am extremely grateful to all those who have continued to run these. The Clothes recycling bin has provided an unexpectedly successful source of money, for minimal effort on our part. Finally, the income includes two sales, one of which I must formally report to you, as I have an interest. I have purchased, at a price recommended by an external expert and with the agreement of the Executive Committee, the piano formerly used by June Butcher to play for the pre-school, and it is now being repaired. The other sale is of some of the previous set of chairs, although we have kept others as a stock that can be loaned out. All this has given us a comfortable surplus, even after continuing expenditure on maintenance, and allowed us to put more money aside for the eventual refurbishment or replacement of the building. Externally, the only addition to our facilities has been the outdoor gym, mainly funded by grants successfully negotiated by Helen. So far it has had only sporadic use, possibly because of a certain nervousness, and we are looking at offering a familiarisation session for potential users. The Cricket Club has successfully commissioned their new nets, and Mark can tell you more about these. We are about to replace the chippings in the Playground, which over the years has turned into high-grade compost, and Liz has negotiated a cost that is significantly lower than originally expected. The year has seen the formalisation of two relationships. First, we have agreed a formal lease to the Tennis Club, replacing the previous informal agreement. This puts the Club in a stronger position to obtain external grants, and I am grateful for their forbearance as the final wording was agreed. Secondly, we are in active dialogue with the Parish Council over the terms and arrangements for the various grants they make to us, which help to cover such facilities as the Playground which are important to users but do not generate income. We remain very grateful for these grants, which represent an important part of our income, and fully appreciate that as public funds their use must be carefully prescribed. At the same time, we have to ensure that we do not agree to conditions that we may not be able to afford. Discussions continue, and we will report the final outcome. Looking ahead, we are about to say goodbye to the pre-school, who after many years are moving to dedicated premises in the school. We will miss their presence, but are quite clear that they are right to do so. Obviously, their departure leaves space in our booking schedules, but new potential users are already starting to appear.

Gaps are also appearing in the membership of the Executive Committee. Sadly, illness has forced John Inglis to resign. He has played an invaluable part in the launch of the Meeting Room and on the Fireworks Committee, and on your behalf I would like to thank him for all he has done. Roy Hammersley has also concluded that he needs to retire. Not only has he played an important role in making us a nationally recognised centre in the eyes of the Kennel Club, which has proved an important source of income, but he has also applied his considerable building management skills to our benefit, and more recently galvanised into the acquisition of the defibrillator. His advice will be much missed, but I am glad to know that the NDDTS will be nominating a replacement Trustee. Finally, Michelle has concluded that she can no longer continue on the Committee, although she will remain a Trustee on behalf of the Cinema Club. If I were to list all that Michelle has done for us we would be here until midnight, so I will simply say thank you.

This means that we need new members. Your Committee works because dedicated individuals give the time they can and share out the work. They are unpaid, and they are busy people. Some things we would like to have done have not happened, because nobody has had the time. For examples, we have not taken forward the proposal, agreed last year, to invest some of our money; we did not hold a Christmas raffle last year; and John Inglis' work on the sale of fireworks tickets will need to be picked up. I look to you, as users and beneficiaries of what we offer, to find individuals to follow in the footsteps of those who have done so much for the village. We have been very lucky that long-standing members of the Committee, like Liz, Andrew and Helen, have done so much, but we need more contributors. If you really cannot put yourself forward, please find someone.

Finally, a personal word. I took over as Chairman in 2008. In 2018 I become 80, and ten years is long enough, for the good of any organisation, for someone meant to set the strategy of that body to stay in post. This means that if you reappoint me today this will be my last year. It is a wonderful organisation to be involved with, but one must know when to stop. I would be delighted to talk to anybody interested about what is involved.

5. Treasurers report: Andrew Gravatt

(a) Annual Accounts. A draft of the Management Accounts for the year ending 30 April 2017 was circulated at the meeting and is attached to these Minutes as Appendix A. Andrew, in introducing them, pointed out that, while the overall statements in the accounts were correct, they are currently in draft form only. This is because he is still working on the Parish Council's request to expand the details associated with how monies allocated from Parish Council grants are spent on various items associated with the MUGA, Playground and grounds maintenance. When concluded and agreed with the Parish Council a final version of the annual accounts will be issued.

Andrew then highlighted that once again we had achieved an operating surplus with our funds increased by ~£6,000 (19%). Hall & Grounds lettings income had produced a record year. When including fundraising, substantially higher than for the previous year due mainly to fireworks profits and a recorded repayment from the cinema club, our total surplus on the year was some £4,000 higher than for year 2015/16. Andrew thanked the various organisers and supporters for fundraising and other activities during the year (e.g. cup-n-cake, film club, 200 club). 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 significantly increased to a little over £121,000. Andrew will return to this subject, as minuted below, in respect of potential funds investments as had initially been raised at the February 2016 management meeting.

The Chairman thanked Andrew and asked if there were any questions on the accounts. Hilary Cole asked how much revenue would be lost with the move of pre-school from using the hall to its new home at the primary school. This loss is ~£6,000 a year (less than it might be as they had preferential rates). It was also pointed out that a significant part of this loss is likely to be recovered (if not all) through lettings to other prospective users, who have expressed interest in taking regular hall bookings.

(b) Rental Charges for period 1st September 2016 – 31st August 2017. Andrew indicated that as recommended by the Executive Committee to again this year seek a 2% increase to rental charges from September 2017. 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 will be increased to bring it into line with all other hall charges that are more at weekends than they are in the week. The Chairman asked for approval of the draft Accounts, as proposed by Denis Butcher and seconded by Giles Derry. The draft accounts were unanimously carried by those present, with Andrew agreeing to issue final accounts as soon as these are available.

(c) Proposed Investment of CRC Funds – next steps. As noted above our overall funds have again risen and as agreed at the last AGM the intention was to look at possible investment opportunities to ensure we could get a return on at least a proportion of these funds. Andrew pointed out that this is now even more pressing as the bank has ceased paying interest on accounts of less than £1million, something Andrew is following up as he had not been properly alerted to this change. The suggested setting up of a 3 person sub-committee to take this investment proposal forward (see last AGM Minutes Appendix B) had not proceeded with no member of the committee willing to take on the matter. Andrew should not be part of the sub-committee. The Chairman asked for volunteers to take this task on, taking note of agreed issues (as in Appendix B of last AGM Minutes) concerning whether or not to seek professional support/advice in choosing a way forward.

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

Yet again bookings have remained buoyant this year, although some types of event are reduced others are flourishing. We all wish our pre-school well in their new surroundings. They will be sorely missed as they have been regular hirers for many years. They started as a small play group run by parent volunteers and over the years they have grown into the professionally run Pre-School that we have today. The good news is that already we are getting enquiries with regards to the daytime availability in the main hall. Our newest regular hirers, the Newbury Bridge Club will be moving from their club room slot to the main hall in August. So I am hopeful that from a financial aspect we will soon be able to recoup some of the loss of income that we will feel after the Pre-school's departure.

The meeting room still is an additional source of income and bookings for this have continued to be steady. Unfortunately some enquirers have been disappointed as we do not always have the availability they have requested.

Annual maintenance continues as required with a new hot water tap in the disabled toilet, minor roof repairs and reflective rebound posts at the car park entrance. As we have been experiencing unauthorised 'borrowing' of a considerable amount of hall equipment, in particular from the kitchen, we are planning to have a smaller amount of these things available for general use with an inventory displayed. All the other equipment will be retained and will be available on request to users at no extra charge.

Our most important change this year is the appointment of a dedicated superman. I would like you all to meet Dean Bonsall who has taken over the maintenance tasks that I am no longer able to do and as you can clearly see, he has already made a vast difference to the appearance of the car park, playground & MUGA. He also has done numerous small maintenance tasks like drain clearance, fire alarm testing etc. and also assists with some of the cleaning. He is worth his weight in gold so please do not upset him!!!

We are having the playground surface renewed and are just waiting for the contractor to start the work. This will involve removing some of the current surface and replacing with new play grade soft wood chips. The playground will be closed for the duration of these works. We are also looking to do some more tree work this time by the MUGA and along the road side of the hall.

Dog waste has also been an issue not only around the village but here at the hall and seems to be worst during the dark early mornings and evenings when dogs are exercised at the hall off the lead and the owners obviously can't see what their dog is doing. We have adequate provision for dog waste so we would urge all dog owners to make use of these facilities. Also, a big thank you to the owners who pick up not only their own dog waste but that which has been left by others. Thanks also to all who pick up litter which helps to keep everywhere spick & span.

Cuppa n Cake continues and still manages to make a small contribution to hall funds in spite of Health & Safety regulations not allowing us to supply homemade cakes.

Yet again the clothes bank has generated a substantial income for the hall and I can report that we already have had a payment of £414.00 this month, an excellent start to the financial year which requires no input from us at all.

As always my thanks go to Debbie who works tirelessly to keep the hall sparkling in spite of the unsociable hours, and of course Norman, who helps to keep me sane and is a mine of information with regard to the past history of the hall.

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 Crickets Nets Progress: Mark Hutchinson. Mark indicated that the nets had been installed, following successful fundraising (£20,000) and grants support (£6,000 from Parish Council and West Berkshire Council). Mark indicated that the under 9s were playing as our meeting commenced, and they had some 40 on Saturday for training with around 24 volunteers helping with the club. The club also has a separate project associated with grass cutting of the playing area. The club has acquired a gang

mower to cut/collect grass which is currently stored in Thame as the club needs a container to store the machine. They may need planning consent to locate a container on the playing fields. Mark concluded by thanking all who had helped with the club and its development, notably thanks to Liz Cottrell for her help and advice during the process of installation of the nets. Sir Thomas thanked Mark on behalf of the CRC committee for all his work for the club and in providing cricket for young people in and around the village.

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

Sir Thomas asked those present to accept the following persons for the 2017/18 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

Projects – Lucy Hislop

Projects – Iain Johnstone

200 Club – Dina Dunsdon

The above were unanimously approved by all attending the AGM.

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

David received 16 (of 18) trustee declarations by/at the AGM for the 2017/18 year. The remaining signed appointments are to be obtained shortly after the meeting. In addition to the above Executive Committee Trustees the following have agreed to serve as Trustees on the Management Committee:

Michelle Passmore – Cinema Club; **Anthea Armitage** – Short Mat Bowls Club; **Roy Smith** – Whist Club;

Giles Derry – Gardening Club; **Jean Pocock** – WI; **Graeme Sibley** – Cold Ash Football; **Meg Hooper** –

Floral Group; **Pat Brown** – TextilesArt 07; **Richard Bungey** – Newbury Bridge Club; **Mark McGuire** –

Chieveley Parish Council (Management and/or Executive Committee Member to be agreed).

10. Succession Planning for New Members for Management and/or Executive Committees

The Chairman highlighted that with John Inglis and Roy Hammersley leaving the committee, and with Michelle Passmore leaving the Executive committee there is a need to replace persons especially to the Executive Committee. As the Chairman indicated in his report he is also stepping down next year. Sir Thomas asked those present to invite members of their clubs/societies/groups to consider standing for the CRC committee as without volunteers the work to continue providing excellent facilities for the village could not continue as has been achieved to date. Sir Thomas said he was willing to discuss his own role with anyone who might consider standing for election as Chairman.

11. Any Other Business:

Fireworks: Andrew indicated that while the arrangements for last year would be continued for the year, but with a more tickets available for sale, volunteers were still needed, such as help with ticket sales and

support on the evening itself.

Raffle Tickets: Sir Thomas indicated that a volunteer was sought to manage and organise Christmas raffle tickets (Michelle has a list of volunteers previously used to sell blocks of tickets around the village)

Hilary Cole offered a vote of thanks from the floor for the work done by the Trustees/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, 18th June 2018, 7:45pm.**

Appendix A

MANAGEMENT ACCOUNTS to 30 April 2017

	<u>2016 / 2017</u>	<u>2016 / 2017</u>	<u>2015 / 2015</u>	<u>2014 / 2015</u>	<u>2013 / 2014</u>
	12 months Actual	12 months Forecast	12 months Actual	12 months Actual	12 months Actual
RECEIPTS					
Hall & Grounds lettings	28,836	25,300	24,477	27,482	28,175
Meeting room hire	525	700	541	115	
Bank interest	861	1,000	1,344	960	895
CPC Grant (excl. Grounds from 08)	0		0	0	0
Sundry (Clothes bank / Chairs / Tree work / piano)	1,655	400	465	22	22
	31,877	27,400	26,827	28,579	29,091
EXPENDITURE					
Cleaning / supplies	7,760	8,000	7,208	7,356	5,373
Electricity	5,717	3,900	1,872	3,577	3,782
Rates	713	750	866	771	753
Water	670	900	369	674	616
Insurance	3,740	3,000	3,268	2,922	3,043
Telephone	567	500	514	499	461
Hall Maintenance (Inc decoration)	5,458	6,000	6,937	7,346	4,352
Ground Maintenance					
Playground Maintenance					
Equipment	0		0	0	0
Sundry Inc licenses and Fire	1,254	1,700	1,536	1,808	3,710
Honoraria	0		0	0	0
	25,880	24,750	22,968	25,153	22,071
Operating surplus	5,997	2,650	4,259	3,426	7,020
Operating surplus % (exc Grants)	19%	10%	16%	12%	24%
FUND-RAISING					
Donations excluding Dog Club	156	50	132	76	11
200 Club (net proceeds)	1,146	1,100	1,152	1,122	1,184
Other fund raising / raffle	0		775	874	740
Cuppa n Cake (Net)	508	500	480	607	500
Cinema (Net)	737		200		772
Fireworks (net proceeds)	6,734	4,000	4,256	9,674	8,414
	9,281	5,650	6,995	12,353	11,621
Less Major expenditure					
Surplus Inc Fund-raising	15,279	8,300	11,254	15,779	18,641
DAY TO DAY FUNDS					
Opening balance	5,600	5,600	11,345	5,870	5,990
Transfers to General reserve					
Transfer (to) / from 2012 Account	0		0	0	0
Transfers to Playground fund	-2,000	-2,000	-2,000	-2,000	-2,000
Transfers to refurbishment fund		-6,000	-15,000	-8,304	-16,761
Closing day to day funds	18,878	5,900	5,600	11,345	5,870
GENERAL RESERVE					
Opening Balance	10,000	10,000	10,000	10,000	10,000
Transfer to / from General reserve	0	0	0	0	0
Closing General Reserve	10,000	10,000	10,000	10,000	10,000
PLAYGROUND & GROUNDS FUND					
Opening balance	17,419	17,419	15,994	15,862	12,295
CPC Grants inc MUGA	8,854	8,432	7,334	5,432	7,065
Other Grants					
Transfer to / from Grounds fund	2,000	2,000	2,000	2,000	2,000
Expenditure	10,169	8,600	7,900	7,300	5,498
Closing Grounds Fund	18,104	19,251	17,419	15,994	15,862

MANAGEMENT ACCOUNTS to 30 April 2017

	<u>2016 / 2017</u> 12 months Actual Actual	<u>2016 / 2017</u> 12 months Forecast	<u>2015 / 2016</u> 12 months Actual	<u>2014 / 2015</u> 12 months Actual	<u>2013 / 2014</u> 12 months Actual
REFURBISHMENT FUND					
Opening Balance exc interest	76,508	76,508	67,026	57,435	42,133
Bank interest accrued					
Donations / Grants received	10,120		0	2,490	849
CPC special Grant					
Transfer from general fund	0	6,000	15,000	8,304	16,761
Fund raising event (net)					
	<u>10,120</u>	<u>6,000</u>	<u>15,000</u>	<u>10,794</u>	<u>17,610</u>
Less expenditure					
Roof					
Chairs			4,500		
Club room Doors					
Club Room / Meeting Room				1,203	
Car Park / Path					
Cinema					
Hall major repairs / floor / outdoor gym	11,939				
Other (2016 Defibrillator net of NDDTA donation))	0	10,000	1,018	0	2,309
Total refurbishment expenditure	<u>11,939</u>	<u>10,000</u>	<u>5,518</u>	<u>1,203</u>	<u>2,309</u>
Refurbishment fund balance	<u>74,689</u>	<u>72,508</u>	<u>76,508</u>	<u>67,026</u>	<u>57,435</u>
Total funds carried forward	<u>121,671</u>	<u>107,658</u>	<u>109,526</u>	<u>104,365</u>	<u>89,167</u>
Represented by					
Current account	29,664	7,656	17,140	11,345	11,635
Deposit account	95,001	99,852	94,140	92,795	76,835
EX Cinema / EX 2012 Account (Closed)				0	0
NEW Cinema Bank Account					774
Lettings - revenue delayed to next year	-3,000		-2,000		
Non cleared items					
Provision for charges / prepayments	856	1,000	1,096.61	1,075	773
Less damage deposits	<u>-850</u>	<u>-850</u>	<u>-850</u>	<u>-850</u>	<u>-850</u>
Total Funds	<u>121,671</u>	<u>107,658</u>	<u>109,526</u>	<u>104,365</u>	<u>89,167</u>

Andrew Gravatt ACMA MAY 2017

Cinema Club - memorandum statement of account with the CRC

	<u>2016 / 2017</u> 12 months Actual	<u>2016 / 2017</u> 12 months Forecast	<u>2015 / 2016</u> 12 months Actual	<u>2014 / 2015</u> 12 months Actual	<u>2013 / 2014</u> 12 months Actual
Grant					
Investment					
Repayment	737	200	200	779	1,000
Amount outstanding before operating surplus	-350	-887	-1,087	-1,287	-2,066
Operating Surplus taken into CRC accounts	0	0	0	0	772
Notional amount outstanding	-350	-887	-1,087	-1,287	-1,287
Cinema bank Account Reported within CRC	0	0	0	0	774