

Chieveley Recreational Centre AGM
held at Chieveley Village Hall, Chieveley,
in the Club Room on 22nd June 2015 at 7.45pm.

Present

Trustees: (Elected Members 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
Lucy Hislop	Elected Member	Pre-school
John Inglis	Elected Member	New Projects
Dina Dunsdon	Elected Member	200 Club Organiser
Anthea Armitage	Trustee	Short Mat Bowls
Jean Pocock	Trustee)	W.I.
Graeme Sibley (on behalf of Steve Bartlett, 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/Resident
Mary-jean Boyd-Carpenter	Resident
Dennis Butcher	Resident

1. Apologies

Apologies were received from: **Helen Singleton** (Exec. Meeting Secretary and Chieveley Lawn Tennis Club); Michelle Passmore (Elected Exec. Committee Member); Mike Belcher (Parish Council)

2. Minutes of the AGM 23rd June 2014 & Minutes of Hall Management Meeting 18th February 2014.

Amendments were required to the 2013 AGM Minutes to state that Jean Pocock was present at the meeting, and that John Inglis had been elected to the Executive Committee (see Section 8 of Minutes). With these amendments both sets of Minutes were accepted and approved unanimously by all present and both were signed as an accurate record by the Chairman.

The Secretary also pointed out and apologised for the misspelling of Dina Dunsdon's name in the Agenda issued for this AGM.

3. Matters Arising from both meetings

The Chairman identified that the 2014 AGM Minutes had considered the possibility of raising the cost of entry to the 200 Club. In the event the executive committee had decided to keep the entry fee the same as for the previous year. An item on possible bulb planting as discussed at the February Management Meeting will be discussed under AOB. Other matters arising will be discussed elsewhere later in this AGM

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

I am glad to be able to report another successful year for the Centre. Both the Hall and the grounds have been extensively used both by our regular customers and individuals. Despite the financial pressure on all our users we have continued to be in great demand, and it is rare not to see some form of activity in progress virtually every day of the year.

Since we last met, the meeting room has been set up and has started to receive paying customers. I am most grateful to John and Michelle for the work that they are putting in on this, and I hope it will be of use to local businesses, as well as being a little earner. Initial feedback has been good, but the venture will really only take off when it becomes better known. I would be grateful if you would all help to spread the word to potential customers. Other fundraising activities, such as the Cinema Club and Cuppa and Cakes, have continued to flourish, thanks to the dedicated input Michelle, Liz and others.

Current improvements in the pipeline include the refurbishment of the gents' for which Helen has achieved yet another grant, and the potential purchase of a number of more comfortable chairs, which will in particular delight some of the Cinema Club customers, who may find future shows less numbing!

Externally, the playground, MUGA and Skate Park remain very popular, and I would particularly acknowledge the importance of the grant we receive from the Parish Council. The Cricket and Football Clubs continue to thrive, and the cricketers are looking at relocating and extending their nets; Mark can tell you more.

As you are probably aware, we had a problem with loutish behaviour and vandalism last year, which was contained by some successful sleuthing by our resident Miss Marple. At your request, we put up some signs, but unfortunately one of them proved so smart as to be attractive enough to steal. It is being replaced, but nothing is as effective as all of you being observant and picking up on the first sign of trouble. As we reach the season of warm evenings and the end of exams I would therefore ask for your help in this.

As you know, we held an Open Day in April for users to show what was on offer. I gather that this is the first time we have done this for 28 years, and my impression was that it was well attended and appreciated. The obvious question is whether we should do it again next year, and if so whether any changes in format would be desirable. I would be grateful for your views on this.

On the financial side, you will see that we are in good health and have made a further surplus this year. Andrew will talk about this in further, but I would just make three points:

- Despite the high level of bookings, our surplus is primarily derived from fundraising activities. This is mainly because of a growth in maintenance expenditure –itself deriving from heavy usage! Fundraising is very important to us, and we rely on it to build up our capital against the day when we eventually have to undertake major building works, but for our security we need to make a good operating profit. This, I am afraid, means that we need to continue to make modest increases in our charges.
- The Fireworks are by far our most significant fundraising event, and I am grateful to Andrew and his team for a great show last year. We are, of course, dependent on an enormous team of volunteers to bring it off, and Andrew is always looking for new blood.

- Our capital reserves have now reached a level at which we need to think about investing for the future.

Finally, as you all know, none of this would happen without the input of the volunteer members of the Executive Committee. On your behalf, I would like to thank them all, but particularly Liz, who yet again has given her time, energy, knowledge and enthusiasm to the benefit of Chieveley. We are deeply grateful.

5. Treasurers report: Andrew Gravatt

(a) Annual Accounts. The Management Accounts for the year ending 30 April 2015 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 had a strong year, with total funds for the current year at a little over £100,000 – more on this below, a significant increase on total for year 2013/14. Andrew highlighted the income from the 200 Club, Cuppa n Cake and annual Christmas raffle, each providing continuing very useful and steady funds. Andrew discussed the removal of the cinema club from the formal accounts, as this was now operating as a stand-alone club as a hall user group paying hall booking charges. However, a memorandum statement of account has been added to the accounts to highlight that a notional amount exists that remains outstanding to be paid back to the CRC (Andrew fully expected this to be re-paid in due course), being the outstanding sum from the original loan support provided by the CRC in assisting with purchase of equipment when setting up the cinema club. Andrew thanked all responsible for managing each of these activities.

Andrew highlighted that once again the annual fireworks event had shown a record profit, and noted that significant help provided by Giles Derry along with a large number of volunteers. We do currently rely quite a lot on the fireworks revenue, but as Andrew emphasised we cannot assume that such a success will last forever. We no longer seek to heavily advertise the fireworks night as we are 'full', and cannot accommodate any more vehicles.

Andrew noted and 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.

The Chairman thanked Andrew and asked if there were any questions on the accounts. The Chairman asked for approval of the Accounts, as proposed by Roy Hammersley and seconded by Jean Pocock. The accounts were unanimously carried by those present.

(b) Rental Charges for period 1st September 2015 – 31st August 2016. 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 2015. The proposed increases would amount to £1.50 extra on whole centre booking; £1.00 for main hall bookings; and £0.75 for club room bookings. Pre-school would this year be asked to accept a similar increase and not as for last year to have to further reduce the gap between their payments and those for other hall users. In discussion there was general agreement that rates should increase as proposed. The Chairman asked for formal approval: Proposed – Liz Cottrell; Seconded Jean Pocock, and approved unanimously by those present.

(c) Proposed Investment of CRC Funds In opening the discussion Andrew emphasised that the suggestion he was about to put forward was solely for discussion and to explore options and seek the views of those present, with no decisions taken at this AGM. As the accounts show we now have funds in excess of £100,000, of which a significant proportion is for long term uses. There is therefore the potential for a substantial sum to be invested giving a return that might be substantially higher than a standard deposit account. Andrew highlighted possible risks and also rewards depending on the type of investment that might be possible, and which in any event would be seen as a longer –term (>5 years) investment. While our hall and grounds is in good shape there is unlikely to be a major call on our funds over the next few years. In discussion from the floor Hilary Cole said that as a custodian of public funds it was prudent for the CRC to consider investments, with a moderate (only) risk, and she concurred that it was an excellent idea. Hilary also said that it is possible to borrow money rather than call on invested money, if/when unexpectedly required, and if that meant losing interest through early withdrawal, or where the markets were depressed. Denis Butcher also agreed that the idea was worthy of further investigation. Margaret Hooper wondered if Chieveley residents could be asked to provide loans in the event emergency financial resources were needed, against the invested sum to avoid its being withdrawn at a poor financial time. Jean Pocock pointed out that should there be an unexpected need for funds (such as a serious problem with the hall roof, then this could/would be covered by insurance and thus not require invested funds. While there is nothing in the CRC constitution to preclude funds investment(s) – indeed it is encouraged, the Charities Commission support would be required. In selecting the type of funds to invest in, Denis Butcher indicated that there were funds specifically dedicated for use by charities.

Andrew in obtaining approval from those present to explore the options further indicated that it would take from between 6-12 months to firm up a formal proposal for Trustees to discuss/approve, possibly in the first instance at the February 2016 Management Meeting.

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

This year I will try not to bore you with too many of the usual facts and figures. As you have heard from Sir Thomas and Andrew, things are ticking over nicely and it looks as though it will be the same for the coming year.

Our meeting room venture has been a quiet success and thanks to John and Michelle, the set up costs came in under budget, the feed- back from clients has been very positive and we have been able to build on this. We are actively marketing this facility on the web page and locally.

This year the maintenance costs have been quite high, due to general wear and tear, quite a few things required repair or replacement. During the works in 2004 very little was done to the gent's toilets but we now are in a position to remedy this. Work is scheduled to begin in mid July.

We are one of the few village halls locally that have a daily cleaning service (many rely on weekly contract cleaners) and to help Debbie and me maintain our high standard we now have Beverley Okun on the team, this means we have sufficient cover at all times especially during holidays or in case of illness or any emergencies.

Our previous litter picker has found that she is longer able to continue this task, and we would like to express a big thank you to Julia Ives for keeping the external areas of the centre spick and span. It is amazing how things turn out, as last weekend the Higgs family volunteered to take on this task. I am really grateful for their help. All of the play areas remain very popular and we are looking into the possibility of providing a few items of outdoor gym equipment.

We have had a few problems in the car park recently. I have made enquiries into the cost of repairing the potholes just opposite the main entrance and as all of these quotations have been excessively expensive, I am looking into other repair options that can be done more cheaply. Hopefully these can be done very soon. With the increased use of the facilities, in spite of having a fairly large car park, parking is becoming a major problem and after several years of talking about this problem, Mark and I are now actively working on a design for markings on the tarmac area which should help people park their cars more efficiently.

You will all have noticed the three odd chairs here tonight. We are hoping to replace the current seating with something more comfortable but equally serviceable. The money raised by the annual raffle and also Cuppa n Cake will be put towards this project. Please try out these chairs before you leave and let us know which you feel is the most comfortable one to sit on for 2hrs or more!

I would like to thank the committee and all our users for helping to make my job easier and of course Debbie who turns out at all hours and in all weathers to keep the hall sparkling. Lastly poor old Norman, who not only keeps the flower tubs maintained and does all sorts of minor repairs, he is also my sounding board for ideas and moans and helps me to keep everything in perspective. His knowledge of hall history is invaluable.

In response to a question from the floor, Liz indicated that to date there had been no evidence of loss of business/support as a consequence on the opening of the new Hermitage village hall. Margaret Hooper highlighted that several persons attending a recent party at the hall had indicated how impressed they were with the facilities on offer and the cleanliness of everything associated with the hall and grounds.

The Chairman thanked Liz for her outstanding work for the CRC and asked her to thank Norman too; pointing out that he really must submit invoices for expenses incurred.

7. Open Day Review: Sir Thomas

Sir Thomas opened discussion by indicating how much he had enjoyed the day, and thanked all who had participated. He asked those present 'what would you change if done again another year?'. There was some discussion about the need to perhaps formally welcome visitors to the hall/event, and to ensure they were aware of the various stands/exhibits in the main hall, club room and/or on the grounds outside. Giles said he thought there should be better publicity for the event with a more eye-catching poster which might help, including a flyer distributed to all properties in the village. Jean Pocock asked 'what did it achieve?', and 'were any more persons joining clubs?'. Some present indicated that there had been interest and one or two new members had joined at least a couple of the clubs. Mark indicated that he thought it should be done again, and Roy said it had been good for the dog club.

Hilary thought every other year would be sufficient, but agreed the event was good for cross-fertilisation of ideas and for face-to face meetings with people. In concluding discussion it was agreed that the event

should be tried again in 2016 and at about the same time of year – Liz had provisionally booked the hall for the equivalent Saturday as this year (23rd April 2016).

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

Sir Thomas asked those present to accept the following persons for the 2015/16 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

Meeting Room & New Projects – John Inglis

Projects - Roy Hammersley

200 Club – Dina Dunsdon

Without Portfolio – Michelle Passmore

The above were proposed by Dennis Butcher, seconded by Giles Derry and 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 12 (of 17) trustee declarations at the AGM for the 2015/16 year. The remaining signed appointments will be sought as soon as possible after the meeting (*as were obtained by mid-July 2015*).

10. Any Other Business:

a) Bulb Planting (Sir Thomas)

The Chairman said that this topic had been raised at the February 2015 management meeting, when the idea to plant crocuses was discussed, with the intention to ask each club if they would sponsor a selection of bulbs. 75 bulbs would cost each club £10, plus support on the day to plant them. The Chairman sought support from the meeting, as given and asked the representatives of clubs to consult their members and confirm a willingness to support the initiative. The bulbs would be planted (a date of 12th September was suggested) in similar areas to the daffodil planting initiative previously carried out along the bank adjacent to the road. (*Following the AGM and an e-mail to all clubs, a positive response was given by all and so this bulb planting will proceed with the Chairman confirming details over the next month or so*).

b) Chieveley Cinema Club, (Michelle Passmore)

In Michelle's absence the Chairman read her prepared statement:

Another good year for the Cinema Club! We made the decision to give a more varied programme introducing some American type films. None of these were totally appreciated by our members. This year we consulted our membership for suggestions and we hope that this year's selection will prove more popular (and so far so good).

Our membership has remained steady and we have been able to make another small repayment towards the original set up costs borne by the CRC.

Apart from showing 10 films last year we also organised a very successful festive Christmas evening.

c) **CRC Grants 2014/15** (Helen Singleton)

In Helen's absence, the Chairman read her prepared statement:

I can confirm that in the last year we have secured another grant, £2490 from Vibrant Villages (part of Greenham Common Trust) for the refurbishment of the gentleman's and disabled toilets. Should we go ahead with the new chair project we will also try for another grant.

d) **Cricket Nets** (Mark Hutchinson)

Mark described proposals to erect two new cricket nets parallel with the hedge and near the existing goal post. They would be fully enclosed nets with a concrete base and astro turf covering. In the short term they would wish to put only the foundation down for both nets, but fully construct just one. There are ~50 children on their books so additional nets urgently needed. They have ~£4K towards the costs, which if fully funded will cost £20-25K. In discussion there was concern about loss of parking spaces for the fireworks (which currently takes all space available). It was agreed that Mark should provide a plan showing the area required for the proposed nets, and indicating the number of car parking spaces that would be lost, before any committee decision to approve the development.

11 Open Forum

Hilary Cole raised the issue of stacking/storage potential for proposed new chairs (See Hall Manager & Booking Officer's Report above). Liz indicated that the existing chairs would be replaced with storage of new chairs in same place as those we currently have. Hilary also raised the issue of refurbishment of the hall entrance as seems much worn. It was agreed that this matter would be addressed and action taken.

Margaret Hooper asked about use of toilets. Liz indicated that toilets are not for public use, as is stated at the Hall entrance. There is an external access toilet for hired grounds users, who are provided with a key.

Hilary 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.

12. Date of next Annual General Meeting:

The meeting agreed that the next AGM should be held at the Recreational Centre on **Monday, 20th June 2016, 7:45pm.**

Appendix A

MANAGEMENT ACCOUNTS FOR THE 12 months to 30 APRIL 2015

	<u>2014 / 2015</u> 12 months Actual	<u>2014 / 2015</u> 12 months Forecast	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual	<u>2011 / 2012</u> 12 months Actual
RECEIPTS					
Hall & Grounds lettings	27,482	25,000	28,175	22,585	26,832
Meeting room hire	115				
Bank Interest	960	960	896	1,270	645
CPC Grant (excl. Grounds from 05)	0		0	0	
Sundry	22	22	22	21	169
	28,579	25,982	29,091	23,876	27,646
EXPENDITURE					
Cleaning / supplies	7,358	6,374	5,373	5,390	5,614
Electricity	3,577	4,096	3,782	4,725	2,955
Rates	771	750	753	736	697
Water	674	550	616	411	437
Insurance	2,922	2,916	3,043	3,597	3,326
Telephone	499	450	461	396	375
Hall Maintenance (Inc decoration)	7,348	8,000	4,352	3,609	2,905
Ground Maintenance					
Playground Maintenance					
Equipment	0		0	0	0
Sundry Inc licenses and Fire	1,808	1,700	3,710	1,708	1,188
Honoraria	0		0	0	0
	25,153	24,776	22,071	20,571	17,495
Operating surplus	3,426	1,206	7,020	3,305	10,151
Operating surplus % (excl Grants)	12%	5%	24%	14%	37%
FUND-RAISING					
Donations	78	11	11	55	11
200 Club (net proceeds)	1,122	984	1,184	838	1,002
Other fund raising (Raffle)	874	874	740	580	0
Cuppa n Cake (Net)	607	400	500	671	300
Cinema (Net)			772	280	728
Fireworks (net proceeds)	9,674	9,000	8,414	7,258	7,220
	12,353	11,269	11,621	9,682	9,261
Less Major expenditure					
Surplus Inc Fund-raising	15,779	12,475	18,641	12,987	19,411
DAY TO DAY FUNDS					
Opening balance	5,870	5,870	5,990	3,202	11,694
Transfers to General reserve					
Transfer (to) / from 2012 Account	0		0	485	
Transfers to Playground fund	-2,000	-2,000	-2,000	-2,000	-2,000
Transfers to refurbishment fund	-8,304	-8,000	-16,761	-8,684	-25,903
	11,345	10,345	5,870	5,990	3,202
GENERAL RESERVE					
Opening Balance	10,000	10,000	10,000	10,000	10,000
Transfer to / from General reserve	0	0	0	0	0
	10,000	10,000	10,000	10,000	10,000
PLAYGROUND & GROUNDS FUND					
Opening balance	15,862	15,862	12,295	12,541	10,520
CPC Grants Inc MUGA	5,432	6,932	7,065	6,840	5,623
Other Grants					0
Transfer to / from Grounds fund	2,000	2,000	2,000	2,000	2,000
Expenditure	7,300	7,500	5,498	6,086	5,602
	15,994	17,294	15,862	12,295	12,541

MANAGEMENT ACCOUNTS FOR THE 12 months to 30 APRIL 2015

	<u>2014 / 2015</u> 12 months Actual	<u>2014 / 2015</u> 12 months Forecast	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual	<u>2011 / 2012</u> 12 months Actual
<u>REFURBISHMENT FUND</u>					
Opening Balance exc Interest	57,435	57,435	42,133	45,278	27,603
Bank interest accrued					
Donations / Grants received	2,490		849	12,050	5,000
CPC special Grant					
Transfer from general fund	8,304	6,000	16,781	8,884	25,903
Fund raising event (net)					
	<u>10,794</u>	<u>6,000</u>	<u>17,610</u>	<u>20,734</u>	<u>30,903</u>
Less expenditure					
Roof					
Blinds					
Club room Doors					
Club Room / Meeting Room	1,203	1,350			
Car Park / Path					
Cinema					8,066
Hall major repairs / floor					5,162
Other	0	3,500	2,309	23,879	0
Total refurbishment expenditure	1,203	4,850	2,309	23,879	13,228
Refurbishment fund balance	67,026	58,585	57,435	42,133	45,278
Total funds carried forward	104,365	96,224	89,167	70,418	71,272
Represented by					
Current account	11,345	10,350	11,635	7,490	1,203
Deposit account	92,795	86,000	76,835	61,940	70,670
EX Cinema / EX 2012 Account (Closed)	0	0	0	3,207	1,310
NEW Cinema Bank Account		774	774		
Interest Accrued					
Non cleared Items					
Provision for charges / prepayments	1,075		773	-1,320	-1,011
Less damage deposits	-850	-900	-850	-900	-900
Total Funds	104,365	96,224	89,167	70,418	71,272

Andrew Gravett ACMA May 2015

Cinema Club - memorandum statement of account with the CRC

	<u>2014 / 2015</u> 12 months Forecast	<u>2013 / 2014</u> 12 months Actual	<u>2012 / 2013</u> 12 months Actual	<u>2011 / 2012</u> 12 months Actual
Grant				5,000
Investment				-8,066
Repayment	779		1,000	
Amount outstanding before operating surplus	-1,287		-2,066	-3,066
Operating Surplus taken into CRC accounts	0		772	728
Notional amount outstanding	-1,287		-1,287	-2,338
Cinema bank Account Reported within CRC	0		774	