

Minutes of the Annual General Meeting of the Stourpaine Playing Fields and Village Hall Association

Thursday 10th October 2019

Present:

Committee Members

Peter Jones – Chair

John Gardner – Treasurer

Julie Dunk – Secretary

Blue Donnebaer

Pete Palmer

Janet Palmer

Catherine Gardner

Scott Norman

Caroline Jones

Felicity Cox

Barry Graham

Barbara Thomson

David Williams

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| 1. | Welcome and Apologies The Chair opened the meeting and welcomed everyone. Apologies had been received from: Chris Brown Felicity Brown Margaret Norman Margaret Williams Sue Atkinson Belinda Marflitt Derek Gardiner Joanna Gardiner | |
| 2. | Football Club Report Jim Woodruff from AFC Blandford gave a report on how the football club wish to be involved in the Stourpaine community, and outlined the following: <ul style="list-style-type: none">• The club started 12 years ago and as they have progressed up the leagues, they have had to upgrade their facilities• They moved to Stourpaine about 3 years ago, as the Stourpaine Football Club was ending | |

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| | <ul style="list-style-type: none"> • The Club recognise there can be issues with traffic, swearing, parking etc and they inform away teams that they must cooperate in these respects • The Club achieved £2000 funding from Tesco to put towards a project, and they have used this money to upgrade the Pavilion as a benefit to Stourpaine residents as well as the Club • New nets are being purchased, and the old nets will be moved so that local people can use them • The Club are paying for the pitch to be spiked and rolled • Towards Christmas the Club will be holding a fundraiser to invest in ongoing repairs and maintenance of the Pavilion, to which everyone will be invited • The Club wish to build a relationship with Stourpaine, not just turn up and play • Stourpaine residents are very welcome to join in on match days and can have a drink in the Pavilion <p>David Williams queried if the Club had carried out events for children in the village. Jim replied that some coaching days had been held, and they would look to do something similar in the future.</p> | |
| <p>3.</p> | <p>Minutes of AGM 2018</p> <p>The minutes from the AGM 2018 had been circulated prior to the meeting via the Village Hall website, and noticeboard. Copies were also available at the meeting.</p> <p>Felicity Cox proposed that the minutes be accepted as a true record of the meeting. Caroline Jones seconded the proposal. The majority of those present voted in favour.</p> | |
| <p>4.</p> | <p>Chairman's Report</p> <p>The Chairman delivered his report:</p> <p>John, our treasurer, will go through a more detailed summary of income and expenditure, but for those that have read them on the website prior to this meeting will see that, despite not having a village fete, we did have a very successful year. The total income for the financial year was £15312, the total expenditure was £11980, giving a profit of £3331. Much of this was due to an increase in bookings and the hard work of committee members and villagers who have continued to provide fund raising events throughout the year for the whole community.</p> <p>The first thing to highlight for the year up 31 July 2019 is the continued variety of activities that have taken place on the whole site. There have been over 60 parties or family get togethers, regular classes and groups such as Dancing, Gardening Club, Craft Group, work with children, relaxation class, workshops, tennis, football, casual passer-by's who picnic or play games, rambler groups. The list goes on and on. Trailway users</p> | |

and visitors from all over the country who happen to stumble across Stourpaine are always very complimentary about the village, the friendliness, and facilities available.

Some fundraising highlights have been The Big Breakfasts, music afternoon teas organised by Theresa Magowan where all the proceeds are generously given to the Village Hall, the live rock concert on a beautiful summers evening in June. Also jive dancing events by Caroline and myself. The Stourfest at Julie and Blue's house was a great success and donations were given to the Village Hall. Thank you to those who helped to put on any community events and helped to raise funds.

Also we always appreciate the generosity of Ali and Chris Sargent at The White Horse in supporting events and contributing to our funds.

Another special event in June was organised by the Charity Teddy Heroes. Children with cancer, their families and carers were treated to some amazing activities and entertainment. The weather has perfect and the charity hope to hold another similar event next year.

The upkeep of the grounds and buildings does take time and commitment. The committee would like to thank all those who have done their bit to help maintain the look and feel of the Playing Fields. A small team of people help about once a month keeping the hall clean and presentable: Cindy, Dan, Kate, Caroline, Theresa, Maggie, Belinda ...thank you all. Stuart and others who have helped with grass cutting and general maintenance issues and support: Joanna, Derek, David, Steve ..the list goes on so if I have forgotten to mention anyone I'm sorry... but to everyone thank you.

The operation of bookings, meet and greet and follow up is not something that just happens. A phone call or an email request for a possible booking requires a consistent, helpful response. Felicity does a fantastic job and between us we try to create a seamless communication between all parties. Felicity even has responded to booking enquiries when on holiday! You really shouldn't, but "thank you" Felicity.

I would ask for some more folk to offer help in cleaning and other maintenance tasks. It was sad that at the end of the AGM last year no one signed up to help or responded to how to be kept informed about what is going on. Sometimes it does feel a lonely task as a committee member...responding to complaints or problems, but rarely getting offers of help.

We on the committee have given our time to help keep this site active and promoting community life. Thank you for the support and hard work over the last 12 months.

Looking forwards to this current year we have several encouraging developments.

The committee continue to consider improvements to the facilities and subject to suitable funds we do wish to look at blackout curtains and other enhancements to the facilities. We wish to thank Stourpaine Parish Council for their support and upkeep of the playground areas in the village.

The table tennis teams from Charlton Marshall used our hall whilst they built their new Village Hall. The team players wanted to continue playing here so Stourpaine now has 2 official teams (Stourpaine A and Stourpaine B) playing in the Wimborne league, with home matches here on a Monday evening.

You have heard an update from Jim Woodruff who is the coach/manager of AFC Blandford. At the end of last season, it seemed very likely that the hire of the pitch and

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| | <p>use of the pavilion was not going to extend into this season. The committee, and village want the facilities to be used but we also have to bear in mind running costs and income being generated. Eventually, after a very helpful phone call from David Williams and further discussions with the football club we have managed to secure a good agreement and hope to have AFC Blandford with us for years to come. Please do support the team and make them feel welcome.</p> <p>AFC Blandford continue to play here at Stourpaine and were awarded £2000 By Tesco Blandford. The new bar area in the Pavilion is nearly complete and continued efforts to improve the building and fabric will be a priority this year. We wish the team success as they play in the Dorset Senior League.</p> <p>A plaque, made from part of the old bar, will be mounted in the Pavilion to thank all those who have spent so much time helping to build the original bar.</p> <p>We can look forward to having a village Fete this coming year. Further information will be circulated soon.</p> <p>This is your village hall so please do use it and support the team to help improve what is on offer to the whole community.</p> <p>Thank you.</p> <p>Peter Jones</p> <p>Chairman</p> | |
| <p>5.</p> | <p>Treasurer’s Report and 100 Club</p> <p>The Treasurer presented his report on the accounts for the year ending 31st July 2019 which had been inspected and approved by Margaret Williams (shown at Appendix A). The Chair presented a bottle of wine to David Williams to give to Margert in thanks for her inspection and approval of the accounts. Copies of the accounts are at Appendix A. Overall the position is healthy, with a surplus of income over expenditure for the year of £3331.18. Available funds are £25,617.00.</p> <p>David Williams queried if we have to pay business rates as a charity, and the Treasurer confirmed that we in fact have to pay two lots, one for the playing fields and one for the Village Hall.</p> <p>Scott Norman queried the licensing costs, and the Treasurer confirmed that they are mainly for the TV, PRS and drinks licence.</p> <p>David Williams asked if depreciation for the Village Hall is considered. The Treasurer replied that it isn’t due to the difficulty of assessing the lifespan of the building. The Chair stated that other village halls don’t depreciate their buildings, and that if a new hall or substantial works are required, it becomes a community concern and funding can be sought.</p> <p>Barbara Thomson proposed that the accounts be approved, and this was seconded by David Williams. The majority of those present voted in favour of acceptance.</p> <p>The Treasurer outlined plans to introduce a 100 Club to help raise funds for the Playing Fields and Village Hall. Members of the Club pay £2.00 per number per month, and half of the income each month is given as prize money to winning numbers that are selected</p> | |

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| | <p>by random number generation software. The results will be posted on the Village Hall website each month. The rest of the money will go towards the Playing Fields and Village Hall. The Club is open to anyone over the age of 16 who live in, around or otherwise have a connection with the village.</p> <p>Felicity Cox stated that this is a good idea and that she will email her contact list with the information.</p> <p>Scott Norman asked if there were any gaming or lottery implications. The Treasurer replied that as numbers are limited to 100, no licence is required.</p> <p>David Williams asked if the Club could have 100 members. The Treasurer replied that 100 numbers can be used, which could be one or more per member.</p> <p>Felicity Cox queried how the money would be paid. The Treasurer replied that a cheque or BACS payment in advance is the preferred method.</p> <p>Janet Palmer asked if members of clubs based in Stourpaine but who live elsewhere could be included. The Treasurer confirmed that they could.</p> <p>Peter Palmer asked if there is to be a big launch. The Treasurer confirmed that it would be launch shortly, with a start date of around Christmas.</p> <p>Janet Palmer asked if it could be launched at the Gardening Club meeting the next evening. The Treasurer confirmed that it could.</p> <p>David Williams queried whether the cost per number could be increased to increase income. Blue Donnebaer replied that it was best to keep the cost low to that it is widely accessible. It could be adapted later depending on how the Club goes.</p> <p>Those present agreed that it is a good idea and thanked the Treasurer for his work on it.</p> | |
| <p>6.</p> | <p>Election of Committee</p> <p>The Chair reported that no nominations to stand as Trustees had been received, although several people had expressed a willingness to help.</p> <p>The current Committee confirmed they would be willing to stand again. Felicity Cox proposed that the current Committee are re-elected, and this was seconded by Scott Norman. Those present voted in favour.</p> | |
| | <p>Any Other Business</p> <p>Scott Norman stated that a bid to Calor for funding had failed, but that the Parish Council will be buying a gazebo and a slide for the play area. This had been approved by the Children’s Committee.</p> <p>Scott Norman asked if a date had been set for the Village Fete for 2020. The Chair replied that it hasn’t been set yet, but is normally the last Sunday of June to avoid clashing with other local events.</p> | |

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| | <p>Scott informed the meeting that VE Day will be a Bank Holiday at the beginning of May, and that a street celebration will be held. The Chair advised that care should be taken to avoid clashing with the Church Spring Fair.</p> <p>Julie Dunk proposed a vote of thanks to the Chair for his hard work on behalf of the Playing Fields and Village Hall throughout the year. Those present showed their appreciation. Those present showed their appreciation with a round of applause.</p> | |
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the
accounts

Section A Independent Examiner's Report

Report to the trustees/
members of

Stourpaine Playing Fields and Village Hall Association

On accounts for the year
ended

31 July 2019

Charity no
(if any)

290651

Set out on pages

2,3,and 4

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2019.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: M. Williams

Date: 27 August 2019

Name: Margaret Williams

Address: 34 Manor Road

Stourpaine

Dorset DT11 8TQ

**Stourpaine Playing Fields & Village Hall Association
Income & Expenditure 2018/19**

| Name | Debit | Credit |
|---------------------------------------|------------------|------------------|
| Bookings | - | 10,543.26 |
| Private Donations | - | 40.00 |
| Institutional Donations | - | 8.20 |
| Bank Interest Received | - | 9.70 |
| Tennis Club | - | 832.25 |
| Fundraising Events | - | 2,528.62 |
| AFC Blandford | - | 1,005.00 |
| Gifts | - | 300.00 |
| Fete Etc. | - | 45.00 |
| Income | | 15,312.03 |
| | | |
| Fundraising Expenses | 92.93 | - |
| Fund Raising Expenses | 84.93 | - |
| Water Rates & Waste Disposal | 1,324.20 | - |
| Business Rates | 612.98 | - |
| Premises Insurance | 1,268.13 | - |
| Electricity | 960.85 | - |
| Gas | 1,734.63 | - |
| Heating Maintenance | 694.80 | - |
| Indemnity Insurance | 170.00 | - |
| TV, PRS & Drinks Licences | 952.50 | - |
| Internet | 300.00 | - |
| IT Equipment | 24.90 | - |
| Repairs and Renewals | 638.21 | - |
| Cleaning Materials | 192.08 | - |
| Fire Extinguishers | 67.20 | - |
| Ground Maintenance & Sports Equipment | 901.50 | - |
| Mowers maintenance | 593.53 | - |
| Booking Administration | 1,110.00 | - |
| Legal Fees | 145.20 | - |
| CapitalExpenditure(equipment) | 112.28 | - |
| Expenses | 11,980.85 | |
| | | |
| Profit | | 3,331.18 |

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Balance of Funds 2018/19

Opening balances 1/8/2018

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|----------------------------------|-------------------------|
| HSBC Current Trading account | 17,468.84 |
| HSBC Deposit Account (Sink Fund) | 3,690.64 |
| NatWest Current Account | 1,126.34 |
| | <u>22,285.82</u> |
| Add profit per accounts | <u>3,331.18</u> |
| Funds at 31/7/2018 | <u>25,617.00</u> |

Closing balances 31/7/2019

| | |
|----------------------------------|-------------------------|
| HSBC Current Trading account | 19,622.46 |
| HSBC Deposit Account (Sink Fund) | 5,994.54 |
| NatWest Current Account | - Closed 5/9/18 |
| Actual Funds 31/7/2019 | <u>25,617.00</u> |

Statement of Assets & Liabilities at 31/07/2019

| | Value at 1/08/2018 | Basis | Additions this period | Totals | Depreciation this period | Value at 01/08/2019 |
|---------------------------|-----------------------|---|--------------------------|------------|-----------------------------|------------------------|
| Buildings & Grounds | 552,176.00 | Insurance valuation 28/01/2018 | | 552,176.00 | | 552,176.00 |
| Ground Equipment | 4,200.00 | Mower | | 4,200.00 | 420.00 | 3,780.00 |
| Kitchen Equipment | 5,338.04 | Net Book value | 112.28 | 5,450.32 | 763.00 | 4,687.32 |
| IT Equipment | 2,000.00 | Net Book value | | 2,000.00 | 400.00 | 1,600.00 |
| Hall fittings & Equipment | 7,582.43 | Net Book value | | 7,582.43 | 910.00 | 6,672.43 |
| HSBC Trading Account | 17,468.84 | | | | | 19622.46 |
| HSBC Sinking Fund | 3,690.64 | | | | | 5994.54 |
| NatWest Current Account | 1,126.34 | Closed 5/09/2018 | | | | |
| Total Assets | 593,582.29 | Total Depreciation | | | 2,493.00 | 594,532.75 |
| | | (To be transferred to Sinking Fund this year) | | | | |