

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

Tuesday 6<sup>th</sup> December 2022 – Stourpaine Village Hall

## Present:

### Committee Members

Margaret Price – Chair

John Gardner – Treasurer

Julie Dunk – Secretary

Blue Donnebaer

Graham Spittle

Scott Norman – Parish Council representative

Felicity Cox

Peter Jones

Caroline Jones

Derek Gardiner

Joanna Gardiner

Keith Yarwood

Sarah Salmon

Catherine Gardner

Gerry Wingate

Woo Spittle

Jez Randell

Barrie Waterman

Anne Tomes

Frank Tomes

<b>1.</b>	<b>Opening of Meeting</b>  The Chair opened the meeting, welcomed everyone and thanked them for attending. The Chair introduced the Committee members.	
<b>2.</b>	<b>Apologies</b>  Apologies had been received from Barbara Thomson, Margaret Norman and David Williams.	
<b>3.</b>	<b>Minutes of the AGM 2021</b>  The draft minutes of the AGM held on 2 <sup>nd</sup> December 2021 had been available on the Village Hall website for 12 months.  Joanna Gardiner proposed that the minutes were accepted as a true record of the meeting. Felicity Cox seconded the proposal. The majority of those present voted in favour.	

	<p>The Chair explained that stop signs had been placed at the exit to the car park following concerns raised at the AGM 2021 about traffic not stopping and the potential for an accident.</p>	
<p><b>4.</b></p>	<p><b>Chair’s Report</b></p> <p>The Chair, Margaret Price, delivered her report:</p> <p>Good evening, and thank you for coming.</p> <p>It is my job to tell you a bit about what has been going on here at the Village Hall and Playing Fields and to point towards future plans, I also want to acknowledge and thank the people who have helped the management committee in various ways during the past year. However, this is a risky business and I hope I don’t offend anyone by missing them out!</p> <p>Stourpaine Village Hall has gained quite a reputation as the go-to place for children’s parties this year; also parties for considerably older citizens, wedding anniversaries, family gatherings etc. There have even been some wedding parties. Julie does a sterling job keeping up with the bookings, managing the meet and greet team and the billing etc. There are regular weekly bookings in The Hall and various organisations book The Hall for their regular meetings and courses. Table Tennis continues to be a popular activity. The Hall is also ideal for events such as yoga retreats, poetry festival and the recent Art show. John will say more about the financial aspects but suffice to say that The Hall generates a steady income.</p> <p>I think it is safe to say that everyone who uses The Hall thinks that it is a great venue - hence the repeat bookings. Thanks go to the team of people who do the Meeting and Greeting for users of the Hall, including, in addition to the committee members, Catherine Gardner, Peter Jones and Jackie and Steve Arnold.</p> <p>The Village Hall is kept in good order by a small team of cleaners on a weekly rota. Thanks go to Wendy Herbert, Kate Poulton, Caroline and Peter Jones and Julie Dunk. As ever, it would be good to have more people to help with this, but we manage. Peter also continues to help with maintenance issues, overseeing the heating etc. Again, thank you Peter.</p> <p>Since its opening seven years ago, the hall has required the odd repair but hasn’t needed major spending. However, there are a few areas of concern with regard to the “weathering” of the building and we foresee the need to carry out some repairs in the near future, particularly to the decking. This may indeed be an opportunity to upgrade/modify it to create more of a stage for outdoor events. We have commissioned a survey of the condition of both the hall and the pavilion and the report of this will generate a plan of works needed to maintain the buildings in good condition.</p>	

Of course, one of our great advantages is that we have such great indoor and outdoor facilities where events can be held which bring our community together. The Tennis club continues to be successful, the outdoor theatre company, The Rude Mechanicals had a successful evening in July for the second year running, and I believe they are intending to come again next summer. In September the excellent Garden Club Show returned with its diverse categories of flowers and produce, cooking, crafts and children's competitions.

The Village Hall and Playing Field were again at the heart of the community for the Jubilee celebration barbeque in June. This was a joint effort by the committee and the Parish Council and lots of people rallied round to help make it such a success. There was a great turn out and a good time was had by all. As part of these celebrations a Hornbeam was planted between The Hall and the playground as a long term memorial of the Jubilee.

We have run a number of Big Breakfasts this year which are always successful, and I know many, if not all, of you are regulars. They are useful as fundraisers, but I think they are even more important as a social opportunity to bring people together. Thank you to Wendy Herbert, Woo Spittle, Catherine Gardner, Geri Wingate, Barbara Thompson as well as the Committee who run these events like a well-oiled machine now! The next breakfast is on Saturday – see you there!

The installation of a pétanque ground has been discussed for a while now, and we invited some visitors from Parley Pétanque club to visit us in early September when they did a demonstration event for us and we were pleased that a good number of villagers came out in fairly dodgy weather to find out about the game. In the event, rain did not stop play as Tom had brought some indoor boules so we continued inside the hall! Lots of people signed up to express an interest in playing pétanque here in future. Since then, some of the committee went over to Parley to visit their club and had a few games with them and found out more about how to play the game, about clubs and leagues and about how to construct the playing surface. So we have decided that we should go ahead and install a pétanque ground. We have set up a sub-committee to come up with some proposals and costings, with a view to installation next year. The proposal is to fund it jointly with the Parish Council. We think this will definitely be of benefit to the village as people can come and play independently, or as part of an organised event, and maybe there will be sufficient interest to set up a Stourpaine Petanque club, although this isn't a prerequisite for building it.

The pavilion has seen more use this year, as it was used as a social hub for the Ukrainian people who had moved to the Village. With the help of a number of members of the community, largely organised by Al and Justine Parker, it was cleaned and tidied up and some sofas and things along with toys books etc were put in there to make it more comfortable. There were a number of social events held there, as well as it being used for more informal get-togethers, English lessons and so on. There was big event held there for Ukrainian Independence day at the end of August which was a lovely occasion attracting Ukrainian people from all around the area: apparently the largest Independence Day

celebrations in Dorset. Most of the Ukrainians who had been taken in by people in the village have now moved on into independent accommodation, some in Blandford some in Poole and one in the US. Some have moved into paid work. The hub served them well in a time of need, but that need no longer seems to be there so the hub as such is being wound up, with the agreement of the Hub committee. Of course the pavilion is still available if groups wanted to use it for future events.

The football pitch continues to be used informally for people practising their skills or just enjoying a kick-about. We have recently been approached by a couple of men who are interested in setting up a new football club based here. The committee have met with them and discussions are continuing while they investigate the practicalities from their side. The idea would be to rent out the pitch and pavilion on a match-by-match basis rather than hand over the pavilion to a club as “their” facility. We would retain control of the pavilion as a multi-use space, so it is still available for use by the tennis club, possible pétanque club, meetings and other hirers. Personally, I would be very pleased to see the pitch in regular use again.

We may need a bit of effort and expenditure to get the facilities back up to scratch, and find somewhere to store the stuff currently stored in the changing room. The playing surface is in pretty good nick but may also need some improvement. While I’m on the subject, thanks go to the people who do the mowing and other ground maintenance; mainly Peter Jones, Jez Randall and Stuart Perrot. We have discussed removing the dug-outs (the red & blue structures by the pitch), because they attract people loitering there leaving rubbish etc. However, we may need to review this if the football club comes to fruition as they are, I believe, a requirement for league matches.

Whilst we’re on the subject of the playing fields, we have continued to look at ways of managing the wider area in a more ecological way and are working on a plan for perhaps reducing the mowing and planting some more trees down the beyond the pitch and in the dog field. We have had a survey done of the existing trees by Dorset Council and find that there are some trees which need attention to maintain their safety, so we’ll be commissioning that work soon. We are also planning to give the hedge along the railway some attention, perhaps to plug some of the gaps which are opening up.

We have also decided that 2023 will see the return of the Village Summer Fete. I believe that the fete was last held in late June 2018. I hope that the whole village will be keen to come together to make this a really great event, and early in the New Year we will start the planning for this in earnest and I am sure there will be many willing volunteers to help.

In conclusion, I want to thank my fellow trustees, on the management committee, Julie, Blue, John, Scott and Graham, who all do so much to keep the Stourpaine Village Hall and Playing Fields running smoothly for the benefit of our community. We are a great team! Thank you!

	So that wraps up my report, are there any questions?	
<b>5.</b>	<p><b>Treasurer's Report</b></p> <p>The Treasurer presented his report on the accounts for the year ending 31<sup>st</sup> July 2022 which had been inspected and approved by Margaret Williams (see Appendix A). Copies of the accounts are at Appendix B. Overall the position is healthy, with a surplus of income over expenditure for the year of £5,885.49. Available funds are £59,718.99. £43,350.86 is in the deposit account as a sinking fund against future repairs and maintenance.</p> <p>John Gardner thanked Margaret Williams for examining and approving the accounts. He also thanked everyone who has joined the 100 Club as this is an important source of revenue for the Village Hall.</p> <p>Bookings were up on the previous year, reflecting a 'return to normal' following the pandemic closures.</p> <p>Electricity, gas, heating maintenance and indemnity insurance were all higher than the previous year due to reopening following closures due to the pandemic.</p> <p>Joanna Gardiner queried the high spend on mower maintenance. Peter Jones explained that it is a large job that is carried out according to the standard John Deere maintenance regime, and is necessary to keep the machine in a good workable condition.</p> <p>Keith Yarwood queried that lack of a fee income from the tennis club. The Treasurer explained that this is due to current ongoing negotiations between the Committee and the club.</p> <p>The Treasurer explained that the HSBC Bank has started to make charges on charities' bank accounts, and that he would look at the possibility of moving the account to a bank that doesn't charge. Jez Randell asked if a mutual financial organisation is a possibility rather than a large corporate bank. The Treasurer will look at suitable options to ensure best value.</p> <p>The Chair thanked John Gardner for being the Treasurer and helping to secure grants etc.</p> <p>Peter Jones proposed the accounts be accepted. Frank Tomes seconded this.</p> <p>The accounts were accepted by those attending.</p>	
<b>6.</b>	<p><b>Election of Committee</b></p> <p>No nominations for Trustees had been received.</p> <p>The present Trustees were willing stand again for the Committee.</p> <p>Woo Spittle proposed and Derek Gardiner seconded that the current trustees be elected. All present voted their agreement.</p>	
<b>7.</b>	<b>Any Other Business</b>	

Julie Dunk announced that she would stand down from the Committee, and from the role of Bookings Administrator, at the AGM 2023. Blue Donnebaer also announced that he would stand down from the Committee at the AGM 2023. Villagers will be encouraged to stand for the Committee ahead of the AGM, and the role of Bookings Administrator will be advertised in the new year to allow for a handover period.

Caroline Jones suggested the use of the Village Hall as a warm hub during winter. The Committee approved this idea. Julie Dunk will send an email to those on the village hall contact list asking for volunteers to help run the hub, with those interested to contact Caroline Jones. Scott Norman will investigate the possibility of a grant from Dorset Council. Keith Yarwood suggested having a laptop available to help people with online tasks.

Jez Randell asked if it would be possible to buy some topsoil and grass seed for the football pitch. There are some large holes that need filling, especially if a new football club is to be formed and to start playing next Autumn. Jez will put a proposal together for what is needed for the Committee to consider.

Felicity Cox thanked the Committee for their hard work and continuing support.

The meeting ended at 20.25.

**Appendix A**



**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**

**On accounts for the year  
ended**  **Charity no  
(if any)**

**Set out on pages**   
(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/07/2022 DD / MM / YYYY.

**Responsibilities and  
basis of report** As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

**Signed:**  **Date:**

**Name:**

**Relevant professional  
qualification(s) or body  
(if any):**

**Address:**

## Appendix B

### **Stourpaine Playing Fields & Village Hall Association Income & Expenditure 2021/22**

<b>Receipts</b>	<b>21/22</b>	<b>20/21</b>
Bookings	7,804.80	4,403.50
Donations & Grants	7,417.00	18,436.00
Bank Interest	9.90	0.98
Tennis Club	-	204.00
Fundraising Events	4,263.54	353.00
Fete	-	-
100 Club	970.00	868.00
<b>Total Income</b>	<b>20,465.24</b>	<b>24,265.48</b>

<b>Expenditure</b>		
Fundraising Expenses	1,270.90	
Water Rates	-119.95	596.00
Waste Disposal	187.76	189.00
Business Rates	287.68	20.29
Premises Insurance	1,503.46	1,269.17
Electricity	870.10	312.29
Gas	1,724.59	63.00
Heating Maintenance	336.00	
Indemnity Ins.	170.00	170.00
TV,PRS,Drink License	735.68	411.52
Internet	12.00	12.00
IT Equipment	-	
Repairs & Renewals	944.93	1,183.18
Cleaning Materials	54.94	109.25
Fire Safety	192.00	438.60
Ground Maint. & Sports	473.81	326.90
Mower Maint.	274.28	
Jubilee BBQ Expenses	4,118.93	
Booking Administration	212.40	562.40
Bank Charges	52.24	
Capital Exp.	278.00	
Charitable Donations	1,000.00	
<b>Total Expense</b>	<b>14,579.75</b>	<b>5,663.60</b>
<b>Profit/Loss</b>	<b>5,885.49</b>	<b>18,601.88</b>

#### **FUNDS AVAILABLE**

Trading Account Balance	16,368.13
Deposit Account Balance	43,350.86
<b>Total Funds in hand</b>	<b>59,718.99</b>



Statement of Assets & Liabilities at 31/07/2022

	Value at 01/08/21	Basis	Additions This Period	Totals	Depreciation this Period	Value at 31/07/2022	Annual Depreciation
Building & Grounds	552,176.00	Insurance valuation 28/01/2018		552,176.00		552,176.00	
Ground Equipment	3,061.80	Mower		3,061.80	306.18	2,755.62	10%
Kitchen Equipment	3,556.83	Net Book Value		3,556.83	497.96	3,058.87	14%
It Equipment	1,024.00	Net Book Value		1,024.00	204.80	819.20	20%
Hall Fittings & Equipment	5,167.13	Net Book Value	278.00	5,445.13	653.42	4,791.72	12%
HSBC Trading Account	43,159.54			HSBC Trading Account		16,368.13	
HSBC Savings Account	10,673.95			HSBC Savings Account		43,350.86	
<b>TOTAL ASSETS</b>	<b>618,819.25</b>		<b>Total Depreciation</b>		<b>1,662.35</b>	<b>623,320.40</b>	

Balance Sheet 31/07/21

Opening Balance 01/08/21

HSBC Current Account	43,159.54
HSBC Deposit Account	10,673.96
	<hr/>
	53,833.50
Add Profit per Account	5,885.49
Total	<hr/>
	59,718.99

Represented By

Closing Balance 31/07/22

HSBC Current Account	16,368.13
HSBC Deposit Account	43,350.86
	<hr/>
Total	59,718.99