

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

Wednesday 8th November – Stourpaine Village Hall

Present:

Committee Members

Margaret Price – Chair
John Gardner – Treasurer
Julie Dunk – Secretary
Blue Donnebaer
Scott Norman

Jackie Arnold
Steve Arnold
Sue Atkinson
Victoria Barlow
Chris Brown
Felicity Cox
Derek Gardiner
Joanna Gardiner
Catherine Gardner
Sharon Holloway
Victoria Keefe
Stewart Maybery
Linda Oxberry
Michael Oxberry
James Pain
Nicky Pain
Jez Randell
Barbara Thomson

1.	Opening of Meeting The Chair opened the meeting, welcomed everyone and thanked them for attending.
2.	Apologies Apologies had been received from Graham Spittle, Woo Spittle, Peter Jones, Caroline Jones, Margaret Norman, Pete Newton, Sandra Newton
3.	Minutes of the AGM 2022 The draft minutes of the AGM held on 6 th December 2022 had been available on the Village Hall website for 12 months. Scott Norman 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.

	There were no matters arising.
4.	<p>Chair's Report</p> <p>Good evening, and thank you for coming.</p> <p>I'm Margaret Price and I'm the current Chair of the Committee, and these are: Julie Dunk, John Gardner, Blue Donnebaer, Scott Norman. Graham Spittle is not able to be here this evening.</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 with the running of the Hall 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>The Hall continues to be well used by community groups, classes, one off events, private parties and so on. There are very few days when the Hall isn't in use for something. This, of course, is our main source of funding. Julie has been doing the job of Bookings Administrator for another year, but we do need someone to take over this role as she would like to step down.</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>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 Thomson as well as the Committee who run these events like a well-oiled machine now! The next breakfast is on Saturday – see you there!</p> <p>Last month's quiz night was very successful both as a social event and a fundraiser. Thanks largely to our question master Blue and excellent chefs Julie and Wendy.</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, Mari Lewis, Sarah Salmon and Julie Dunk.</p> <p>We have had a couple of Petanque sessions on the field on grass or the rough gravel behind the pavilion, with the help of Tom Wilson of Petanque England. We would still like to see a petanque pitch in front of the pavilion and have been investigating the availability of grants and getting planning permission for this. We feel that the full cost from current funds may not be justifiable, but if we could get a grant to cover some of the cost it would be a nice thing to have.</p> <p>We are very much aware of the increasing age of the Hall now, which will necessitate more repairs. We have had a condition survey to highlight what will be needed and when. The steps to the front of the Hall have been reinforced as they were becoming rotten in</p>

parts, and further work will be needed on the decking within the next couple of years. We do have some funds which have built up due to the careful husbandry of our accounts by John and the Committee, and this needs to be ringfenced for future repairs in the hall and pavilion rather than spent on additional facilities etc.

We have also had to spend some money on maintenance work on the pavilion, this year, the main thing was that a burst pipe brought the ceiling down in one of the changing rooms. Two external doors are also going to be replaced shortly. We are in discussion with Blandford AFC about the possibility of them using the playing fields and changing rooms, mainly for their women's and junior teams. Therefore, we have been working on clearing out the stuff stored in the pavilion, and it does need some attention to improve the condition of the changing rooms.

We have had a report done on our energy usage and considered ways in which we might be able to reduce this.

The old mower was stolen from the shed in June and after much debate, including investigating getting the grass cut by a contractor, it was decided to buy a new mower which the insurance company paid for, we only had to pay for the excess on the insurance policy. The shed door has also been reinforced, so we hope it won't happen again. Thank you to the team of volunteers who keep the grass under control: Peter Jones, Jez Randall, Guy Herbert, Stuart Perrot, Steve Oakley and Blue Donnebaer. We have a management plan for the grounds including setting aside some parts of the field and dog field to do less mowing and improve the biodiversity. We have also had a survey of the trees and some remedial works carried out. Some small trees have been planted in the dog field.

At last year's AGM a suggestion was made to set up a warm hub in the village hall and a small group of volunteers took this on and it has been operating on Tuesday mornings when the Post Office is also here, having transferred when the shop closed. It was set up with the help of a grant from Dorset Council. It continued throughout the summer when physical warmth wasn't necessarily the point, but the warmth of shared company on a Tuesday morning! It is much appreciated by the small number of villagers who attend.

King Charles's Coronation was celebrated here at the field with a marvellous shared picnic. There was a remarkable turnout with round 180-200 people attending. Although people brought their own food, there was a glass of prosecco to toast His Majesty and a team of bakers made cupcakes. Other volunteers decorated the field with bunting and flowers on the tables. Music was provided by The Blandford Stour Valley Band and Dan Baker. There was even dancing! A small-leaved Lime was planted as a memorial in the area to the side of the hall. The relatively modest cost of the event was covered by grants from The Big Lottery Fund and The Parish Council. Thank you to Julie Wigg for applying for Lottery Funding.

I have mentioned the people who have helped with the regular jobs involved in keeping the grounds and buildings in good order. Many others help with one-off events like the Coronation party, for which we are grateful. There is a form going around and if you feel able to add your name to our list of volunteers for various jobs please do so.

	<p>In conclusion, I want to thank my fellow trustees, on the management committee, Julie, Blue, John, Scott and Graham, who have all done 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!</p> <p>So that wraps up my report, are there any questions?</p> <p>There were not questions.</p>
<p>5.</p>	<p>Treasurer's Report</p> <p>The Treasurer presented his report on the accounts for the year ending 31st July 2023 which had been inspected and approved by Margaret Williams. Copies of the accounts are at Appendix A and are also available on the website. John Gardner thanks Margaret Williams for inspecting the accounts.</p> <p>A loss of £2,144.14 had been recorded for the year, due to the need to spend money on necessary repairs to both the Pavilion and the Village Hall. The Village Hall is coming to an age when investment is required to maintain it to a good standard, and work is required in the Pavilion to make it suitable for rental.</p> <p>The 100 Club has now finished for this year. John Gardner thanked those who had taken part in it and helped to raise almost £1000.00. The Club will hopefully start again in January 2024, if enough people join it. Only two prizes had been given out this year due to relatively low numbers of members (69). Hopefully more people will join next year and three prizes can be given out again.</p> <p>The annual cost of running the hall is approximately £12,251.00. This does not take account of any urgent repairs etc. The money in the current account reflects the annual running costs plus some contingency, and the money in the deposit account is ring-fenced for the necessary building works identified in the survey of the Pavilion and Village Hall buildings.</p> <p>The accounts were accepted by those attending.</p> <p>Jez Randell queried the interest rate currently being received for the deposit account, and whether switching banks might lead to a higher return. John Gardner explained that this had been looked into, but that the logistics of doing so are complicated, and that many banks are no longer offering accounts to charities and not for profit groups. Victoria Barlow confirmed this as a group she belongs to had their account closed down recently.</p> <p>Scott Norman also explained that the Committee had taken into consideration the need to access money to spend on the required building works, together with a new Committee needing time to consider any proposals.</p>
<p>6.</p>	<p>Election of Committee</p> <p>The current Trustees all stood down, as is required by the Scheme of Governance. All expressed their intention not to re-stand, some because they have completed their six year term, and some for personal reasons.</p>

	<p>One nomination for Trustee had been received ahead of the meeting from Sharon Holloway. Sharon was voted for unanimously as a Trustee.</p> <p>Victoria Barlow, Nicky Pain, Stewart Maybery and Vicktoria Keefe expressed their willingness to stand as Trustees.</p> <p>It was agreed that those willing to stand would complete a nomination form, and that an EGM would be held on Friday 24th November for the purpose of electing them to the Committee. The recently resigned Trustees committed to assisting the new Trustees to ensure a seamless handover, and would meet with them ahead of the EGM.</p>
7.	<p>Any Other Business</p> <p>Victoria Barlow asked when the last summer fete had been held. Margaret Price replied that it was last held in 2018.</p> <p>It was agreed that a fete should be held in 2023 if there are enough willing volunteers to organise and run it.</p> <p>Felicity Cox thanked the Committee for their hard work and continuing support. A round of applause was given.</p> <p>Scott Norman thanked Margaret Price for her role as Chair of the Committee, and wished her well for her forthcoming travels.</p> <p>The meeting ended at 20.21.</p>

Appendix A

Stourpaine Playing Fields & Village Hall Association Income & Expenditure Year 2022/2023

Receipts

Bookings	9,964.50
Donations & Grants	970.00
Bank Interest	374.09
Tennis Club	616.00
Fundraising Events	3,744.13
Coronation Picnic Lottery Grant	1,225.00
100 Club	999.00

Total Income 17,892.72

Expenditure

Fundraising Expenses	1,512.75
Water Rates	373.00
Waste Disposal	194.48
Business Rates	268.20
Premises Insurance	1,804.18
Electricity	1,322.49
Gas	3,621.94
Heating Maintenance	-
Indemnity Ins.	174.20
TV,PRS,Drink License	580.06
Internet & Software	250.80
IT Equipment	-
Repairs & Renewals	1,377.53 (includes Survey)
Cleaning Materials	181.28
Fire Safety	85.20
Ground Maint.& Sports	962.58
Coronation Expenses	1,201.99
Bank Charges	91.07
Rerwiring of Pavilion	1,531.33 *
Repairs to Pavilion	2,523.78 *
Tree Surgery	1,980.00 *
Charitable Donations	-

Total Expense 20,036.86

Profit/Loss -2,144.14

FUNDS AVAILABLE

Trading Account Balance	19,885.01
Capital Reserve Account	37,689.84

Total Funds in hand 57,574.85

Capital Reserve Account- Outgoings

Repairs to Pavilion(from Deposit A/C)	2,287.00
Repairs to Pavilion(from Deposit A/C)	236.78
Rerwiring of Pavilion	1,531.33
Tree Surgery	1,980.00

Total 6,035.11

* EXTRAORDINARY EXPENDITURE

Statement of Assets & Liabilities at 31/07/2023

	Value at 01/08/22	Basis	Additions This Period	Totals	Depreciation this Period	Value at 31/07/2023	Annual Depreciation
Building & Grounds	552,176.00	Insurance valuation 28/01/2018				552,176.00	
Ground Equipment	2,755.62	Mower		2,755.62	Stolen	Nil	10%
Kitchen Equipment	3,058.87	Net Book Value	-	3,058.87	428.24	2,630.63	14%
It Equipment	819.20	Net Book Value	-	819.20	163.84	655.36	20%
Hall Fittings & Equipment	4,791.72	Net Book Value	-	4,791.72	575.01	4,216.71	12%
	563,601.41			11,425.41		559,678.70	
HSBC Trading Account	16,368.13			HSBC Trading Account		17,156.78	
HSBC Capital Reserve Account	43,350.86			HSBC Savings Account		37,689.84	
TOTAL ASSETS	623,320.40		Total Depreciation		1,167.09	614,525.32	

DRAFT

Balance Sheet 31/07/2023

Opening Balance 01/08/22	16,368.13
HSBC Current Account	19,885.01
HSBC Capital Reserve Account	37,689.84
Add Profit/Loss per Account	<u>-2,144.14</u>
Total	55,430.71

Represented By

Closing Balance 31/07/23	
HSBC Current Account	19,885.01
HSBC Capital Reserve Account	37,689.84
Profit/Loss Per Account	<u>-2,144.14</u>
Total	55,430.71

Running Costs Budget

Annual Running Costs

Water Rates	324.00
Waste Disposal	145.00
Business Rates	247.00
Premises Insurance	1,950.00
Electricity	1,400.00
Gas	3,700.00
Heating Maintenance	200.00
Indemnity Ins.	175.00
TV,PRS,Drink License	580.00
Internet & Software	250.00
IT Equipment	50.00
Repairs & Renewals	700.00
Cleaning Materials	160.00
Fire Safety	85.00
Ground Maint.& Sports	1,000.00
Bank Charges	85.00
Booking Clerk	1,200.00
Total	12,251.00