

BUCKLAND NEWTON VILLAGE HALL COMMITTEE

Minutes of the Annual General Meeting held at the Village Hall on 29th June 2018 at 7.30 pm

ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Katherine Hayens [KH], Jan Marpole [JM], Trevor Marpole [TM], Ian Scott [IS], Sue Sulkin [SS].

1. APOLOGIES

Apologies were received from Fran Parker [FP] and Cathy Shippey [CS].

2. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 27th JUNE 2017

The minutes were circulated by the Minute Secretary. Approval of the Minutes was proposed by Jan Marpole, seconded by Sue Sulkin, agreed unanimously by those at that meeting and signed by the Chair.

3. MATTERS ARISING

None

4. CHAIR'S REPORT

The Chair reported as follows:

The past year had been a trouble free and quiet year for the Village Hall Committee since the AGM in June 2017. With no matters requiring action, the second Committee Meeting required by the constitution was held by email in February 2018.

The outstanding issue facing the hall for the coming year was the retirement of Sue Sulkin as she would be moving outside the village. She had been the principal stalwart to the good running of the hall for around a quarter of a century. The Committee had relied on her doing a multi-tasking job as Bookings Secretary and Treasurer, organizing work required and acting as the social and business secretary. Under her vigilant eye she had encouraged and overseen an ever increasing use of the hall both from the village and outside hirers. It was important to place on record how indebted not just the committee but the whole village were to her for her dedicated work over the last 2 to 3 decades. The Committee would not be aware of just how much we miss all that she had done to keep the hall running so smoothly until she was no longer in the village to provide guidance.

It was now necessary to find several Committee members to carry out the individual roles she had been taking care of. The Committee was indebted to Ian and Katharine Scott for offering to take on the role of Booking Secretary and all that this entailed under the new Privacy Act. It would also be necessary to appoint a Social/business secretary who could also deal with the cleaner and

gardener and a new Treasurer/Finance officer.

Thanks to Sue Sulkin, the finances continued to be healthy and it had been possible to easily afford the cost of heating oil along with the regular expenses of Insurance, heating, lighting, cleaning, gardening and having the boiler and Fire Extinguishers serviced.

Similarly, thanks and appreciation were very much owed to Trevor and Jan Marpole who had so willingly responded to repair and maintenance issues throughout the year, and to the rest of the committee who had stepped in when required, particularly their efforts during the August repaint and clean-up of the hall.

The Committee had been caught up in the new Privacy Act and Jeremy Collins had done sterling work on creating an appropriate Privacy Policy, with all its supporting documentation, ensuring that the policy was on the on the village website www.bucklandnewton.com before the required deadline of 25th May 2018. Thanks were due to Jeremy as this had been no mean feat for any small organization. The Privacy Policy was to be approved at this AGM and updated, if required, in future years,

Bookings had gone well with village use predominating, underpinned by the regular hirers of the Lunch Club, Youth Club, Village Café, Lydden Ladies, Gardening Club, Little Goslings, Art Classes and hugely popular exercise classes of Keep Fit, Pilates and Yoga. Artsreach had brought a string of very enjoyable evenings and really valuable remuneration to the Hall thanks to the efforts of Ian and Katharine Scott and Fran Parker.

From outside, elections, mini conferences and other celebrations and parties continued to provide a significant input to the budget. The hall was being well used throughout the year which had enabled fees to be kept modest....very modest compared to village halls elsewhere in the local area....and thanks to freely given in-house maintenance from within the committee, the Hall was more than paying its way.

Overall all it had been a good past year for the Hall, thanks to all the efforts of all the Committee.

5. TREASURER'S REPORT

The Treasurer presented the accounts for the year and reported as follows:

The Hall continued to thrive, hosting all the usual events and once again showed an excess of income over expenditure. The main constant source of income was generated from the regular classes and users of the Hall. The Fete gave the Hall £750 which paid for the fencing around the patio and the electrical check which was done in May 2018. The Parish Council continued to contribute £250 per annum towards the cost of the Post Office.

Expenses other than the running costs had been minimal once again thanks to Trevor Marpole. The Gardener could be employed to do more than the mowing and strimming if necessary. The Cleaner Tina had had a couple of operations and been unavailable but should return in July; in the meantime Sarah Cheyne had stepped into the breach and was most reliable. The floor was to be treated in August by Mr Burch and would cost approximately £450. The Fete Committee would be asked for a donation towards that cost.

TM

Artsreach continued to use the Hall and in the past year had donated £324.50 from the Refreshments and £329.80 from the Box Office. Apart from generating this useful income, their events introduced new people to the Hall. A big 'thank you' was due to Ian and Katharine for their involvement.

Little Goslings had used the funds allocated to them for a new storage hut and have erected this on the patio area.

A new Treasurer would need to be found in the near future and Ian and Katharine had kindly agreed to handle the bookings. A Secretary would possibly be needed to deal with the gardener, cleaner and insurance.

Finally, the Committee should be aware that the newly re-opened pub would take some of the Hall's customers and it might be necessary to advertise more widely if income were to be affected. The Hall could certainly be more widely used in the school holidays and at weekends.

Adoption of the accounts was proposed by Ian Scott, seconded by Katharine Hayens and agreed unanimously.

6. NOMINATIONS TO THE HALL MANAGEMENT COMMITTEE FROM USER ORGANISATIONS

It was noted by Ian Scott that the Trust Deed under which the Village Hall was governed listed only certain organisations as having representatives on the Village Hall Committee: Buckland Newton Badminton Club, Buckland Newton Branch of the British Legion, Buckland Newton Brownies, Buckland Newton non-Conformist Churches, Buckland Newton Parish Council, Buckland Newton Parochial Church Council, Buckland Newton Playgroup, Buckland Newton 77 Society, Buckland Newton 60 Plus Society, Buckland Newton Women's Institute, Buckland Newton Youth Club. Additionally, the Committee may co-opt not more than three members.

The Buckland Newton Badminton Club, Buckland Newton non-Conformist Churches, Buckland Newton Brownies, and Buckland Newton 77 Society had all ceased to exist. The Buckland Newton branch of the British Legion had been subsumed into the Cerne

Abbas branch. The Playgroup had moved to the school but has effectively become the Toddlers Group. The Buckland Newton Women's Institute had become Lydden Ladies, and the Buckland Newton 60 Plus Club had become the Lunch Club. As these were in effect changes of name only, rather than function, the nominations were as follows:

Lydden Ladies – Jan Marpole
Parochial Church Council – Jeremy Collins
Parish Council - Nicki Barker
Youth Club – Kate Parish
Toddlers – Natalie Cash
Lunch Club - Susan Moring

Co-opted representatives would be as follows:

Gardening Club - Viviane Bernhard
Fete Committee – Vinnie McKenna

Appointment of the above members was proposed by Jeremy Collins, seconded by Nicki Barker and agreed unanimously.

The following groups were represented by existing members of the Committee:

Yoga – Sue Sulkin
Village Café - Fizz Lewis
Pilates – Fran Parker
Art Class – Cathy Shippey
Gardening Club – Viviane Bernhard
Artsreach – Katharine Hayens
BAPS – Trevor Marpole
Fete Committee - Vinnie McKenna, subject to being elected as a co-opted member of the Committee (see Item 7 below).

It was noted that the current Pilates instructor was considering moving her class to Kings Stag. Katharine Hayens undertook to investigate an alternative instructor should this happen.

7. **ELECTION OF OTHER MEMBERS OF THE COMMITTEE**

Co-opted members Ian Scott, Viviane Bernhard, and Vinnie McKenna were proposed by Jeremy Collins, seconded by Nicki Barker and agreed unanimously.

8. **APPOINTMENT OF AUDITOR**

The appointment of Sharon Calcutt as auditor was proposed by Ian Scott, seconded by Katharine Hayens and agreed unanimously. The honorarium was agreed at up to £100.

9. **PRIVACY POLICY**

Jeremy Collins explained the effects of the new General Data Protection Regulations (GDPR) which had come into effect on 28th May 2018. The GDPR replaced and strengthened the existing Data Protection Act and required considerably more stringent application of data protection principles. This included having an

agreed Privacy Policy and Statement, which was tabled, plus clear audit trails of documentation of adherence to the principles. Following a question by Ian Scott, Jeremy Collins noted that there were still uncertainties surrounding registration and payment of a registration fee and that he was awaiting clarification from the Information Commissioner's Office. In the meantime, adoption of the Privacy Policy and Statement was proposed by Trevor Marpole, seconded by Ian Scott and agreed unanimously. The various documents were added to the Minute Book and signed by the Chairman.

10. **REVIEW OF HIRE CHARGES**

Sue Sulkin suggested that new rates, covering one hour and one-and-a-half hour bookings be introduced. A complete review of hire charges would be undertaken with the new Treasurer.

10. **GARDENERS AND CLEANERS**

There was a possibility more gardening work would be needed, but a decision was deferred until after the annual clean-up.

11. **WORK REQUIRED ON HALL**

The annual summer clean-up was fixed for the Saturday 18th and Sunday 19th August. Work needed was general internal painting, window cleaning, guttering cleaning, sanding and oiling of noticeboard, pressure-washing of some outside walls, clearing of flies from roof blinds and attention to the lighting bar.

12. **ITEMS RAISED FROM THE FLOOR AND ANY OTHER BUSINESS**

None.

The meeting closed at 8.40 pm.

All Users

Note concerning Charity Commission Scheme document and appointed representatives / co-opted members

The Trust Deed defines the Committee of Management as follows (*only relevant paragraphs have been included here*):

COMMITTEE OF MANAGEMENT

4. Constitution. - Subject as hereinafter, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of seventeen persons (hereinafter referred to as Members) being **Six Elected Members** and **Eleven Representative Members**.

5. Elected Members. - Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall hold office from the end of the annual general meeting at which they are appointed.

6. Representative Members.

(1) One Representative

Member shall be appointed by each of the following organisations:

- Buckland Newton Badminton Club
- Buckland Newton Branch of the British Legion
- Buckland Newton Brownies
- Buckland Newton non-Conformist Churches
- Buckland Newton Parish Council
- Buckland Newton Parochial Church Council
- Buckland Newton Playgroup
- Buckland Newton 77 Society
- Buckland Newton 60 Plus Society
- Buckland Newton Women's Institute
- Buckland Newton Youth Club.

(2) Each organisation shall notify the name of the person appointed by it to the secretary of the Committee.

(3) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

(4) If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting. The term of office of a Representative Member so appointed and of a Representative Member appointed to fill a casual vacancy shall commence on the day on which notification is received by the said secretary.

7. Co-optative Members. - The Committee may appoint if they think fit not more than **three Co-optative Members**. Each appointment of a Co-optative Member shall be made at a meeting of the Committee to take effect from the date of that meeting.

9. Additional representative members. **The Committee shall have power by a resolution passed at a**

duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this Scheme.

10. Alteration of constitution of Committee. – The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.

13. Declaration by Members. - No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing in the minute book of the Committee a declaration of acceptance and of willingness to act in the trusts of the Charity.

Observations

The Buckland Newton Badminton Club, Buckland Newton non-Conformist Churches, Buckland Newton Brownies, and Buckland Newton 77 Society have all ceased to exist. The Buckland Newton branch of the British Legion has been subsumed into the Cerne Abbas branch. The Playgroup has moved to the school but has effectively been replaced by the Toddlers Group. The Buckland Newton Women's Institute has become Lydden Ladies, and the Buckland Newton 60 Plus Club has become the Lunch Club. As these are in effect changes of name only, rather than function, it seems reasonable that the Committee should agree that the re-named groups should have appointed representatives.

Nominations were therefore as follows:

- Lydden Ladies – Jan Marpole
- Parochial Church Council – Jeremy Collins
- Parish Council - Nicki Barker
- Youth Club – Kate Parish
- Toddlers – Natalie Cash
- Lunch Club - Susan Moring

Of the remaining organisations:

- Yoga
- Village Café
- Pilates
- Art Class
- Gardening Club
- Artsreach
- BAPS

The proposed nominations are already members of the Committee, so no problem there apart from the fact that these groups are not named in the Trust Deed.

The three Co-opted Committee Members would therefore be as follows:

- Ian Scott
- Gardening Club - Viviane Bernhard
- Fete Committee – Vinnie McKenna

Strictly speaking, ALL members should sign the Minute Book after each AGM to indicate their willingness to serve on the Committee.

We should also note the requirement for a quorum at meetings, viz: “The number of Members who

shall form a quorum at meetings of the Committee, provided that the number of Members who shall form a quorum shall not be less than **one-third of the total number of Members for the time being**".

With a 'full house' of members, the quorum would therefore be 6. We may have been perilously close to this at some meetings! In this event, the Committee can have discussions but may not make any binding decisions.

Recommendations

1. The Committee should draw up and pass a Resolution altering the names of the representative Organisations, deleting the defunct ones and adding the new ones. This should be quite straightforward and not involve solicitors as the Committee is already empowered to do this. The changes must be agreed by at least two-thirds of the Committee Members (i.e. 12 members). We then submit the Resolution to the Charity Commissioners. Could probably do the Committee Meeting by e-mail as long as we have a record of replies from Members as an audit trail.
2. All Members to sign the Minute Book at or after AGMs to indicate willingness to serve. Probably a minor logistical nightmare unless all members attend AGM!
3. We make sure we have a quorum at meetings.

Jeremy Collins