

MINUTES – ANNUAL GENERAL MEETING
ENGLISH BICKNOR VILLAGE HALL and BAR

The Annual General Meeting of E.B. Village Hall & Bar was held at the Hall on Monday 20th November 2023 at 7.30pm

1 PRESENT:

Mr. P. Gwilliam (Chairman), Mrs. A Watkins (Vice Chair), Mrs. S Shelbourn (VH Treasurer), Mr. R Waldron (Treasurer – BAR), Mr. J Entwistle (Secretary), Mrs. J Maxfield (Functions), Mrs. D Gwilliam (FOSM), Mrs. R Lacey (History Group), Miss M Fox (Tuesday Lunch), Mrs. C Sandler (Gardening), Mr. Peter Warden (PC), Mrs. Sally Longley (WI).
Mr. Matt George, Mrs. Jade Harris, Mr. N Watkins, Mr. David Gunter, Mrs. Pat Drinkall, Mr. Keith Thompson, Mr. Roy Jago, Mrs. Sarah Watkins, Mr. Martin Shipley, Mr. Marcus Sutton.

2. APOLOGIES:

Mr. K Froud (Table tennis), Mrs. J McHattie (PCC), Mrs. J Bradley (Bookings Secretary), Miss L Bonser (School),

3. MINUTES OF LAST MEETING

There was an outstanding action from the last 2022 AGM as there was still an issue with the lack of external light by the waste bins, raised by S Yem. New lighting has been installed around the VH to illuminate the Carpark and other areas. **Action CLOSED.**

As this point is now closed the 2022 minutes were accepted as a true record.

4. MATERS ARISING

Acceptance of the new Governance Document: The Governance Sub Group has completed a new governance document. The document details change as to how the charity is administered to bring the management of the charity in line with the most recent Charity Law and Charity Commission guidance. The 1934 Conveyance will remain in place. Clause 11 of the 1934 Covenant allows changes to be made as to how the charity is administered. The new Governance document describes these changes. The document has been shared and reviewed by the user group representatives.

The main changes are described below:

- In 1934 there were only trustees. More recent Charity Commission guidance and charity law has introduced two types of trustees.
- The new document clarifies the difference between Holding (Land /Property) Trustees and Managing Trustees (Legally responsible and accountable for the charity).
- The document clarifies the roles and responsibilities of Managing and Holding Trustees.
- The document introduces Managing Trustees Meetings.
- The document includes a complaints policy, personal data protection declaration and trustees' declaration.
- The Charity Commission website now correctly holds the names of Managing Trustees and not Holding Trustees.

The Charities Commission has been informed of our intention to make these administrative changes.

When accepted by the Charities Commission the new Governance Document will be placed on the VH Website. **Action:** Secretary/Simon Andrewes.

Mrs. P Drinkall expressed concerns that in the new Governance document the committee was smaller and user group reps did not have a vote. The secretary explained that this is now correct as the six Managing Trustees are responsible and accountable for the charity and not user group reps.

Some attendees were concerned at the lack of visibility of this document. Mrs. R Lacy explained that her husband Mr. S Andrews is now able to upload documents onto the English Bicknor website. The secretary will also place bullet points into the Parish Magazine explaining the changes which the new Governance Document will bring.

The Managing Trustees have agreed the content of the document. A vote was then taken to gain agreement from the association members at the AGM. There was a majority vote in agreement to accept the document.

5. CHAIRMAN'S REPORT

Mr. Phil Gwilliam (Chairman) thanked all the committee for their ongoing support and continued hard work throughout the year.

The VH has been well maintained during the year. The inside of the hall has been decorated and the outside rendering has been repaired and painted. The committee has received favorable comments about the hall from user groups and also people who have booked the hall for events.

Cheltenham Town Youth Football have started to use the playing field for training and matches on Saturday mornings.

Joan Maxfield won an award from Allied Dunbar Insurance Company for her long and tireless support to the village hall. The money she won has been spent on buying more round tables for the hall and table cloths.

The hall has had a new heating control system installed which should improve the efficiency of the system and make the hall more comfortable.

6. TREASURERS REPORT

Mr. Roy Waldron presented the Treasurers Reports for the **VH Bar**. The bar treasurer pointed out that the bar and VH accounts have been rationalized and that the bar accounts now only show income and expenditure of the bar only.

Opening Balance - £8,500.94.

Total Bar Income - £12,238.37 (approx. £3,000 lower than last year)

Bar Gross Profit/ Total Operational Income - £4,540.02 (approx. £1600 lower than last year).

Total Expenditure £1,068.80.

Operational Profit/Loss - £3,471.22 (last year -£16,217.63, £10,000 donation for patio)

Closing Balance £11,972.16.

The bar will donate approx. £3,500 to the VH leaving an opening operating balance for FY 23/24 of approx. £8,500.

Mr. N Watkins suggested that bar staff should be paid for their time and that an advert for paid bar staff should be placed in the village magazine. It was explained that the bar does not make enough to pay staff for small events such as the Friday night 'pop up bar' but paying staff for larger events such as weddings and wakes may be possible.

Mrs. Sharon Shelbourn VH Treasurer presented **VH Hall** Accounts.

The treasurer began by stating that there had been 38 booked events at the VH in this accounting period.

Opening Balance £30,466.76 which is approx. £1,000 higher than last reporting year.

Total Operational Income £12,606.15 (approx. £6,000 less than the last financial year).

Total Expenditure £20,636.12.

Operational Profit/Loss -£5,120.97.

Closing Balance £23,754.06.

Income from bookings, weddings, wakes etc. was £4,355. Income from user groups was £2,212. The users group booking fees may have to increase as they have remained the same since 2009. With the removal of the electricity price cap in February next year prices will probably increase.

The VH had a donation of £2,000 for the play area development which has now been transferred into the Restricted Fund. Mrs. Joan Maxfield's £1,000 award has also been received.

Functions such as the Jigsaw Sale, Harvest Lunch, Breakfasts, Friday Night 'Pop Up' etc. all raised £3,039.15.

An invoice has been sent to the Youth Football management for 3 months hire of the playing field and changing rooms at a cost of £45 per training/match session.

The maintenance of the hall this year has cost £5,443.56. This includes the 5-year electrical safety checks, new external lights and a new kitchen cooker and tea urn.

The Gloucestershire Football Association donated 70% (£1,039.00) of the cost of the football posts for the Youth Football Team.

For clarity the Restricted Account is not part of the Charity and is used to collect donations for the development of the children's playing area. The Lucy Machen and George Wyrhall charities have agreed to pay for the annual safety inspection fee for the play area (£234). This sum is paid into the Restricted Account and then used to pay the inspection fee. No donation money will be used to inspect or maintain the play area. A sum of £408 which was sat dormant in the account was transferred into the VH account.

Mrs. C Sandler is not happy with this arrangement as she believes that this is not what the VH Committee was told. The Trustees disagree with this point of view.

Mrs. P Drinkall asked about the play area warranty. The play area equipment has a 20-year warranty. It was agreed with Bicknor Bears, who funded the construction of the play area, that the VH would not pay for its continued maintenance or annual inspection.

7. ELECTION OF OFFICERS

The election of Officers/Managing Trustees was undertaken. All Officers/Managing Trustees resigned and no new nominations came forward. The Officers/Managing Trustees were proposed and seconded as below:

Position	Holder	Proposed by	Seconded by
CHAIRMAN/Trustee	Mr. P Gwilliam	Mr. R Jago	Mrs. R Lacey
VICE CHAIRMAN/Trustee	Mrs. A Watkins	Mrs. D Gwilliam	Mr. K Thomson
BOOKINGS SEC:	Mrs. J Bradley	Mr. P Gwilliam	Mrs. J Maxfield
TREASURER (HALL)/Trustee	Mr. S Shelbourn	Mr. S Watkins	Mr. R Jago
TREASURER (BAR) Trustee	Mr. R Waldron	Mr. P Warden	Mr. R Jago
SECRETARY/Trustee	Mr. J Entwistle	Mrs. S Watkins	Mr. D Gunter
VILLAGE REP	Vacancy		
FACILITIES MANAGER/Trustee	Mrs. D Gwilliam	Mrs. R Lacey	Mr. M Sutton

A representative from each organisation that uses the hall regularly, will be invited to at least two Managing Trustees meetings per year.

User Group	Representative
W I	Mrs. S Longley
Gardening Club	Mrs. C Sadler
FOEBS	Miss L Bonser
Friends of St Mary's & Functions	Mrs. D Gwilliam
Table Tennis Club	Mr. K Froud
Tuesday Lunch Club	Mrs. M Fox
PCC	Mrs. J McHattie
Functions Committee & Whist Club	Mrs. J Maxfield
Local History	Mrs. R Lacey
Parish Council	Mr. P Warden

The Chairman also stated that the VH also needs one more Holding Trustee and one Managing Trustee and invited anyone who has an interest in these rolls to come forward.

There is also a vacancy for a new village rep as Mrs. Z Roberts has resigned from this position. The Chairman asked if anyone had an interest in this position to come forward.

During the last year Mr. D Gunter has become a Holding Trustee. The floor was asked if there were any objections to this appointment. No objections were made.

Mrs. P Drinkall asked who the Holding Trustees are. They are Mr. P Gwilliam, Mr. B Haile, Mr. N Watkins and Mr. D Gunter. It was explained that the Holding Trustees only hold responsibility for the land and property of the charity and they play no role in the 'day to day' management of the charity.

8. AOB

During the meeting there were several comments about the transparency of and access to VH Minutes and other documents. Mrs. B Lacy stated that the VH Website can now be used to upload documents. The Secretary also stated that there would be more use of the Parish Magazine to pass relevant information to parishioners.

The Chairman asked if the floor had any ideas for projects which the VH may support in the next year.

Mr. Marcus Sutton asked if an orchard could be planted at the far end of the playing field as this ground is unusable due to waterlogging. His idea is that people could buy/donate a tree and have it planted in that area. **Action:** The trustees will consider this request.

The Secretary asked if the VH could buy more gazebos for use at the village fete as several of them need replacing. The VH Treasurer pointed out that FOSM usually bought the gazebos and not the VH. The school has just bought four new ones recently. **Action:** The Trustees to discuss this issue at their next meeting.

The VH has been decorated but the walls are becoming marked due to chair backs rubbing on the walls. The VH Treasurer asked if the VH could fund the installation of a dado rail to prevent this damage. This was unanimously agreed.

Mr. M Sutton and Mrs. P Drinkall asked if the VH Trustees had any plans to develop the playing field. A running track or tennis court was suggested. **Action:** The Trustees will consider these requests at their next meeting.

Being no more questions, the Chairman closed the meeting at 9.15 p.m.

Signed: