

Naphill Village Hall & Playing Fields Council

**Minutes of the Annual General Meeting**

**Held on Monday 26<sup>th</sup> March 2018 at 8.00pm**

**Present:** Clive Lawrence, Chairman  
Judy Whitehouse, Secretary  
Tanya Stevens, Lettings Secretary  
Paul Riglar, Treasurer

**Members:** Daisy Leek, Jenny Price, Cathryn Carter, Ruth Daly, Judy Redrup, Norma Clarke, Dennis Lynch, June Lynch, Clive Lawrence, David Fletcher, Dave Evans, Pam Smith, Andrew Wasilewski, Linda Clark, Dani Bowman, Peggy Ewart, Toni Green, Ruth Daly, Sheila Draper, Linda Clark

**In Attendance:** Richard Pushman, Valerie Pushman, Ron Carter, John Harris

<b>Ball</b>	<b>Action</b>
<b>1. Apologies for Absence</b>  Sonia Goby, Sarah Bacon, Bob Hathaway, Clive Rowland, Gloria Leflaive	
<b>2. Declarations of Items to be Taken Under Any Other Business</b>  None declared.	
<b>3. Declarations of Interest</b>  There were no declarations of interest.	
<b>4. Minutes of Previous Meeting</b>  The minutes of the last AGM on Monday 3rd April 2017 were agreed and signed by the Chairman as a true record of the meeting.	
<b>5. Matters Arising</b>  None	
<b>6. Trustees' Report</b>  The Chairman welcomed the members and guests who were attending and read out his annual report.  Peggy Ewart requested that we mention that a full condition survey has been carried out which is now guiding our strategic plan.  Ruth Daly requested that we also mention the input from the younger members of the community this year who have very successfully fundraised for an outdoor table tennis table.  With these two additions it was proposed by Andrew Wasilewski and seconded by Cathryn Carter that the Chairman's report be adopted. Voting took place. <b>CARRIED UNANIMOUSLY</b>	

<p>A copy of the report is retained for the records and will be circulated with the minutes. The content will be transferred to the Charity Commission Annual Report format and uploaded to the Charity Commission web site as part of our annual return.</p> <p>The Chairman thanks all Trustees, volunteers and members of the community who had helped make this a very successful year for the village hall.</p>	<p><b>Judy W</b></p>								
<p><b>7. Treasurer's Report and Presentation of Accounts</b></p> <p>The Treasurer delivered his report, copies of which were circulated in advance of the meeting and to those present.</p> <p>He confirmed that the accounts had been examined and agreed by John Harris as the appointed Independent Examiner, who was thanked for examining the accounts.</p> <p>There were no questions raised.</p> <p>It was proposed by Norma Clarke and seconded Linda Clark by that the Treasurer's report be adopted. Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p>John Harris congratulated the Treasurer on his meticulous accountancy.</p> <p>A copy of the Treasurer's Report is retained for the records and will be circulated with the minutes. The signed report will be uploaded to the Charity Commission web site as part of our annual return.</p>	<p><b>Judy W</b></p>								
<p><b>8. Appointment of Elected Members (Village Representatives)</b></p> <p>It was proposed by Judy Whitehouse and seconded by Tanya Stevens that the existing elected members be re-elected en bloc. The full list of six elected village representatives is:</p> <ul style="list-style-type: none"> <li>a. Sarah Bacon</li> <li>b. Daisy Leek</li> <li>c. June Lynch</li> <li>d. Andrew Wasilewski</li> <li>e. Clive Lawrence</li> <li>f. Cathryn Carter</li> </ul> <p>Voting took place - <b>CARRIED UNANIMOUSLY</b></p>									
<p><b>9. Confirmation of Appointed Members (Village Organisations)</b></p> <p>It was noted that the Naphill Festival Committee now has an appointment to the Trustee list. The appointed members were confirmed as:</p> <table data-bbox="159 1971 957 2105"> <tr> <td>Christians in the Community</td> <td>Norma Clarke</td> </tr> <tr> <td>Hughenden Parish Council</td> <td>Peter Williams</td> </tr> <tr> <td>Naphill Junior Football Club</td> <td>Bob Hathaway</td> </tr> <tr> <td>Naphill Senior Football Club</td> <td>Clive Rowland</td> </tr> </table>	Christians in the Community	Norma Clarke	Hughenden Parish Council	Peter Williams	Naphill Junior Football Club	Bob Hathaway	Naphill Senior Football Club	Clive Rowland	
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<p>Naphill Men's Club  Naphill Neighbours  Naphill Residents' Association  Naphill Scout &amp; Guides HQ  Naphill Tennis Club  Naphill Womens' Institute  Naphill &amp; Walter's Ash School  RAF Community Development  Friends of Naphill Common  Naphill and Walters Ash Gazette  Naphill Bridge Club  Naphill Festival Committee</p> <p>Andrew Bottomley was welcomed as the new Men's Club representative and Sheila Draper was confirmed as the permanent FONC representative. Both were thanked for volunteering. The Trustees also thanked outgoing members Kieren Moore and Ron Collins for their help and support during their period as Trustees.</p>	<p>Andrew Bottomley  Peggy Ewart  Gloria Leflaive  Ruth Daly (with Toni Green)  Judy Redrup  Jenny Price  Paul Riglar  Dani Bowman  Sheila Draper  Sonia Goby  Dennis Lynch  Linda Clark</p>	
<p><b>10. Co-Opted Members</b></p> <p>Pam Smith announced her resignation after decades of membership of the Village Hall Council. Trustees were very sorry to see her go but understood the reason for her decision. Pam was thanked for her many years of service to the Council.</p> <p>The following agreed to be co-opted and their appointment will be confirmed at the next committee meeting at the end of April, leaving one vacancy to be filled.</p> <ul style="list-style-type: none"> <li>• Dave Evans</li> <li>• Judy Whitehouse</li> <li>• Tanya Stevens</li> </ul>		<b>Agenda</b>
<p><b>11. Appointment of Officers</b></p> <p>It was proposed by Norma Clarke and seconded by Judy Redrup that the following Officers be appointed:</p> <ul style="list-style-type: none"> <li>• Treasurer - Paul Riglar</li> <li>• Secretary _ Judy Whitehouse</li> <li>• Lettings Secretary – Tanya Stevens</li> </ul> <p>Voting took place. <b>CARRIED UNANIMOUSLY</b></p> <p><b>Appointment of Independent Examiner</b></p> <p>It was proposed by Paul Riglar and seconded by Andrew Wasilewski that John Harris be appointed as Independent Examiner for the coming year. Voting took place. <b>CARRIED UNANIMOUSLY.</b></p>		
<p><b>12. Review of Constitution and Financial Regulations</b></p> <p>These were agreed as previously circulated with no changes. It was noted that we need a Financial Risk Register.</p>		<b>Paul R</b>

<p><b>13. Any Other Business</b></p> <p>Richard Pushman is passing over the organisation of the Remembrance Day Service to Reg Horne. Richard was thanked for all the work he has carried out organising this service over many years.</p> <p>Richard Pushman also thanked all the Trustees for the very professional way in which they look after the village hall and playing fields.</p>	
<p><b>14. Date of Next AGM</b></p> <p>The date of the next AGM was confirmed as Monday 1<sup>st</sup> April 2019 at 8pm.</p>	

The meeting closed at 8.50pm