

Naphill Village Hall & Playing Fields Council

Minutes of the Annual General Meeting

Held on Monday 1st April 2019 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, Norma Clarke, Dennis Lynch, June Lynch, Dave Evans, Andrew Wasilewski, Dani Bowman, Peggy Ewart, Linda Clark, Gloria Leflaive, Sarah Bacon,

In Attendance: John Harris, John Hillyard, Nina Talbot, Dave Talbot, Barbara Pitman

Item	Action
1. Apologies for Absence Andrew Bottomley, Judy Redrup, Sheila Draper	
2. Declarations of Items to be Taken Under Any Other Business One item was agreed regarding the Horticultural Society trophies.	
3. Declarations of Interest There were no declarations of interest.	
4. Minutes of Previous Meeting The minutes of the last AGM on Monday 26 th March 2018 were agreed and signed by the Chairman as a true record of the meeting.	
5. Matters Arising A Risk Register has been produced and is being monitored by Trustees. A copy will be placed on the village hall web site.	Judy Whitehouse
6. Trustees' Report The Chairman welcomed the members and guests who were attending and itemised the work that had been undertaken this year. Developments include an outdoor table tennis table, a new toddler multi play unit, and replacement doors. Fundraising was especially successful this year. The Naphill Festival was bigger than ever thanks to support from the RAF. The Fireworks were very well attended and the new format for the Christmas Fayre has been well received and is growing by reputation. The hall is now full almost all of the time with a wealth of different events to suit all age groups thanks to Tanya's hard work as Lettings Secretary and the new hall booking system is ensuring that we now get paid for all lets. The Chairman thanked everyone who has been involved this year including all the volunteers at events, people who hire the hall, those who have made donations and supported our fundraising events and all the Trustees. It was proposed by Cathryn Carter and seconded by Linda Clarke that the Chairman's report be adopted. Voting took place. CARRIED UNANIMOUSLY.	

<p>A full report will be circulated with the minutes and will also 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>Judy Whitehouse</p>																						
<p>7. Treasurer's Report and Presentation of Accounts</p> <p>The Treasurer delivered his report together with a presentation on village hall finances. Copies of this report were circulated to Trustees in advance of the meeting. Paul was thanked for a very informative presentation which made the village hall finances easy to understand.</p> <p>It was confirmed that the accounts have been examined by John Harris as the appointed Independent Examiner and were approved with no qualification. The Chairman thanked John Harris for his input.</p> <p>It was proposed by Judy Whitehouse and seconded Sarah Bacon that the Treasurer's report be adopted. Voting took place. CARRIED UNANIMOUSLY</p> <p>A copy of the Treasurer's Report is retained for the records and the signed report will be uploaded to the Charity Commission web site as part of our annual return.</p>	<p>Judy Whitehouse</p>																						
<p>8. Appointment of Independent Examiner</p> <p>It was proposed by Cathryn Carter and seconded by Dave Evans that John Harris be appointed as Independent Examiner for the coming year. Voting took place. CARRIED UNANIMOUSLY</p>																							
<p>9. Appointment of Elected Members (Village Representatives)</p> <p>It was proposed by Judy Whitehouse and seconded by Paul Riglar by 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"> a. Sarah Bacon b. Daisy Leek c. June Lynch d. Andrew Wasilewski e. Clive Lawrence f. Cathryn Carter <p>Voting took place - CARRIED UNANIMOUSLY</p>																							
<p>10. Confirmation of Appointed Members (Village Organisations)</p> <p>The appointed members were confirmed as:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Hughenden Church</td> <td style="width: 50%;">Norma Clarke</td> </tr> <tr> <td>Hughenden Parish Council</td> <td>Paul Hardinge</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> <tr> <td>Naphill Men's Club</td> <td>Andrew Bottomley</td> </tr> <tr> <td>Naphill Neighbours</td> <td>Peggy Ewart</td> </tr> <tr> <td>Naphill Residents' Association</td> <td>Gloria Leflaive</td> </tr> <tr> <td>Naphill Scout & Guides HQ</td> <td>Ruth Daly (with Toni Green)</td> </tr> <tr> <td>Naphill Tennis Club</td> <td>Judy Redrup</td> </tr> <tr> <td>Naphill Womens' Institute</td> <td>Jenny Price</td> </tr> <tr> <td>Naphill & Walter's Ash School</td> <td>Paul Riglar</td> </tr> </table>	Hughenden Church	Norma Clarke	Hughenden Parish Council	Paul Hardinge	Naphill Junior Football Club	Bob Hathaway	Naphill Senior Football Club	Clive Rowland	Naphill Men's Club	Andrew Bottomley	Naphill Neighbours	Peggy Ewart	Naphill Residents' Association	Gloria Leflaive	Naphill Scout & Guides HQ	Ruth Daly (with Toni Green)	Naphill Tennis Club	Judy Redrup	Naphill Womens' Institute	Jenny Price	Naphill & Walter's Ash School	Paul Riglar	
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<p>RAF Community Development Friends of Naphill Common Naphill Bridge Club Naphill Festival Committee</p> <p>Dani Bowman TBC Dennis Lynch Linda Clark</p> <p>For the record, the Naphill Gazette has advised that it is unable to send a Trustee to meetings at the moment and has resigned from its place on the Village Hall Council. It was agreed that this membership could be re-instated at any time.</p>	
<p>11. Co-Opted Members</p> <p>The following agreed to be co-opted and their appointment will be confirmed at the next committee meeting.</p> <ul style="list-style-type: none"> • Judy Whitehouse • Tanya Stevens <p>Dave Evans announced his intention to stand down at the next meeting which would leave two vacancies for co-opted members. This will be discussed at the next meeting.</p>	Agenda
<p>12. Appointment of Officers</p> <p>It was proposed by Ruth Daly and seconded Cathryn Carter by that the following Officers be appointed en bloc:</p> <ul style="list-style-type: none"> • Treasurer - Paul Riglar • Secretary - Judy Whitehouse • Lettings Secretary – Tanya Stevens <p>Voting took place. CARRIED UNANIMOUSLY</p>	
<p>13. Proposed Change to Village Hall Organisation Structure</p> <p>A consultation document had been drafted and circulated in advance of the AGM proposing that the village hall should change the way it is organised to have a smaller number of Trustees (8) forming a management committee that meets monthly and a wider Advisory Group that meets quarterly. The proposed change would take effect at next year's AGM, allowing a full year for consultation.</p> <p>The following comments/feedback had been received for consideration:</p> <ul style="list-style-type: none"> • Recommendation to seek legal advice on the new constitution to ensure that the village hall continued to be protected • Proposal to time limit the time that a Trustee can sit on the Board. • Proposal that the new Trustees should reflect the demographic of the village/hall users • Proposal to allow the general public to attend village hall meetings and have an allocated time (suggested 15 minutes) to raise issues and suggestions • Consideration whether we would allow people who run businesses from the village hall to be Trustees • Consideration as to whether we should include an Extraordinary General Meeting into the scheme (JW Comment the Scheme does allow this but calls it a Special Meeting) <p>It was agreed that the final draft Scheme, processes and meeting agenda templates all need to be agreed by December 2019.</p>	All

<p>14. Review of Constitution and Financial Regulations</p> <p>No changes were proposed to the Constitution this year. Work on the Financial Regulations is ongoing and these will be approved at a subsequent meeting.</p>	
<p>15. Any Other Business</p> <p>It was noted that Hughenden Parish Council are planning a summer of events to commemorate their 125 year anniversary. FONC are organising a Beating the Bounds on 26th May (Rogation Sunday). Parish Council have stalls at Napfest and Football Club awards presentation day. Naphill Heritage Day with a village history exhibition will take place on 12th October and will include a lacemaking demonstration.</p> <p>If anyone wants a Horticultural Society silver trophy there are still some remaining and if they are not taken by 1st June they will be sold for scrap.</p> <p>Pam Smith has offered to donate her village hall archives to the village hall. This will be discussed at the next meeting as we need a secure place to store them.</p> <p>There was a suggestion that a programme of events for the village hall should be placed on the Noticeboard each month.</p>	<p>All</p> <p>Linda Clarke/Peggy Ewart</p>
<p>14. Date of Next AGM</p> <p>The date of the next AGM was confirmed as Monday 6th April 2020 at 8pm.</p>	

The meeting closed at 9.15 pm