
Camps Village Hall Committee

Minutes of Camps Village Hall Committee Annual General Meeting held from 7.30pm on Wednesday 17th May 2023 in Village Hall.

DRAFT

Copies of the AGM Agenda and Minutes of the last AGM were made available to those attending, along with copies of the Annual Report for 2022 – 2023. The Treasurer also supplied copies of the financial statement for 2022 – 2023.

1) Welcome and apologies.

The meeting was opened by our chair Richard Moore and secretary Terry Chapman.

No apologies were received.

Also present were Susie Culpin, Jo Bishop, Linda Shepherd, Sue Coxall, Caroline Parkinson and Beverley Garbutt from the Committee along with our president Clive Germany and Castle Camps vice Chair, Sue Herbert.

This AGM was advertised by a notice placed in the Hall exterior notice board two weeks before. Notice was also added to the Hall tab on the Castle Camps Website and included in the Hall article for the May 2023 Camps Review.

2) Approval of previous AGM Minutes dated 30.05.22

The secretary asked if the previous Minutes were a true record and no amendments were suggested.

The approval of the Minutes was proposed by Sue Herbert, seconded by Susie Culpin and approved by a unanimous show of hands. There were no matters arising not otherwise noted below.

3) Annual Report.

The secretary then reviewed the Annual Report for 2022 to 2023, which presented an overview of our activities, finance and our aim to give a good quality venue for local social clubs, events and hirers. It gave a brief history of the hall, its improvements and maintenance. It listed the committee members who were elected in 2022. It listed our charitable objectives; our charitable status and contact details as required by the Charity Commissioners.

There being no questions, the Report was proposed for adoption by Jo Bishop, seconded by Caroline Parkinson and approved by a unanimous show of hands.

4) Chairman and Treasurer's Report.

The treasurer's report was given by our treasurer and chair, Richard Moore. Richard explained that despite his emails to the committee members giving a gloomy prognosis on finances going forward, he is more relaxed than before, thanks to the grants received, the return of some clubs after the Covid pandemic, a small increase in fees and new activities. Our finances are now in a better place to survive the coming year and beyond.

Richard thanked Christine Swan for inspecting the Accounts for April 2022 to April 2023, which record our income for the year being £11,788 but expenses were £13,647, giving a shortfall of £1,859. Our Account Balances at 5th April 2023 were £13,110 which will keep us afloat while we continue to improve our income.

Clive Germany queried the reason for the licence fees of £500 and Richard explained these were for PRS and PPL music licences and for CambsACRE. There being no further comments or questions, a vote to adopt the report and last year's accounts was proposed by Sue Coxall, seconded by Beverley Garbutt and approved by a unanimous show of hands.

5) Committee resignation.

The secretary stated that the current committee now has to resign as annually required by the Trust Deed and the meeting was handed over to our president Clive Germany.

6) Election of new committee.

Our president, Clive Germany, thanked the committee members and all other helpers for their work and support during the year and was pleased to hear that the finances were now in better shape.

Clive advised that the current committee members have offered to stand again and that no other nominations had been received.

Clive asked for a proposer for electing the committee “en bloc”. Sue Herbert proposed and Caroline Parkinson seconded the motion. The committee was re-elected with a unanimous show of hands.

The newly elected committee members are:

Susie Culpin, Terry Chapman, Sue Coxall, Dicky Moore, Jo Bishop, Linda Shepherd, Beverley Garbutt and Caroline Parkinson and Mike Peirson. The Committee will elect their officers at their first meeting immediately after this AGM.

7) Discussion on future retirement of committee officers

It was discussed that with each year the officers are getting older and have been unwell on occasions. It was thought that succession planning will need to be addressed in the near future. Richard explained that his roles of chair and treasurer were time consuming and onerous and that he is intending not to stand next year and that about October this year we should instigate a retirement process for himself and any others who might wish to stand down. Richard is happy to help ease new officers into the roles.

He explained that the finance system was designed by him and would be difficult to merge with more commercially known accounting software. Mike has previously offered to be chair in the future. Terry pointed out that he has been secretary for 25 years and Richard has been Chair for over 22 years. Those present were asked to try finding new committee members from their contacts and groups, as without a working committee an Open Meeting would need to be called in the village to decide the future of the Hall.

8) Discussion on progress with communicating and promoting the Hall

Face Book and Whatsap are used more commonly amongst friends and villagers nowadays for communication although leaflet drops are still useful.

In earlier times the committee was more active with arranging events, so it was good to note that a Social Race Night was proposed for later this year and a Quiz Night arranged by Mike but no date as yet. Caroline’s Craft and Coffee mornings have started successfully. Another Open Afternoon with the Parish Council has also been arranged for this May.

9) Hall upkeep and administration

This year has seen Richard getting involved with a lot of caretaking and maintenance, in addition to his roles as Chair and Treasurer; this has taken a lot of extra time and effort to deal with. Terry proposed a special vote of thanks to Richard for his dedication in “stepping up to the plate” to cope with all this extra work. The committee was unanimous in its thanks.

10) A.O.B

Paul Sherville is one of our custodian trustees and has verbally advised Richard that he wants to resign from the role. Terry explained that he believed it is now more usual for the Charity Commissioners to assume the role of custodian trustee. The other two custodian trustees (who were present) being Sue Herbert and Susie Culpin, were asked if they wished to continue or would also prefer to also stand down. They indicated their preference to stand down, so Terry offered to check the procedure needed.

Richard discussed the issue of a £300 call out charge from Securitas/Stamley to fix a broken key. This was a quick job and although the engineer also cleaned the other switches it was an excessive charge, especially as they charge a £2,000 annual fee for 24 hour cover. Sue Coxall offered to ask Malcolm for another contact to see if we could have a more reasonably priced company.

With the URC about to close, Richard was approached by a church member to see if our charity registration could cover the use of the building for another activity. Richard said this was not possible and the committee agreed.

Terry advised that the Hall insurance is due on 1st June and we need to have a new survey for valuation of the rebuild cost. The can be £500 or more but Allied Westminster Insurance Co. Offer a discounted scheme for £150 with £75 returned if we go with them. Those present approved the application.

There being no other business, the chairman closed the meeting at 8.45 pm.