



**Clubroom Management Committee**  
**Annual General Meeting**  
**23<sup>rd</sup> October 2008**

Committee members in attendance:

Paul Milner Di Ellis Alan Dexter John Fieldsend Jo Hunter  
Geoff Love Julia Powell John Gaskin Caroline Hope

Apologies: Carol Bassett

The audience were welcomed to the meeting by the chairman Paul Milner who then read through the Chair's annual report.

**Chairman's Report – Paul Milner**

The last year has seen a few changes to the Management Committee as we welcomed Carol Bassett (Titchmarsh Babes), Geoff Love (Parish Council) and Jo Hunter (Community Representative) to the Committee. The AGM returned the same officers to the role of Chair, Vice Chair and Treasurer and I'd like to thank Alan and Di for the roles they have performed during the past year. Unfortunately we were unable to persuade anyone to take on the role of Secretary but I would like to thank Caroline for her assistance with the minutes, ably helped by Julia from time to time.

Val Sorrell has continued to demonstrate why we were in such need of a Bookings Clerk, a role she has continued to evolve throughout the year – thanks Val. And further thanks must go to both Johns for their efforts in the Caretaker responsibilities of key-holding, Health & Safety and general upkeep and maintenance.

After the enforced increase in hire charges made at the end of our 2006-7 year we have been able to hold these rates throughout the last year. Thanks to efforts to market the Clubroom by Geoff Love it looks as though the resulting increased utilisation of the Clubroom will allow us continue to be able to hold these rates for the foreseeable future. Our regular hirer list remains encouragingly long with additional sessions from the Preschool and the Youth Group having firmly established itself as well as new fitness sessions and a significant numbers of children's parties all regularly using the facilities. However, we must be conscious that the impressive new pavilion at the playing field will be offering its community room for hire and this is likely to have some effect on our bookings in the future.

Storage space continued to be a big issue for the Clubroom and particularly the Pre-school and I'm pleased that we've been able to support them in their efforts to gain funding for the new storage shed and, of course, the resurfacing of the car park area; whilst this work was being undertaken we took the opportunity to install

improvements to the surface drainage that will, hopefully avoid the occasional standing water issues we suffer by the kitchen doors. The improvements to the outside area have been further enhanced by the installation of additional outdoor play equipment by the Pre-school and it is intended to complete these improvements with the fencing off of the bin area and the installation of new gates in the near future. I would like to thank Caroline and Libby of the Pre-school for the open dialogue they have entered into with the Committee to ensure that everyone is fully involved in the development of the plans and the decision-making process throughout.

Our focus has now turned to the interior of the Clubroom and it will be redecorated imminently – the first time since its refurbishment in 2004.

Under the continued strong management of Di, our finances continue to be sound and secure – although the short-term returns from a share-based tracker fund we invested in this year have not yet been great, this is a longer term investment and the capital amount is protected from erosion other than through general inflation. Di will take us through the state of our finances in a minute by explaining the end of year accounts that were circulated to the Committee last month.

I would like to thank all members of the Committee for their efforts, commitment and support through the last 12 months. As you're aware, our Rules of Operation require us all to stand-down at the AGM and I've made you aware that I won't be standing as Chair again. After 4 years in the Chair and the pressures of a new job the time has come to hand the reins on to someone else to lead the Committee. I will, for the next year at least, continue on the Committee and support the new Chair as much as I can. I have enjoyed my time as Chair and feel that, after inheriting a refurbished Clubroom, we have similarly overhauled and improved the management processes of the Committee. In the face of ever-increasing bureaucracy and the threat of litigation should anything go wrong, we now have a robust and consistent system of management in place that allows the Committee to manage the facility and sleep at night as well! We have a strong Committee that works well together and I hope that you will all put yourselves forwards to continue to help in the management of this vital village facility. I would like to thank you all for the support you have given me in the role of Chair over the past four years.

I will now hand over to Diane Ellis who will give you the Treasurer's report.

### **Treasurer's Report for financial year ending 31<sup>st</sup> August 2008 – Diane Ellis**

I have produced a statement of our financial activities for the year ending 31<sup>st</sup> August 2008 (attached as appendix). As you can see we have a healthy balance of £82580.87 which, apart from a float of about £200, is held in various accounts with the HSBC bank.

Our income this year was £10747.15. The majority of this came from bookings and these brought in £7432.50. The Pre-school continues to be the main user of the Clubroom but we are pleased to see some new hirers, some on a regular basis. We have also received donations this year - from the Fete Committee and from Pauline Pridmore and we would like to thank them very much for their support. Other income came from the interest from our bank accounts and £409 from our pantomime event at Christmas.

Our total expenditure this year was £6712.12. Apart from the salaries of the bookings clerk and the cleaner our major expense this year remains the bills for our utilities. By shopping around for more competitive gas and electricity prices, however, you will see that we have managed to keep the combined costs of these services at a similar level to last year.

Having been tied into a 6 year insurance contract with Aon which ended this July, we were free to look for a more competitive deal. We have secured equivalent insurance with Norwich Union at a cost of £676.86 on a 3-year term basis. Aon had quoted us nearly £1000 and this premium did not include the Trustees Indemnity insurance that we felt we should purchase this year to provide cover for the Committee members.

Our excess income over expenditure this year is therefore £4035.03. These accounts have already been submitted to, and approved by the Management Committee at our September meeting and, because our income this year has passed the £10,000 threshold, we have had them examined by an Independent Examiner. I would like to thank Jackie Rowe on behalf of the Committee for taking the time and trouble to do this. These accounts will be submitted to the Charity Commission along with our Trustees Annual Report.

If anyone is interested and would like further information about our income and expenditure I have more details available for your inspection.

As you're hopefully aware, in order to ensure the Clubroom remains a comfortable and pleasant venue for its users we have spent some money this year to improve the outside drains; we plan to also spend some money this coming year on the redecoration of the Clubroom, new gates and, hopefully a new sign highlighting that this is a village facility at the heart of this community.

At this point the meeting was opened up for comments and questions from the floor.

John Gaskin asked how much the Clubroom has had to pay towards the outdoor improvements and redecoration. The Chairman explained the Clubroom had paid for the redecoration (£2,300 +VAT), drainage (£1,300 + VAT) and would be paying for new gates and fencing the bin area. The Treasurer confirmed both payments mentioned had been made after the end of the 2007-8 financial year.

John Gaskin asked whether Gemini Supplies were still used. The Treasurer confirmed they were no longer used as all janitorial supplies were now purchased from Neil Robinson and classed as sundries in the cashbook.

In light of no further comments about the accounts and the approval of them as accurate at the September Committee meeting, the Chairman proposed formal acceptance of the end of year accounts; this was seconded by Julia Powell and agreed unanimously by the Committee.

The members of the Committee then formally resigned and elections to the new committee took place as follows:

**Elected officers:**

**Chair:** John Gaskin was nominated by Paul Milner and seconded by Geoff Love and elected on agreement of all. John agreed to take on this role on condition the Committee had the support of an experienced, competent Secretary. Discussion was had around the role of Chair and whether a co-chair arrangement would work. It was agreed to proceed with the current arrangement of Chair and Vice Chair with further discussion about roles and responsibilities held until the Committee meeting.

**Vice Chair:** Paul Milner was nominated by John Gaskin and seconded by Diane Ellis and elected on agreement of all.

**Secretary:** the post of Secretary remains vacant although Caroline has offered to assist with the publication of minutes as best as her family commitments will allow.

**Treasurer:** Diane Ellis was nominated by Julia Powell, seconded by Jo Hunter and elected on agreement of all

**2008-9 Committee representatives:**

Pre school:	Caroline Hope
TOAwST:	Jo Hunter
Parochial Church Council:	Julia Powell
Titchmarsh Folk Dancing group:	John Fieldsend
Parish Council:	Geoff Love
Titchmarsh Babes:	Carol Bassett
Unaffiliated member:	Alan Dexter

The Chairman thanked Val Sorrell for all her hard work this year. She confirmed she would be happy to continue as Bookings Clerk.

The Annual General Meeting was then concluded.