



Clubroom Management Committee
Annual General Meeting
29th October 2009

Committee members in attendance: Paul Milner John Gaskin John Fieldsend
Di Ellis Julia Powell Alan Dexter Val Sorrell Liz Townson
Apologies: Jo Hunter Geoff Love Claire Wallace

The audience were welcomed to the meeting by the chairman Paul Milner who then read through the minutes from the 2007-8 AGM and subsequent EGM. These were agreed as accurate and signed accordingly.

Co - Chair's Report for 2008-2009 – Paul Milner

A few significant changes took place after the end of last year's meeting, some of which required the agreement of a subsequent Extraordinary General Meeting. Rather than run the Committee with a Chair and Vice Chair it was agreed that myself and John Gaskin would share the role as Co-Chairs (and in doing so negate the need for the role of Vice Chair). Other changes have seen Caroline Hope stand down from her role as Pre-school representative and Secretary to be replaced by Claire Wallace and Liz Townson respectively. Our thanks go to Caroline and we welcomed Claire and Liz and hope they both will continue with the Committee for the next year at least!

The Committee has continued to appreciate the support of Val Sorrell in her role as Bookings Clerk and John Fieldsend our acting Caretaker. Unfortunately, ill health has recently caused Katie Waterfield to resign as our Cleaner – we thank Katie for her 2 years of sterling service in the role. Whilst we have a temporary replacement we will need to formalise an ongoing arrangement as a priority as part of our business in 2009/10.

Thankfully the effect of the Community Room at the new pavilion has not had a detrimental impact on our takings over the last year. In true free-market style, the additional competition has forced us to ensure we stay on top of our game and not only continue to maintain and develop our offer but that we engage with our users as much as possible and listen to their needs and suggestions to help us, where possible, improve the facilities further.

With this in mind, the last year has seen us repaint the interior of the Clubroom, install new gates and fence off the bin area (complete with extra recycling bins). In addition, in an effort to extend our income from children's parties, we bought a bouncy castle for hiring out.

In this era of blame and litigation associated with even the slightest accident, we continue to develop our health and safety procedures. In addition to the monthly Caretaker checks of electrical items and emergency lighting, we have had some third-

party assistance in ensuring our fire and evacuation policies are as they should be. Whilst the output of this work is still ongoing, we have already improved our emergency signage and installed an alarm bell. Further modifications are being made to our Escape Route signage and our hire agreement paperwork is being altered to ensure our hirers are fully conversant not only with our policies but also with their responsibilities towards health and safety.

Before I hand over to Di to take us through her Treasurer's report and the formal vote on the acceptance of the accounts for the last financial year, I would like to thank you all for your commitment, effort and support over the past year in making the Committee, and therefore the Clubroom, successful. I think that we've spread the workload more evenly around the Committee over the past 12 months with everyone playing their part – it really has been a case of 'many hands make light work'. Thank you all.

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

Treasurer's Report for financial year ending 31st August 2009 – Diane Ellis

I have produced a statement of our financial activities for the year ending 31st August 2009. Hopefully everyone has a copy. As you can see we have a balance of £80,812.66, which apart from a float of about £200, continues to be held in various accounts with the HSBC bank.

Our income this year was £10,597.25, a figure quite similar to last year. The majority of this came from bookings and these brought us in £8,050. The Pre-school remains our major user and brought us an income of nearly £4,000; private parties totalled well over £1,000 for the year. We also received a donation from the Fete Committee and the Clubroom Committee would like to thank them very much for their continued support.

Our total expenditure this year was £12,365.46, almost twice the amount we spent last year. A large amount of this total related to one-off maintenance and improvement projects: we spent £2,280 on redecorating the Clubroom (the first time since the refurbishment in 2004), just over £1,500 to get the outside drains sorted out, £172.50 on fencing the bin area and £700 for the fitting of new gates. The other major expenses continue to be the utility bills, which remain at a similar level to last year, the salaries of the bookings clerk and the cleaner, and the vast amount of paper towels and toilet rolls that we seem to get through.

We have also invested in a Bouncy Castle. This is now available as an extra to those who rent the clubroom for children's parties; we are also considering extending the revenue generated by this item by offering it for hire to those wishing to use a Bouncy Castle in a venue other than the Clubroom – such as a garden party.

Taking into account these one-off items of expenditure, our income this year is therefore £1,768.21 less than our expenditure, this shortfall being covered by cash reserves. We need to ensure that the Clubroom continues to be an attractive and comfortable venue for both current users and prospective hirers alike and I hope you agree the money has been will spent.

These accounts have already been submitted to the Committee at our September meeting and, because our income this year has passed the Charity Commission's £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 again this year. 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. If there are no further details required I would like a formal vote to recommend these accounts and accept them as accurate and approved for sending to the Charity Commission.

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.

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

- Paul acknowledged the effort put into the getting the new sign. There have only been positive comments about it.

- John Gaskin stated a concern that some potential hirers might be being put off by the pre-school ground markings and chalk drawings made on the surface. The chalk marks wash away in the rain. If more comments are forthcoming the committee might look into having an outside hose to wash them away more regularly.

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

Elected officers:

Co Chairs: John Gaskin and Paul Milner were nominated by Julia Powell and seconded by Alan Dexter and elected on agreement of all.

Treasurer: Diane Ellis was nominated by Paul Milner and seconded by John Gaskin and elected on agreement of all

Secretary: Liz Townson was nominated by Paul Milner and seconded by John Gaskin and elected on agreement of all

2009-10 Trustee Members:

Pre school:

Claire Wallace – nominated by Paul, seconded by Julia, elected by all

Parochial Church Council:

Julia Powell – nominated by Paul, seconded by John, elected by all

Titchmarsh Folk Dancing group:

John Fieldsend –nominated by John, seconded by Di, elected by all

Parish Council:

Geoff Love – nominated by John, seconded by Di, elected by all

Titchmarsh Babes:

Jude Collini - nominated by Paul, seconded by Di, elected by all

Village/Community:

Alan Dexter – nominated by Paul, seconded by John, elected by all

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

Following a question from the floor, the role of village/community rep was explained as in Point 4 of the Rules of Operation.

The Annual General Meeting was then concluded.