

Annual General Meeting

Saturday 21st July 2018, 10.00am, Shawford Village Hall

Minutes

Topic	Minutes	Action
Present/Apologies	<p>Present: Richard Grapes: Chair, Ruth Holzer: Secretary, Coral Newton: Treasurer, Ruth Jackson, Mary Drake, Josie Parker, Maya Whitmarsh, Mariana Perry-Zoupanou, Janet Arnold, Hilary Dunwoody, Veronica Biddlecombe, Joy Stevens, Beverley Dowdell, Alex McArdle, Ute Sargent, Suzanne Butler, Meryl Millar, Louisa Saunders, Joyce Buckland, Pam Sargeant, Judy Hardman, Karen Parkin, Myra McLelland, Jill Stafford, Ella Doney, Sue Knight, Sue Burkett, Patricia Silver-Warner, Mary Harris, Margaret Miles, Sue Brewer, Caroline Tilley, Janette Lloyd & Hilary Thompson.</p> <p>Apologies: Joan Skeen, Cheryl Martin, Lindsey Stansfield, Ros Geary, Eileen Holmes, Wendy Barry, Jo Finlow, Felicity Heal, Della Storr.</p>	
Minutes of the previous meeting for accuracy	Correct	
Matters arising	<ul style="list-style-type: none"> Emailing sellers to ask for a donation – this is being done and has produced some donations. Action closed. Action to check bring and buy figures. Action closed – had been discussed at October committee meeting. 	
Chairs report	<p>Richard read Della's chairpersons report as she was unable to attend the meeting.</p> <p>I think we have completed another good year with a good range subjects for both our monthly meetings and youth guild, a good number of demonstrations at local events, along with the Hilliers and Romsey Show events.</p> <p>Both Hilliers and the Romsey Show were impacted by the wet weather.</p> <p>As chairman, the committee have continued to be a very supportive team and I would like to thank all the committee members on your behalf for all their efforts and enthusiasm during the last year. Ruth has continued doing a great job as secretary. Coral took on the accounts and has been making sure we are in good financial shape. Maya has continued to run the Youth Guild and look after the library. Jenny has been preparing looking after the speakers and has started preparing next year's programme. When Sue stepped down from looking after our outside event / demonstrations, a slightly different approach was put into place to have event facilitators; however, Caroline was concerned about how well this would work and was persuaded to step up and take on the role. Jo has been keeping the Website updated. Karen was membership and journal subscription secretary, but Beverley and Gill have offered to take over this activity. Also, we have Joy and Jo are producing our newsletters – not actually committee roles but definitely important.</p> <p>In addition to thanking the committee, I would again this year like to thank everyone else for their efforts in other areas which help make</p>	

	<p>this such a good guild: entrance registration, raffle table, sales table, notice board, lunches, teas, supplying cakes and soup, demonstrating, running in-house activities, youth group helpers, putting the chairs out and then away afterwards, helping our speakers un-load and load their cars, representing the guild at the Association AGM and also anyone who has had their arm twisted to give a vote of thanks to one of our speakers and anything else I have forgotten.</p>	
Treasurers report	<p>Copies of the draft accounts were supplied. Thanks to Jenny and Ken for doing the accounts.</p> <p>Treasurer's report We have a new format for the accounts and a new Independent Examiner – David Carter. David is a qualified accountant and examines our accounts under the requirements of the Charities Commission.</p> <p>Accounts - page 1 The accounts show a small loss on the year's operating activities of £22, compared to a small surplus of £15 last year.</p> <p>Note there is an extraordinary item – revaluation of assets. This is a non-cash movement which relates to the way the assets were valued in the accounts, in particular the library books. These were in the previous accounts at £5,000, based on replacement cost. In fact, accounting standards require the balance sheet to reflect the current value of assets, not what they would cost to replace. The value should represent the amount we could realise if we closed the library and sold all the books. In the latest set of accounts, we have put a much more conservative valuation of £1,100. As a result, we have written down the value of books by £3,900. The rest of the adjustment (+£252) relates to the valuation of other assets.</p> <p>We do have a full schedule of assets which shows not only the balance sheet valuation for each item (total £3,709), but also the estimated replacement value (total £8,155). This is available if anyone wants to view it and has been updated.</p> <p>The next section takes you the movement in funds to the opening and closing balances, and the final section shows what we were worth at the end of the year (i.e. 31st March 2018).</p> <p>At the end of the year we had just over £1,000 in current accounts with the HSBC and TSB and just under £1,600 in the HSBC deposit account. During the year we opened a 60-day notice account with Shawcross, operated on behalf of the Charities Aid Foundation. This pays 0.8% interest, not much but more than we were getting on the HSBC deposit account.</p> <p>Accounts - page 2 Page 2 of the accounts breaks down the income and expenditure for the year and gives a comparison with the equivalent figure for 2016-17. Significant things to notice are: Income:</p> <ul style="list-style-type: none"> • a small fall in subscription income, offset by a rise in entrance fees • a disappointing fall in the amount coming in from the sales 	

	<p>table – £355 compared with nearly £700 last year and over £900 the previous year...</p> <ul style="list-style-type: none">although, under ‘general’ we did have some generous donations from members and Jenny managed to extract £64 from the Winchester School of Artthe drop in income from Hilliers – from £300 to £150 <p>Under expenditure:</p> <ul style="list-style-type: none">we have spent a bit less on hall hireassociation meetings – this represents the cost of sending people to the national AGM and conference which took place in May (but had to be paid for in January), as well as last year’s AGM in London. This effectively works on a 2 year cycle.Audit fee – the 2017 figure represents two year’s worth of fees, last year’s fee was £149.50, and the new examiner is not charging a fee as such, but we sent him half a case of wine by way of thanks, the cost of which will show in the next set of accounts <p>Relating to items which appear in 2017 but not in 2018:</p> <ul style="list-style-type: none">Website costs also fall on a 2 year cycle <p>Conclusion</p> <p>We are in a reasonably healthy position as far as cash in the bank and savings are concerned, although the balances have fallen since last year, mainly due to purchasing assets.</p> <p>I am not recommending any increase in subs at this point. However, we do need to keep an eye on the day to income and expenditure to make sure that we are not eating into our funds and recommend making a decision early in the new year about subs and entrance fees for 2018-20.</p> <p>Current balances:</p> <table><tr><td>TSB</td><td>£560.75</td></tr><tr><td>HSBC</td><td>£274.50</td></tr><tr><td>HSBC</td><td>£1,096.45</td></tr><tr><td>Shawcross</td><td><u>£4,000.00</u></td></tr><tr><td></td><td><u>£5,931.70</u></td></tr></table>	TSB	£560.75	HSBC	£274.50	HSBC	£1,096.45	Shawcross	<u>£4,000.00</u>		<u>£5,931.70</u>	
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Programme Planners report	Jenny was not available to attend the meeting. Jenny is looking to stand down and would like someone else to step forward. Jenny will bring an update in September.											
Young Persons Guild	4 stimulating and fun workshops this year. Peg looms, felted slippers, rug weaving and secret pocket books. The youngsters were so pleased with their results. Looking forward to the current year and recruiting new members.											
Website	Jo unable to be here but the website is being regularly updated.											
Events Co-ordinator	<p>Caroline has taken on the role as she was passionate about attending events as this is where a lot of our new members come from. We still need to talk to members more about attending events. We must give visitors our attention when they visit our stands.</p> <p>We attended Braishfield Flower and produce event last Saturday and Alex, Richard and Ann did a demonstration.</p> <p>A risk assessment is required for events – Jo is helping to do this.</p>											

	We need more volunteers for events.																																													
Election of Officers	<div>We need to elect the full group of officers as our new constitution requires all standing officers to retire each year.</div> <table><tr><th>Role</th><th>Person</th><th>Proposer</th><th>Seconder</th></tr><tr><td>Chairperson</td><td>Richard Grapes</td><td>Della Storr</td><td>Denis May</td></tr><tr><td>Treasurer</td><td>Coral Newton</td><td>Della Storr</td><td>Alex McArdle</td></tr><tr><td>Secretary</td><td>Ruth Holzer</td><td>Della Storr</td><td>Ute Sargent</td></tr><tr><td>Programme Planner</td><td>Jenny Crawford</td><td>Della Storr</td><td>Mary Keer</td></tr><tr><td>Youth Guild and Library</td><td>Maya Whitmarsh</td><td>Della Storr</td><td>Karen Parkin</td></tr><tr><td>Committee</td><td>Sue Brewer</td><td>Della Storr</td><td>Karen Parkin</td></tr><tr><td>Committee</td><td>Louisa Saunders</td><td>Della Storr</td><td>Karen Parkin</td></tr><tr><td>Committee</td><td>Jo Finlow</td><td>Della Storr</td><td>Karen Parkin</td></tr><tr><td>Committee</td><td>Ella Doney</td><td>Della Storr</td><td>Karen Parkin</td></tr><tr><td>Committee</td><td>Joy Stevens</td><td>Della Storr</td><td>Karen Parkin</td></tr></table> <div>The chair asked those attending if they were happy to vote in as a collective and this was agreed.</div>	Role	Person	Proposer	Seconder	Chairperson	Richard Grapes	Della Storr	Denis May	Treasurer	Coral Newton	Della Storr	Alex McArdle	Secretary	Ruth Holzer	Della Storr	Ute Sargent	Programme Planner	Jenny Crawford	Della Storr	Mary Keer	Youth Guild and Library	Maya Whitmarsh	Della Storr	Karen Parkin	Committee	Sue Brewer	Della Storr	Karen Parkin	Committee	Louisa Saunders	Della Storr	Karen Parkin	Committee	Jo Finlow	Della Storr	Karen Parkin	Committee	Ella Doney	Della Storr	Karen Parkin	Committee	Joy Stevens	Della Storr	Karen Parkin	Voting took place. all unanimously voted.
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AOB	<ul style="list-style-type: none">Richard wants to pay a tribute to Della. Three and a half years ago she stepped in and has guided us through all the requirements of becoming a charity which took a long time. There is a card to sign and will give some vouchers.Exhibition proposal. Small amount of progress on this – need to come together and discuss further. Discovery Centre now under a different body and we have a contact at the Hampshire Cultural Trust.A motion was proposed to add Richard to the banking – needs adding to all three accounts.Romsey Show – We have organized a car, so we can get all the equipment to site the day before to make it easier.Meon Alpaca wool is available today.	<div>Agreed by all.</div> <div>Agreed by all.</div> <div>See Ella for details</div>																																												

Date, time and place of next meeting
Saturday 15th September 10-4 Taster Day

Future meetings
AGM 20th July 2019 10am