

## Wickhambrook Memorial Social Centre

### 2009 AGM Minutes

Meeting held at the MSC on Monday 9<sup>th</sup> November 2009. A copy of the agenda is attached to the file copy

1. **Tribute to the Fallen.** . The meeting opened at 7.15pm with the customary Tribute to the Fallen, close to the Memorial Plaque in the Main Hall, at which the names of the fallen in two World Wars were read aloud and the more recent fallen in later conflicts were brought to mind. This was followed by a Minute of Silence. *'We Shall Remember Them'*.
2. **Refreshments.** After a few words to thank the young members of the Youth Club who had held a respectful silence during the above proceedings the meeting then moved to the Pavilion lounge for refreshments and the remaining business. Present: Jackie Medley, Sally Welsh, Dorothy Anderson, Michael Medcalf, Gladys Alexander, Snowy Addison, Jim Fieldsend, David Turner, Chris Dark, Esme Jolland, Stan Bates, Julia Walker, Jim Field, Steve Taylor. The register of attendees is attached to the file copy of the Minutes.
3. **Apologies.** Apologies were received from Roz Clarry, Linda Newell, Dee Haywood, Alan Lightley, Patrick Colvill and Margaret Colvill.
4. **Minutes of the 2008 AGM.** A review of the charges for weekend bookings had been passed to the management committee for action. Due to pressures of administration and maintenance work falling on too few committee volunteers, this had not been done. It is to be an agenda item on the next Trustee meeting. The 2008 AGM Minutes were signed off.
5. **Chairman's Report.** A full written report had been distributed to all present for reading during refreshments. The report was welcomed and accepted. The meeting discussed the many achievements of the outgoing Chairman, with particular reference from David Turner highlighting the new impetus given to the business of the MSC by Patrick's tenure. On a Proposal by Julia Walker, Seconded by Gladys Alexander, it was unanimously agreed that a letter of thanks be sent to Patrick Colvill, who had stated that he would not be standing as Chair for the forthcoming year. A copy of the report is attached to the file copy of these Minutes.
6. **Treasurers Report.** The report was presented at the meeting by Jim Field, with copies of the Income and Expenditure and the Balance Sheets for both the MSC and the Supporters Association being distributed to all present. There followed a discussion during which points of explanation were made clear and suggestions for future reports were considered. The report was accepted unanimously with the agreement by all that a letter of thanks be sent to Margaret Colvill for her contribution to the hall's continuing success over recent years and the healthy state of the current finances. A copy of the report is attached to the file copy of these Minutes. On a Proposal by Snowy Addison, Seconded by Stan Bates, a vote of thanks was unanimously agreed for the work done by Jim Field in preparing, or assisting in the preparation of, and then presenting the annual figures.
7. **Booking Manager's report.** A written report had been distributed along with the Chairman's report. Topics covered included the possible changes to the Public Entertainment Licence, the new stage lighting facility which is now offered to hirers, and some early thoughts on changes to the use, or hiring of, the stage so as to address some H&S matters and the protection of equipment and property. The report was accepted unanimously and a copy is attached to the file copy of these Minutes.
8. **Items and other matters to be raised by those present.** With most questions having been raised and dealt with during the above reports, the meeting expressed general approval for the past year and moved on to the next agenda item.
9. **Election of Trustee Representatives.** The customary 'register' of volunteers to serve as Trustee Representatives having been circulated at the meeting, and with the names of those who were known to be willing to serve but not present at the meeting having been added to the list, it was put to the meeting that the list be accepted with all the noted names appointed as Trustees for the year November 2009 to November 2010. Before the matter could be settled it was agreed by all present that Chris Dark, who had volunteered to Chair the MSC meetings when work commitments allowed, should be co-opted as a Trustee member. With that agreed the list was accepted nem con. It was noted that neither the Neighbourhood Watch team, who voluntarily look after matters of public safety and security, with considerable benefit to the MSC, and the newly formed local Beaver group, should be invited, in writing, to offer a Trustee Representative for the forthcoming year. On a proposal by David Turner, Seconded by Steve Taylor, this was unanimously agreed

10. **Election of Officers.**

Chairperson: Chris Dark. Proposed; David Turner. Seconded; Jim Field. Passed unanimously.  
Vice-Chair: Julia Walker. Proposed; Jim Field. Seconded; Dorothy Anderson; Passed unanimously.  
Secretary: Steve Taylor. Proposed; Julia Walker. Seconded; Jackie medley. Passed unanimously.  
Treasurer: It was explained by Stan Bates that Alan Lightley had offered to undertake the role if no-one else came forward. With that understood, and in Alan's absence, the meeting proceeded to elect a Treasurer.  
Treasurer: Alan Lightley. Proposed; Stan Bates. Seconded; Michael Medcalf. Passed unanimously.

*[11/11/2009 Secretary's Note. The election of the Treasurer was later called into doubt. An explanatory note is attached to the Minutes]*

Booking Manager: Steve Taylor. Proposed; Jim Field. Seconded; Gladys Alexander. Passed unanimously.  
Auditor (Also to complete the require Annual Return and Report to the Charity Commissioners): Jim Field. Proposed; David Turner. Seconded; Esme Jolland. Passed unanimously.  
Promoter: There was no volunteer for the role of promoter. During the subsequent discussion, it was clear that the Promoter's role is not clearly understood. Jim Field's offer to talk to previous Promoters to devise a basic job description and gain a clearer understanding of what the role requires, was gratefully accepted by the meeting. Meanwhile the post remains unfilled. The possibility that Margaret might continue in the role was suggested. Other names were also suggested and could be followed up.  
Also during the discussion it was noted that the work of the several distributors of the Scene and the What's-On, and the Collectors of the annual subscriptions to the Supporters Association, whose names are not publicly recorded, was not widely appreciated and should be acknowledged. It was agreed that, without mentioning specific names, an acknowledgement and appreciation of their voluntary work, should appear in a future Scene article.

11. **Election of Management Sub-committee.** The following names were listed:

- Chris Dark (Chairman)
- Alan Lightley (Treasurer) *[11/11/2009 But see later Note to File]*
- Steve Taylor (Secretary)
- Steve Taylor (Booking Manager)
- Gladys Alexander (Caretaker)
- David Turner (Honorary Member)

On a Proposal by Jim Fieldsend, Seconded by Dorothy Anderson, the above committee was elected unanimously. From a subsequent discussion it was agreed that the secretary should write to Angela Austin, who had shown an enthusiastic interest at a previous meeting, and invite her to join the management committee.

12. **Dates of future meetings.** It was decided to set the dates of future meetings through to the next AGM with the understanding that they could be changed if necessary. All the following dates are **Mondays**.

<u>Management</u>	<u>Trustees</u>
7 <sup>th</sup> December 2009	8 <sup>th</sup> February 2010
1 <sup>st</sup> March	5 <sup>th</sup> April
3 <sup>rd</sup> May	7 <sup>th</sup> June
5 <sup>th</sup> July	9 <sup>th</sup> August
6 <sup>th</sup> September	4 <sup>th</sup> October
1 <sup>st</sup> November	8 <sup>th</sup> November (2010 AGM)
6 <sup>th</sup> December	

13. **AOB.** There was no other business.

The meeting closed at 9pm.

End of Minutes

Signed ..... Date .....

**Note to file** Attached to copies of the Minutes sent to Trustees and to the file copy.

**This note refers to matters which bear upon decisions made by the Trustees at the AGM on 10t November 2009.**

Further to the AGM, and at a chance meeting with Mr Alan Lightley on Tuesday 10<sup>th</sup> November, it became apparent that Alan's offer to stand as Treasurer, in the absence of anyone else coming forward, was not as clear cut as may have been assumed by the meeting.

Alan confirmed informally to the MSC secretary that he was willing to be asked and would consider the request, with the proviso that he would need to conduct the business of the MSC Treasurership in his own way.

In a later, again informal, discussion between the secretary and David Turner, it was felt that, in hindsight, it was not best, and probably not proper, for the Trustees to have elected someone to the management committee who was not present at the meeting. It could be seen as an unjustified presumption with too much taken for granted.

It was also discovered on Tuesday 10<sup>th</sup> that Darryl Scarff's offer to undertake the role of Treasurer, (provided his reports could generally be submitted in writing due to frequent late evening commitments at work which preclude regular or reliable attendances at committee meeting) was still valid. He could bring his expertise as a Credit Control accountant at Tattersalls to the role and take up the task around mid-2010 after the completion of a house extension and relocation of his family. The preparation of the end of year accounts would also be well within his capabilities and experience and that would relieve Jim Field of the task who could then revert to being an independent auditor for the MSC.

Consequently David offered to approach Margaret Colvill, who has offered to continue beyond the AGM to assist in a hand-over of the Treasurer's role, to ask her if she would continue as Treasurer for the next 7 months, given that the role would pass to Darryl, in the knowledge that he had already given his agreement to take on the role thereafter.

The outcome of David's discussions with Margaret will be notified to all Trustees and will be an agenda item at the management committee meeting on 7<sup>th</sup> December 2009 and at the Trustee meeting on 8<sup>th</sup> February 2010.

Steve Taylor  
Secretary.  
11<sup>th</sup> November 2009