

Naphill Village Hall & Playing Fields Council

Minutes of the Annual General Meeting

Held on Monday 4th April 2022 at 8.00pm in the Village Hall

Present: Clive Lawrence, Chairman
Judy Whitehouse, Secretary
Tanya Stevens, Lettings Secretary
Paul Riglar, Treasurer

Members: Cathryn Carter, Norma Clarke, Dennis Lynch, Dave Evans, Andrew Wasilewski,
Gloria Leflaive, Chris Keats, Jo Keatch, Darren Lomas, Sarah Bacon, Linda Clark,
Dani Bowman, Ruth Daly, Peter Williams, Neil McDonald, Ruth Daly

In Attendance: Bartha Pitman, Ron Carter, John Harris

Item	Action
1. Apologies for Absence June Lynch, Jenny Tench	
2. Declarations of Items to be Taken Under Any Other Business There were no items to be taken as any other business.	
3. Declarations of Interest There were no declarations of interest.	
4. Minutes of Previous Meeting The minutes of the last AGM on Monday 29 th March 2021 were agreed and signed by the Chairman as a true record of the meeting.	
5. Matters Arising The following Trustees have signed the new Trustee declaration as agreed at the last AGM: Cathryn, Clive, Dennis, June, Gloria, Jo, Norma, Sarah, Paul. It was agreed that Judy would send out the Declaration again so that the remaining Trustees can sign.	Judy W
6. Trustees' Report The Chairman read his report, which is attached to these minutes. He thanked all the volunteers for a very successful year for fundraising and for all the work they undertake to keep the hall running. The Trustees also thanked Clive for the huge amount of time and effort he puts into the Village Hall. It was proposed by Linda Clarke and seconded by Sarah Bacon that the report be adopted. Voting took place. CARRIED UNANIMOUSLY. The report will be transferred to the Charity Commission Annual Report format and uploaded to the Charity Commission web site as part of our annual return.	Judy W
7. Treasurer's Report and Presentation of Accounts	

<p>The Treasurer read his report which is attached to these minutes.</p> <p>It was confirmed that the accounts have been examined by John Harris as the appointed Independent Examiner and were approved with no qualification. The Chairman thanked John Harris for his input.</p> <p>It was proposed by Cathryn Carter and seconded by Andrew Wasilewski that the Treasurer's report be adopted. Voting took place. CARRIED UNANIMOUSLY</p> <p>The report and year end accounts will be submitted to the Charity Commission as part of our annual return.</p>	Judy W																				
<p>8. Appointment of Independent Examiner</p> <p>It was proposed by Andrew Wasilewski and seconded by Chris Keats that John Harris be appointed as Independent Examiner for the coming year. Voting took place. CARRIED UNANIMOUSLY</p>																					
<p>9. Appointment of Officers</p> <p>It was proposed by Cathryn Carter and seconded by Sarah Bacon that the following officers be appointed</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Treasurer</td> <td>Paul Riglar</td> </tr> <tr> <td>Secretary</td> <td>Judy Whitehouse</td> </tr> <tr> <td>Lettings Secretary</td> <td>Tanya Stevens</td> </tr> </table> <p>Voting took place - CARRIED UNANIMOUSLY</p>	Treasurer	Paul Riglar	Secretary	Judy Whitehouse	Lettings Secretary	Tanya Stevens															
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<p>10. Appointment of Elected Members (Village Representatives)</p> <p>It was proposed by Linda Clark and seconded by Gloria Leflaive by that the existing elected members be re-elected en-bloc with the addition of new Trustee Bartha Pitman. The full list of six elected village representatives is now:</p> <ol style="list-style-type: none"> a. Sarah Bacon b. Bartha Pitman c. June Lynch d. Andrew Wasilewski e. Clive Lawrence f. Cathryn Carter <p>Voting took place - CARRIED UNANIMOUSLY</p>																					
<p>11. Confirmation of Appointed Members (Village Organisations)</p> <p>The appointed members were confirmed as:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Hughenden Church</td> <td>Norma Clarke</td> </tr> <tr> <td>Hughenden Parish Council</td> <td>Neil McDonald (but TBC)</td> </tr> <tr> <td>Naphill Football Clubs</td> <td>Chris Keats</td> </tr> <tr> <td>Naphill Men's Club</td> <td>Darren Lomas</td> </tr> <tr> <td>Naphill Neighbours</td> <td>Jo Keattch</td> </tr> <tr> <td>Naphill & WA Residents' Association</td> <td>Gloria Leflaive</td> </tr> <tr> <td>Naphill Scout & Guides HQ</td> <td>Ruth Daly</td> </tr> <tr> <td>Naphill Tennis Club</td> <td>Jenny Tench</td> </tr> <tr> <td>Naphill & Walter's Ash School</td> <td>Paul Riglar</td> </tr> <tr> <td>RAF Community Development</td> <td>Dani Bowman</td> </tr> </table>	Hughenden Church	Norma Clarke	Hughenden Parish Council	Neil McDonald (but TBC)	Naphill Football Clubs	Chris Keats	Naphill Men's Club	Darren Lomas	Naphill Neighbours	Jo Keattch	Naphill & WA Residents' Association	Gloria Leflaive	Naphill Scout & Guides HQ	Ruth Daly	Naphill Tennis Club	Jenny Tench	Naphill & Walter's Ash School	Paul Riglar	RAF Community Development	Dani Bowman	
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<p>Friends of Naphill Common Naphill Bridge Club Naphill Festival Committee</p>	<p>Vacant Dennis Lynch Linda Clark</p>	
<p>12. Co-Opted Members</p> <p>The following agreed to be co-opted and their appointment will be confirmed at the next committee meeting.</p> <ul style="list-style-type: none"> • Judy Whitehouse • Tanya Stevens • Dave Evans • Peter Williams 		<p>Agenda</p>
<p>13. Proposed Change to Village Hall Organisation and Constitution</p> <p>Work this year has been focussed on getting new leases and managing the village hall finances post pandemic so the proposed restructure of village hall management has had to be delayed. A consultation document had been drafted and circulated in advance of the 2019 AGM proposing that the village hall should change the way it is organised to have a smaller number of Trustees (8) forming a management committee that meets monthly and a wider Advisory Group that meets quarterly.</p> <p>The following comments/feedback had been received for consideration:</p> <ul style="list-style-type: none"> • Recommendation to seek legal advice on the new constitution to ensure that the village hall continues to be protected • Proposal to limit the time that a Trustee can sit on the management committee. • Proposal that the new Trustees should reflect the demographic of the village/hall users • Proposal to allow the general public to attend village hall meetings and have an allocated time (suggested 15 minutes) to raise issues and suggestions • Consideration whether we would allow people who run businesses from the village hall to be Trustees • Consideration as to whether we should include an Extraordinary General Meeting into the scheme. <p>It was agreed that Judy would re-circulate the existing proposals and everyone will feed back comments by 4th May 2022 with a view to having an EGM in October 2022 to finalise the proposal.</p>		<p>Judy/All</p>
<p>14. Any Other Business</p> <p>There was no other business to discuss.</p>		
<p>14. Date of Next AGM</p> <p>The date of the next AGM was confirmed as Monday 3rd April 2023 at 8pm.</p>		

The meeting closed at 8.50pm