

## **Minutes of the Annual General Meeting of Cardrona Village Hall Committee**

**held on 17<sup>th</sup> February 2017 in the Village Hall**

There were 29 attendees of which 21 were CVA members.

After introducing himself as the new Chairman and welcoming all, Peter Sellar ensured that a quorum could take place. Once this was confirmed he asked for approval of the last AGM minutes dated 6 November 2015, approval was noted. He then began his report.

### **Chair Report: P Sellar**

This evening you will be hearing from me, our Treasurer, our committee member at large. We will take questions, I suggest after we have heard from all of us but be assured there will be plenty of time for them.

As chair, I am glad to report a healthy year overall. It has been healthy for a variety of reasons.

Firstly, the new committee is fully up and running. We have as Treasurer & Trustee – Robin Waddell, Secretary & Trustee – Jenny Culley, Membership Secretary & Trustee – Mark Nethercot, Member at Large & Trustee – Nigel Rutherford. Our other members are John Sharp (Communications & Vice Chair) and Anne Nimmo. Brian Taylor resigned earlier in the year after several years of service and Gill Lowther stood down as bookings secretary – our thanks go to them for the long-standing contributions.

To all our members of the committee, we owe a general thanks for keeping the CVA going in the right, positive direction but I also owe them a personal thanks for making the chair's job so easy. Robin has dealt with bookings and turned around the accounts in perfect order; Mark has dealt with membership issues and the fun that is gift aid seamlessly; John has revamped our comms; Jenny has been a master at producing minutes and agendas and generally keeping us in check; Nigel has attended to the maintenance of the Green and Hall with incredible diligence; and Anne has chipped in at crucial times and bailed us out. Many thanks indeed for all the work.

Secondly, because of the committee's work, the CVA's financial situation is in good health. By that I mean this:

\* We have what seems to be a steady number of members contributing enough money by way of subscriptions to allow us to attend to grass cutting and, in general looking after maintenance issues. Naturally we would like every house in the village to contribute but we wish to continue as a voluntarily funded charity.

\* We have a healthy income from regular (and occasional) bookings sufficient to keep up the running of the hall.

\* We have made a small surplus, after registering a small deficit, which means that we do have a good back-up fund if the worst befalls us.

Obviously, Robin – who will be presenting on the details of the accounts – can take you through the various ins and outs.

The long and short is that the CVA is on a sure footing and that we are doing a good job of looking after our village common parts – the hall, the green, the play park and the pump n jump.

In terms of some of the more specific things we have been doing, you will hopefully have noted a return of the summer games, the Christmas lights event, the Tweed Male Valley Voices in October and the Peebles Concert Band concert in January. Each of these events was organised by the committee, in addition to the daily and weekly chores that we undertake to keep the CVA ticking over. We had hoped to get on with a remodelling and upgrade of the pump n jump track and do look forward to completing that this year; it's a question of watch this space.

Looking forward, the committee is likely to look to organise another summer games and another concert type event. It may also consider issues such as storage space because we now have some very successful local businesses using the hall but which have requirements around storage that we cannot currently offer.

And the committee will definitely be looking for some assistance from its members with regard to organising any events that are appropriate. For example, we could easily have a market day and bring in some of the stalls that we currently see on the High Street in Peebles on a Saturday morning. It requires some leg work to organise and that is where we, as the committee, have our limitations. So please do not be shy to offer up your ideas and your time – this is your hall after all.

I now hand you over to the Member at Large, Nigel to take us through the Green Report.

### **Village Common Parts, specifically Village Green Report – Nigel Rutherford**

We have completed two of the three year contract with Valley Landscaping Ltd. This is the 4th year of paying £3000 per year and for the last 2 years, we have had to pay vat, taking the annual charge to £3600.

Stephen Lamb and his team have continued to deliver an excellent service, maintaining the green, grass edges, strimming around all uprights, car park hedges and flower beds. The committee has been delighted with the service delivered and any issues have been addressed in a timely manner to our satisfaction.

We spent a further £500 this year on a Tree Surgeon to prune and shape 19 of the 67 trees on the green that needed attention. We will need to spend this or a similar amount in the coming year and then not again for 2 years.

Feedback from village residents has been positive with no complaints or suggestions for improvement.

Exercising of dogs on the green by some residents who ignore the guideline not to do so, leads to dog poo deposits, some of which are not picked up; all of which are unacceptable for other green users.

We will be seeking a new contract agreement with Valley Landscaping this year which will include assessing alternative service providers. However, the main issue is that other service

providers do not own or have access to the 'right' sized grass cutting machines; leading to their charges being prohibitive. It should also be noted that we will continue to cut the grass without collecting the clippings. This is because the cost of collection and disposal at a SBC site would increase the yearly charge by 75%.

**Chairman – Peter Sellar** then thanked Nigel for his report and handed over to the Treasurer.

### **Treasurers Report: Robin Waddell**

Good evening Ladies and Gentlemen,

I would just like to open by saying how pleasing it is to see a turn round the associations CVA position from a small deficit, of £155, in 2015 to a surplus of £1352 for the year ending 31st Dec 2016. That position is all the more pleasing in that it includes expenditure of £2710 on replacing the Hall boiler. The accounts have been made available prior to this meeting and I do not intend to go through them line by line. I will however just highlight the headline items.

\* Net income from events contributed £1300. This was from the Concert Band event, Summer fair and Choir event – thank you to all that organised and attended these events. This income is not, of course, guaranteed going forward and I would urge you all to continue to support your Association by supporting any future events.

\* Income from hall lets was up by £1500, solely due to increased usage, and bolstered by healthy income from 2 elections. Again, this is not a given but 2017 is off to a good start thanks to the block bookings by the Jehovah's Witness's whilst their premises are being refurbished.

\* Your new committee have finally caught up with the Gift Aid position and reimbursements for the 2014 and 2015 years brought in c£1500. Going forward we will only have a single year's reimbursements to call on. On that point I would urge you all to tick the gift aid box when returning your subscription forms, currently about 25% do not, as there are few chances in life to get money back from HMRC!

\* And, of course your subscriptions at just over £5000 are vital for the continued good health of the CVA. This income was derived from 129 subscribers. We would very much like to see this number increase and help share the load and hopefully the work your committee are doing to help generate community spirit and inclusiveness will go some way towards that.

Turning to expenditure,

\* There is little of significance to report other than the aforementioned boiler replacement.

\* It is however worth noting that the Committee took the opportunity at the time of the replacement to cancel the annual Scottish Gas servicing contract. The boiler installer will provide annual servicing at a much-reduced cost and, provided we maintain servicing with a manufactures approved engineer we qualify for free repairs for 7 years. This represents a saving of £1470 over that period – over half the capital cost of the new boiler.

\* The Hall maintenance line also included replacement of the hoover and purchase of some other cleaning equipment.

Finally, I would like to thank my fellow committee members for making this happen and you all for contributing via subscriptions and attendance at events. Thanks also go to Neil Hibbert for examining and confirming our accounts.

I will now hand back over to our Chair to introduce the 2017 Subscription proposal.

### **Chair – Peter Sellar on Subscription**

The Committee has decided to propose a lowering from last year's subscription level of £40 per member to £35 per member. Robin will go into more detail on this but we believed fundamentally that if we can lower it, and the 'business model' so-to-speak allows us to, then we must do so.

I would underline that for £35 per member, the village gets its principal common parts professionally looked after, the hall is cleaned and maintained, everything is insured, and we host events that are for the village and by the village. The more members that we can encourage to contribute, logically the more likely the level will come down. And it is value for money.

I will now ask our Treasurer to go through the reasoning behind we have put this proposal to you.

### **Treasurer – Robin Waddell**

Your committee has prepared a detailed budget which we believe will return a modest surplus for 2017.

A budget model was developed that allowed us to input the reasonably predictable costs and then view the effect of different subscription numbers and levels.

Based on the above comments regarding Event and Hall income, we have taken a conservative line in budgeting, particularly in these areas. On the expenditure front we do not foresee any "big ticket" items such as the boiler replacement but have allowed £1,000 towards Hall Maintenance, which will include replacement of the curtains and allow for unforeseen expenses.

Whilst we fully hope to increase subscriber numbers we thought it prudent to settle on 125.

Using the spreadsheet model and maintaining the subscription at £40 produced a projected return of c £1000. As the CVA has a reasonable level of reserves we did not feel it fair and equitable to be budgeting to generate that level of surplus.

Dropping the subscription to £30 produces a projected deficit – never good budgeting practice.

Consequently we settled on the proposal of £35, which is project to return a surplus of just under £400.

**Chairman Peter now turns to the attendees for their thoughts on this.**

Concerns were raised about reducing subscriptions over the years continuing thus a deficit could occur, It was noted that fewer people were indeed paying into the CVA, something the committee will be trying to address this year. Asked by a member about the numbers of membership since inception the answers were provided:

Year	Number	Amount charged for subscription
2013	156	35
2014	162	20
2015	189*	30
2016	129	40

\* doubt on data integrity

Individuals identified other situations they had encountered as well as a past one whereby lowering the subscriptions but then having to increase dramatically to balance out resulted in less payees. The committee did accept these concerns but stated that there was a big difference of lowering the fees to say £20 like in the past to then raise it to £40 compared to the lowering of £35 back up to £40 if deemed necessary to increase next year.

The question asked on membership numbers since inception

One committee member did stress that there is a strong duty to not over charge to hold money in accounts unnecessarily if there was a healthy float and that things were looking healthy. Yet a further attendee stressed that it would be more prudent to keep it as it was for the next few years if possible to ensure a healthy float given the age of the building and any future work such as updating the kitchen.

**It was then put to a vote once the discussion was finished and the overall majority voted in favour of keeping the amount to £40 per member thus this fee was agreed upon.**

The committee advised new subscription forms and the latest leaflet would be distributed in the next few weeks. Regarding subscription there was a concern that Mains Steading are not fully receiving leaflets due to the 'services' buttons only accessible prior to 1pm for those without letter boxes visible. This will be addressed; however, it was noted that electronically still available.

One member questioned the timing of subscriptions and what period they covered. The Treasurer confirmed that they covered a calendar year. It was noted from the committee that the changeover of the committee and movement of the AGM date did not help to clarify when subs were due, Subscription forms would be sent out in the next 2 or 3 weeks.

The same member questioned that he had never received any receipt. The Treasurer stated that there would be a lot of work in receipting every sub but that it may be possible to include a tick box on the sub form for those that wanted a receipt.

**The Chairman asked for the approval of the above reports – votes acknowledged approval.**

### **Re-election of CVA Committee**

The Chairman advised that the current committee were prepared to stand again, a vote of agreement for this was noted. He asked if anybody else wished to join the committee but nobody stepped forward. A note of thanks to the committee was addressed by a member of the attendees.

### **AOB**

The Chairman gave a statement on the pump n jump track - The initiative to upgrade has raised £5K against a target of £15K. The 3rd party upgrade team are looking raise the difference through a grant before further options are looked into.

The Chairman advised that there might be financial gain from the developers putting new houses near the coffee shop, he asked if anybody had any thoughts what to do with those finances. He suggested personally more storage and reduced toilets would be more beneficial, although whether there was a number of toilets as a requirement and whether this would impact the hall usage on events was noted. Brian Taylor suggested we enlarge the hall itself to create further storage and a larger hall.

There were concerns raised about the new development and loss of parking for usage of the busses for the elderly, unfortunately as this is private land and the matter has already been raised by the council in planning applications there is not really a lot the committee could do.

Lack of mobile coverage was addressed although again despite sympathetic to this patchy coverage not a lot as a committee can be done.

**As no further business was raised the Chair thanked all for attending and closed the meeting. A note of thanks and congratulations to the committee was raised from the floor.**