

RECORD OF PROCEEDINGS OF THE 2nd ANNUAL GENERAL MEETING OF FRIENDS OF SUMMERS FIELD HELD IN DOYNTON VILLAGE HALL ON 7 MARCH 2014

PRESENT:	
<u>Directors, Company and Management Committee Members:</u> Sandy Higgins (Chair) James Hughes Lee Whitbread (Secretary)	<u>Members of the interest group:</u> John and Jenny Bartram Joe Cook Peter and Carly Hart Jamie Miller Andrew Read
<u>Other Management Committee Members:</u> Mike Blacker Wendy Scott Andy Stew Corrinnda Wakefield-Wylde	
APOLOGIES:	
<u>Management Committee Members:</u> Helen Barnes	<u>Members of the interest group:</u> Michael and Anne Fisher Barbara Kent

Agenda item:

- Management Committee Report.** Sandy presented slides summarising the report for the year ended 30 November 2013, the key points of which were:
 - Friends of Summers Field was successfully registered with the Charities Commission in April.
 - The charity's objects were simplified as part of the registration process.
 - Terms of Reference were formally adopted by the Management Committee in May setting out members responsibilities and obligations as trustees of the charity.
 - In February a ride-on mower was purchased with funds from the SGC capital grant and Big Lottery Awards for All grant secured in 2012.
 - In March planning permission was obtained to install a secure shed behind the village hall to house the mower on the basis that the shed is occupied rent free in return for cutting the village hall grass.
 - The shed was purchased and installed in April.
 - A further 10 fruit trees were planted in the orchard in April, completing the initial planting plan.
 - With help from Pete Dinhama a trial area for the wildflower meadow was prepared in August.
 - The second Cider Festival held in October raised £474 compared to £487 the previous year.
 - In December a further 18 fruit trees were purchased and planted completing the final planting plan of 44 trees. 4 large logs were also purchased and installed as seating in the social area.
 - Future plans were to construct a composting area, to put up a notice board by the entrance gate, to hold more social events and to continue the development of the wildflower meadow taking into account the results from the trial area.
- Financial Report.** Sandy presented the main points of the financial report for the year ended 30 November 2013 which were:
 - Overall income increased from £5,709 in 2012 to £10,247 in 2013 due largely to the increase in grants received from £2,365 to £7,700 and one-off income of £1,004 from the share of profits from the pub nights held at the Village Hall.
 - Donations decreased from £2,084 in 2012 to £321 in 2013 reflecting the generous level of donations received on start up of the charity which were understandably not repeated in 2013.
 - More significantly membership fees for the interest group had declined from £385 to £298 (including Gift Aid) which had implications for long term funding. With annual outgoings of £1,500 it was agreed that efforts need to be made by everyone to increase membership to levels that will fund at least half of the annual outgoings. With membership fees set at £10 pa this would represent 75 members which is not an unrealistic target given that the population of Doynton is about 340.
 - Overall expenditure increased from £3,443 in 2012 to £3,820 in 2013, but this figure does not include the £6,667 spent on the ride-on mower and shed which were capitalised (although it does include £889 first year depreciation on these assets).
 - The cash balance increased by £1,716 from £801 at 30/11/12 to £2,517 at 30/11/2013.

- 3. Receipt and approval of the Report and Financial Statements for the year ended 30/11/13.**
 - The Management Committee report was approved unanimously by the members present and it was resolved that it should be signed by Sandy Higgins on behalf of the Management Committee.
 - All the financial statements were approved unanimously by the members of Friends of Summers Field Limited and it was resolved that the Balance Sheet should be signed by Sandy Higgins and Lee Whitbread on behalf of the Company.
- 4. Appointment of the Management Committee.**
 - At the date of the meeting there were 8 members of the Management Committee.
 - Sandy noted that he continued to fill the roles of both Chairman and Treasurer which was undesirable and that he was seeking a volunteer to take over the position of Chairman.
 - Sandy emphasised that membership of the committee was open to all members of the community and noted that Joe Cook had volunteered to join the committee as horticultural advisor.
 - Sandy then proposed and Mike seconded the motion that Joe should be elected to the committee. This motion was approved unanimously and Joe was elected with immediate effect.
 - Sandy noted that the Terms of Reference for the Management Committee now provided for retirement by rotation every 3 years and that this would start to become effective at the next AGM. Sandy further noted that he intended to resign as Chairman at that point.
- 5. Any Other Business**
 - **Dog Fouling.** The issue of dog owners not cleaning up after their dogs was the subject of some discussion. The idea of providing a Council bin to encourage better practice by owners was explored but it was reported that the Council were in the process of phasing them out to reduce costs. With the health risks represented by dog fouling it was agreed that a more responsible attitude should be demanded from dog owners using the field and that a notice to that effect would be included on the notice board once it had been put in place.

[Signed Electronically]

A handwritten signature in black ink, appearing to read "Sandy Higgins".