

**Record of Proceedings of the 3rd Annual General Meeting of Friends for Summers Field
held in Doynton Village Hall at 7.30pm on Friday 6th March 2015**

Present:	
<u>Directors, Company and Management Committee Members:</u> Sandy Higgins (Chair) James Hughes <u>Management Committee Members:</u> Helen Barnes Joe Cook Wendy Scott Andy Stew	<u>Members of the interest group:</u> John and Jenny Bartram Peter and Carly Hart Anne Fisher Barbara Kent Plus various members of the local community
Apologies:	
<u>Directors, Company and Management Committee Members:</u> Lee Whitbread <u>Management Committee Members:</u> Mike Blacker Corrinda Wakefield-Wylde	

Agenda item:

1. Management Committee Report

Sandy presented slides summarising the report for the year ended 30 November 2014, the key points of which were:

- o Wildflower and grass seed was purchased for a test area of wildflower meadow in December 2013. Pigtail posts were purchased to protect the sown area.
- o In January 2014, the Cotswold Wardens installed gates at the boundaries of Summers Field on the public footpaths that run across the field. These have helped to improve access for footpath users. The gates were funded by the Parish Council.
- o General maintenance activities took place throughout the year and a composting area was constructed during a work party in August 2014.
- o A social event planned for end August 2014 in Summers Field did not go ahead due to poor weather.
- o A fundraising event was not held, as agreed by the Management Committee. It was felt that the autumn is a busy time for events in the village (Harvest Supper, film nights etc) and that the Cider Festival would be put on hold in favour of a fundraising event in summer 2015.
- o In future, the Committee plans to continue to develop the wildflower meadow and, as the orchard matures, to harvest and share the fruit around the community.

2. Financial Report

Sandy presented the main points of the financial report for the year ended 30 November 2014 which were;

- o Overall income decreased from £10,247 in 2013 to £1,502 in 2014 due largely to the decrease in income received in grants and voluntary funds raised through events. Funds were raised through a Plant Sale Raffle and membership subscriptions increased slightly on the previous year. Membership fees for the interest group continue to be set at £10 plus Gift Aid.
- o A South Gloucestershire Council Revenue Grant of £750 was awarded in February 2014 towards the cost of insurance and equipment maintenance.
- o Overall expenditure decreased from £3,820 in 2013 to £2,863 in 2014, reflecting the fact that fruit trees were purchased in 2013 and none were purchased in 2014. There was no capital expenditure during 2014.
- o The cash balance increased from £2,517 at 30/11/13 to £2,754 at 30/11/14.
- o Overall, Sandy summarised the financial position as good and emphasised the need to raise funds in the current year towards ongoing expenditure. Responding to a question from John Bartram, Sandy clarified that it is the policy of the Management Committee to have at least £1,500 in the bank which is equivalent to expected annual expenditure on rent, insurance and other support costs.

3. Receipt and Approval of the Report and Financial Statements for the year ended 30/11/14

- o The Management Committee report was approved unanimously by the members present and they were signed by Sandy Higgins on behalf of the Management Committee.
- o All the financial statements were approved unanimously by the members of Friends of Summers Field Limited and the Balance Sheet was signed by Sandy Higgins and James Hughes on behalf of the Company.

4. Appointment of Management Committee

- o At the date of the meeting there were nine members of the Management Committee.
- o Sandy confirmed his resignation from the roles of Chairman and Treasurer of the Management Committee with effect as at the end of the meeting, due to his moving away from the area and as per his previously stated intention to resign. On behalf of the Management Committee, Andy Stew thanked Sandy for all his work in establishing the orchard and wildflower meadow at Summers Field and in successfully raising funds.
- o Sandy also gave notice of his intention to step down from his roles as Treasurer, Company Secretary and Member of the Friends of Summers Field Limited Company. It was agreed that Sandy would continue in the roles of Treasurer and Company Secretary until a replacement was appointed. Sandy proposed that after an appropriate hand-over period, Miss Rebecca Glass should be appointed as Treasurer and Company Secretary and that she should be elected as a member of the Management Committee with immediate effect. This proposal was seconded by James Hughes and approved unanimously by the members of the Management Committee and Members of the Company present.
- o Sandy clarified that it is a statutory requirement for the company to have a minimum of two directors and confirmed that there would be two other directors remaining in post after Sandy himself has resigned as a director.

- o Sandy noted that it is the policy of the Management Committee that members are required to retire by rotation after three years' service and that those due to retire are: Lee Whitbread, James Hughes, Wendy Scott, Andy Stew, Corrinna Wakefield-Wylde. Sandy confirmed that all of the members have presented themselves for re-election and this was unanimously approved by the members of the Management Committee present.

5. Any Other Business:

- o Dog fouling: The issue of dog owners not cleaning up after their dogs was the subject of some discussion as it continues to be an issue on Summers Field. The Management Committee plans to install a sign asking dog owners to be responsible for collecting and taking away their dog waste.
- o Securing the boundary: Barbara Kent raised the need to re-install the boundary fence between Summers Field and Dymocks Wood, as cattle had gained access to Summers Field through this fence on one occasion during the summer. The Management Committee agreed to purchase fence posts and to use barbed wire offered by Barbara to make the boundary stock-proof at a work party in the spring (date tbc).
- o Social area: There was discussion about the use of the social area for community events and as a play area by local children. Those present felt that the use of the social area has been appropriate and acceptable to those living nearby. A question was raised about plans to offer BBQ facilities at the field and Sandy confirmed that the Management Committee had no plans to install a barbeque area or equipment but that occasional and informal social gatherings of the community would continue to take place in the social area.

Addendum to the record minutes:

After the official close of the meeting, James Hughes volunteered to become Chair of the Friends of Summers Field Management Committee with immediate effect and this was approved by the members of the management committee present.

Signed electronically

A handwritten signature in black ink, appearing to be 'J-H' followed by a stylized flourish.

James Hughes (incoming Chair)