



**Notes of the Annual General Meeting of the
Bishop's Cleeve Village Hall Volunteer Management Committee
and Trustees of the Bishop's Cleeve Village Hall Trust
held at the Tithe Barn Monday 24th September 2012 at 7pm**

1. Those present
 - a. The AGM was attended by 12 people including the trustees John Beattie, Andrew Reece, Lenora Smith, Kelvin Freer, John Andrews, Peter Richmond, as well as Cheryl Parsons, and three representatives of the WI and two members of the general public.
 - b. Apologies for absence were received from Judith Gibbins, Will Taylor, Ruth Low, Roger Surtees, Kate Plummer, and Pete Healey, and a member of the public.
2. Minutes of the FY 2010 AGM held September 2011 were accepted and signed.
3. Chairman's report. Attached.
4. Accounts and Treasurer's report. Accounts attached.
5. The meeting thanked the trustees for the efforts during the last year and accepted their resignation according to the constitution. The following put themselves forward for election to the committee and were accepted unanimously;
 - a. Block Hirers representatives
 - i. John Andrews (Heart Exercise)
 - ii. Kelvin Freer (Rendevous)
 - b. Village User Organisations representatives
 - i. Lenora Smith (Playgroup)
 - c. Parish Council Ex Officio Members
 - i. Andrew Reece
 - d. Residents of Bishop's Cleeve
 - i. John Beattie
 - ii. Judith Gibbins
 - iii. Will Taylor
 - iv. Peter Richmond
 - v. Margaret Harborne
6. The meetings thanked those who had volunteered during the year in support of the committee.



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TITHE BARN

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- a. The meeting noted that Leslie Parrish had asked to step down from Booking Secretary, the meeting expressed their thanks to Leslie for her efforts for the Barn and wished her well for the future.
 - b. The meeting thanked those who undertook ex-committee roles; Cheryl Parsons for taking on the role ex committee, Ruth Low for continuing in the role of Allotments Secretary, and Leigh Norwood the Designated Premises Supervisor and licensee.
7. Report on the extension and the future of the Village Hall. See the Chair's report. It was also reported that the dormer windows in the Main Hall had proved to be in poorer state than had been thought and would need replacement. The TBC Conservation Officer has required that if they are replaced then they have to be replaced by inline conservation roof lights. Quattro Designs have been retained to make the necessary drawings which will be used to obtain listed building and planning consents and two quotes which are a necessary precursor to obtaining grant funding. It is expected that consents can be obtained early in 2013 and that the work will take place later in 2013. This will require access to the Main Hall most probably in August 2013. Warning of the closure of the Main Hall will be given as soon as possible.
8. Reports from any user groups who wish to report. None were offered.
9. Professional services and advisors
- a. It was reported that the trustees had opened a bank account with LloydsTSB allowing the trust to gain internet access and issue and receive payments by BACS. It was agreed unanimously that the trust's banker should remain NatWest and LloydsTSB
 - b. It was agreed unanimously that the trusts accountants for the next year should remain Burchall Business Systems 1 St Margaret's Terrace Cheltenham GL50 4DT.
 - c. It was agreed unanimously that the trusts solicitor for next year should remain Andrew Chapman, Baileys solicitors, 7 Royal Crescent, Cheltenham GL50 3DF
 - d. It was agreed unanimously that the trusts insurers for the next year should remain Ansvar, St Leonard's Road, Eastbourne, East Sussex, BN21 3 UR
 - e. It was agreed unanimously that the trusts insurance brokers should remain M Wood Insurance Services 115-125 Oxford Street Pontycmmer Bridgend CF32 8DE



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- f. It was agreed unanimously that the trusts saving bank should remain The Charity Bank 194 High Street Tonbridge Kent T9 1BE
10. AOB.
- a. It was agreed that a GRAND OPEING of the extension and refurbishment be held on Saturday 24th November at 12pm. The ribbon to be cut by Lawrence Robertson MP and the cake cut by Cllr Philip Surman the Mayor of Tewkesbury. The meeting gratefully accepted the offer of Cleeve Players to arrange the format of the opening.
 - b. It was agreed that those who had contributed to the building fund, those involved in the design an construction of the extension be invited, and that all regular users be invited to display their courses to the residents of Bishop's Cleeve who would also be advised by poster throughout the village. The meeting thanked the WI for their offer of a Grand Opening cake to be cut after the ribbon.
 - c. The meeting thanked the WI for the gift of a plant to mark the Queen's Jubilee to be formally planted on 12th October 2012.
11. The meeting closed at 8.00pm with a tour of the new ground floor refurbishment.

John A C Beattie, Chairman of Trustees
25th September 2012