



BISHOP'S CLEEVE  
TITHE BARN

*Run by volunteers for the benefit of the community*

**Bishop's Cleeve Village Hall**  
**Registered Charity 301465**

**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 15<sup>th</sup> September 2014 at 7pm**

**1. Those present at the AGM**

John Beattie – Chair of Trustees  
Andrew Reece;  
Judith Gibbins – Trustee and  
Treasurer;  
Martin Thomas – Trustee;  
Matt Rachael – Trustee;  
Lenora Smith – Trustees and  
Playgroup representative;  
John Andrews – Trustee and  
Regular user representative;  
Peter Richmond – Trustee;  
Cheryl Parsons – volunteer Booking  
Secretary;  
Leigh Norwood – Designated  
Premises Supervisor;

Peter Lightfoot – Chair of Bishop's  
Cleeve Parish Council;  
Paul Benfield;  
Chris Benfield;  
Two user representatives

**Apologies for absence were  
received from:**

Sam Newman – Trustee;  
Roger Surtees – Regular User;  
Garry & Sarah Boon – Regular users  
Cathy Perry – Regular users  
Ian Cann - Regular User

2. Minutes of the FY 2012 AGM held September 2013 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 meeting accepted the resignation from the Trustees of Sam Newman and John Beattie and thanked them both for their efforts over the years and wished them well for the future. The following put themselves forward for election to the committee and were accepted unanimously;
  1. Block Hirers representatives: John Andrews (Heart Exercise)
  2. Village User Organisations representatives: Lenora Smith (Playgroup)
  3. Parish Council Ex Officio Members: Yet to be announced
  4. Residents of Bishop's Cleeve:
    - a. Judith Gibbins
    - b. Andrew Reece
    - c. Peter Richmond
    - d. Martin Thomas
    - e. Matt Rachael



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- f. Paul Benfield
- g. Chris Benfield
- 6. The meetings thanked those who had volunteered during the year in support of the committee. Including those who undertook ex-committee roles; Cheryl Parsons for her continued efforts in the role of Booking Secretary, 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 refurbishment. See the Chair's report.
- 8. It was reported that the final works of the Phase 4 refurbishment were due to be completed on Friday 26<sup>th</sup> September 2014 with the re-tiling of the east roof round the newly installed dormer replacement roof lights.
- 9. Reports from any user groups who wish to report. None were offered.
- 10. Professional services and advisors (For contact details see the Chairman's Report)
  - a. It was agreed that the Trustees should continue hold the Lloyds Bank current account.
  - b. It was agreed that the trusts accountants for the next year should remain Burchall Business Systems Cheltenham.
  - c. It was agreed that the trusts solicitor for next year should remain Andrew Chapman of Baileys solicitors Cheltenham.
  - d. It was agreed that the Trustees insurance broker, currently Oncover Insurance Ltd Gotherington, should be re-competed this year.
  - e. It was agreed that the Trustees indemnity insurers, currently Hannover Re and Markel (UK), should be re-competed.
  - f. It was agreed that the trusts saving bank should remain The COIF Charity Bank Tonbridge.
- 11. AOB. There was no other business.

On the stepping down of John Beattie after 20 years on the committee and 10 years as chairman the committee expressed their gratitude, particularly for his part in the successful conclusion of the extension and refurbishment, and wished him well for the future.

- 12. The meeting closed at 8pm

John A C Beattie, Chairman of Trustees  
16th September 2014