



**BISHOP'S CLEEVE VILLAGE HALL The Tithe Barn**  
***ANNUAL GENERAL MEETING 2008***  
**of the Trustees and Volunteer Management Committee**  
**Minutes of Meeting held on 4<sup>th</sup> June 2008**

Present: John Beattie (chair), Sarah Hewitson, Sandra Raven, Jim Stevenson, Judith Gibbins, Peter Richmond

Apologies: Pete Healey (RR), Roger Surtees (RS), Louise Steele (PI), Barbara Farmer (SWARD), Ann Sohn-Rethel (PO), Irene Hatton

**AGM 2007**

There were no comments on the minutes of the 2007 AGM.

**Chairman's Report**

The chairman presented his annual report, attached to these minutes, and including:

- Thanks to those who had been members of committee during the year.
- A request for new committee members or short-term help from volunteers. The chairman reported that due to the amount of legislation and regulation on the “third sector” he had submitted a list of 18 tasks that the committee needed to undertake to the Cheltenham Volunteer Bureau. Responding to the need for various administrative tasks, Lenora Smith (PG) kindly offered to take charge of the First Aid box.
- An explanation of the committees application to be inspected under the Hallmark scheme. The committee are to apply for inspection in the Autumn.
- Thanks for support from GRCC, and other voluntary sector organisations in Gloucestershire including 3<sup>rd</sup> Sector Match, and GAVCA, who provide excellent training courses.
- Reporting that two Air in G events had been staged during the year, that the committee had supported the Bishop's Cleeve Street Fair, and had provided a venue for John Burton's annual Book Fair.
- Reporting that the committee had applied to the Vital Villages scheme, which could make the Tithe Barn a centre for the arts in the area.
- Reporting that the utilization of the barn is high. However, it was noted that this was mainly due to the closure for maintenance of the Methodist Hall in the village and the Cheltenham Sports Centre in Tommy Taylors Lane, and whilst some might stay with the Tithe Barn if prices at the refurbished facilities increases, the committee should expect to be looking for more users during the year.
- Reporting that the chairman has started to meet more regularly with the Parish Council to ensure better communications.
- Reporting that the committee had offered to provide a site for a temporary Police Station mounted in a Portacabin in the car park whilst the current Police Station is being refitted.
- Reporting that a volunteer was working on a new website for the Tithe Barn, which will hopefully go live this year.

### **The Extension**

The chairman showed the current plans which were discussed at length.

It was reported that following the completion of the archaeological survey (during which only one small piece of Roman pottery was found) application for planning permission and listed building consent had been resubmitted and a decision was expected by the end of June.

It was reported that three companies have been invited to tender for provision of Project Management and Quantity Surveyor services to the extension project

A plan showing the timescale of the extension was shown, with the aim to be completed by end of 2009, and JB explained issues that may affect the proposed timescale were the availability of grants. Sufficient funds are in place to allow the shell of the extension to be completed, following which funding for the completion would be sought in four phases.

### **Finance Report**

The Treasurer, Judith Gibbins, presented the finance report. This showed an income of £39,229, and expenditure of £28,321. It also showed that there is £155,752 on deposit of which £60,440 is restricted funds for the extension. It was reported that since moving our deposit to a charity bank, we have doubled the interest received this year to £4787.

### **Acceptance of Resignations**

In accordance with the constitution all members of the voluntary management committee resigned.

### **Nomination of volunteer management committee members**

In accordance with the constitution the committee were elected from volunteers at the meeting. Officers of the committee are to be selected at the first committee meeting following the AGM. The following agreed to stand for election for membership of the volunteer management committee. Since there were less than twenty volunteers, they were deemed to stand unopposed and were duly elected.

John Beattie (ex Chair)

Judith Gibbins (ex Treasurer and Allotments)

Sarah Hewitson (ex Secretary and Events coordinator)

Peter Richmond (ex Parish representative and member of Maintenance Sub Group)

Jim Stevenson (ex Maintenance sub group)

Sandra Ravens (ex Staff management and Maintenance Sub Group)

John Andrews (New member (MP))

James Habgood (New member and Parish Council representative)

Phil Taylor (New member and Parish Council representative)

The chairman welcomed the new members and looked forward to working with them on the committee.

### **AOB**

Apart from further discussion on the extension, there was no other business and the meeting closed at 20:00