

**CLEARBROOK COMMUNITY ASSOCIATION**  
**ANNUAL GENERAL MEETING**

Minutes of the meeting held on Wednesday July 27<sup>th</sup> 2016 in the Village Hall.

Committee Present: Frances Staniforth (Chairman), Vicky Wilkinson (Treasurer), Jocelyn Watson (Secretary), Sue Goad (Secretary), James Dormer, Alan Hughes, Julie Lintern, Jamie Lee.

Residents Present: Marigold Meergaus, Lyn Thurston, Chris Staniforth, Kevin Hinton, Chelsea Bullock, Gail Cooper, Patrick Cooper, Jill Moorhouse, Ray Moorhouse, Cliff Goad, Patricia Medlen, Val Dean, John Dean, Sarah Jones, Anthony Tremane, Jenny Worrin, David Worrin.

**1. Apologies:**

Chris Britton, Sue Britton, Martin Watts, Kathy Watts.

**2. Approval of minutes of the AGM held on 29<sup>th</sup> July 2015**

The minutes were approved and signed. Proposed Val Dean, seconded Cliff Goad.

**3. Matters Arising:**

There were no matters arising.

**4. Chairman's report:**

Frances acknowledged how sad we all were to hear of the death of two members of our village, Alan Newberry and Bob Hawes who died last week. Many of us have strong memories of them here in the village hall at different events over the years. On behalf of the committee and everyone here our deepest sympathies go out to both Christine and her family and Marianne and her family.

The committee had several new members this year who have been involved with raising funds, and overseeing the maintenance of the building as well as raising some funds to set aside for continued maintenance. The Hall has had a good sort out and tidy up. The office has a new look with cupboards to securely store supplies for the fundraising events. The basement has been cleared of accumulated junk and will soon have clear labels as to where everything is.

Regular outside groups have hired the hall for small events however, regular larger organisations are no longer booking the hall. Despite this we have had a successful year of fundraising.

The CCA hires several people who are self employed. Thank you to Camilla and John who have continued to do the cleaning and caretaking this year. John has put in his own extra time researching and ordering things for the hall and has just built the new cupboard in the office.

Kathy Watts has been the Hall administrator for many years, but is leaving the post this month. Kathy is at present on holiday in France. The committee has a small gift and card to thank her on her return. Although this was a paid post we all know that the time that Kathy put in far exceeded the hours set down on paper. Thank-you Kathy.

The committee advertised to find a replacement for this paid post but had no responses. Frances and Chris Staniforth have offered to take over this role for a year. Specifically, to take the Hall bookings and open and shut the hall on a voluntary basis. This makes sense because of the diminished bookings. It is no longer viable to pay for the administration for opening and locking the hall. Frances has already had kind volunteers offering to help when they are away. Consequently, Frances was willing to stand for election to the committee, but not to be chairman.

This year our communication system has been developed. Jamie has given the newsletter a new look and has designed a new website. The monthly committee meeting minutes are for all to read and can be found on the website. Jamie is steadily building website links and pages to include historical photos and information and photos of the year's events. Committee members communicate by email, which saves valuable meeting time. Important information for future purposes, such as reviews of events and policies are stored, as well as in the filing cabinet, in a Drop Box so that they can be found and shared easily.

The other requirement in the constitution (the first being maintenance and finance) is to organise education, social and recreational activities. There has been a great deal of thought and imagination in the committee meetings in the planning. Over the year this hall has been the venue for many events which have greatly added to the sense of community here and involved residents of all ages. It has been a good place to get to know other villagers. No money can buy community spirit but everyone has made it happen.

- The Friday night games night continues.
- The Coffee Mornings have gathered momentum. Some have been cosy events with just a few straggling in from the rain to have a coffee and chat. Others, especially the themed events have been very lively such as the cake tasting competition and the photography exhibition. It has been lovely that children have been involved in these events too.
- There have been theatrical events, a one man show 'Eddie' and a jazz evening. The professional company Pantaloons has brought in people from outside the village and are a very high standard. They are booked again for this Autumn.
- Chris Chapman, a well-loved Dartmoor photographer, gave a fascinating talk. Tickets were sold out way before the event.
- The annual Bonfire and Fireworks night with a hog roast was a great success.
- A Christmas lunch for families, and a Children's Christmas party.

All events were massively hard work but have generated a feel good factor.

- We reintroduced a Saffron Summer Spree which catered for villagers of all ages. It had a good community atmosphere with the scarecrow competition, dog show, cream teas, children's tent, cake competition, welly-wanging and coconut shy. We had our local farmers taking time out to come down with animals too. We liaised with traffic officers for permission to put up signs to help keep children safe and these signs can be reused, with permission at future outdoor events.

Finally, a huge thank-you to a brilliant and inspired Committee. The meetings have been very lively and full of enthusiasm and ideas. There has been an amazing spread of skills in this group from administrative, organisational, first aid, secretarial, financial, carpentry, electrical, cooking, creative and ICT.

You have given so generously of your energy and time despite busy lives. But it has not just been the committee. A huge thank-you to a steadfast team of volunteers and helpers who have pitched in to assist in so many ways. You have helped to set up and run events, coffee mornings and a charity breakfast. You have delivered newsletters, taken and scanned photographs, baked scones and cakes. Thank-you also to those professional people who have come in to do skilled maintenance jobs without charge. That has been very much appreciated.

Vicky thanked Frances for all her hard work over the last year as Chair of the committee and led a round of applause to show our appreciation.

5. **Treasurer's report:** Vicky thanked Patrick Cooper for his help in getting her established in the role as Treasurer. Vicky also thanked the late Alan Newberry for his time in June examining the accounts.

Financial summaries were made available to all at the meeting. Income for the hall was made up from Hirings (£7117), Functions (£2339) and Passive (£2372). Highlights of the year were the Pantaloons production of Much Ado About Nothing which raised £731, The 39 Steps (£459), Bonfire night (£668) and a very successful Christmas lunch and prize draw (£323). Our coffee mornings have seen a marked increase in attendance, the themed ones being particularly successful raising £276 over the year, 185% up on last year. And the prize draw raised £730.

Expenditure is roughly broken down into Hall costs (£6269), Function costs (£2093) and prize draw prizes (£240 to end March, £390 Full year to August).

Gross income was £13,142; costs were £9313; Net income was £3829; Net of passive income was £1447.

We have lost a major hirer of the hall (NHS England) this year and without additional hiring or cost reduction we will end up with zero income after

passive income is taken into account at the end of the year.

To mitigate this Frances and Chris Staniforth have kindly taken on the hall admin role and the hall assistants also have agreed to open/close on a voluntary basis again. This will save approx £2000 per annum, a much needed boost.

We will be able to transfer all the passive income plus additional monies into the rebuild savings fund this year as well.

Copies of the financial summary and full accounts are available from me via email, Jagsgirl@btintenet.com

**6. Resignation of Officers and Committee:**

In accordance with the Constitution the existing Officers and Committee stood down.

**7. Election of new Committee:**

Of the previous committee Frances Staniforth, Jocelyn Watson, Sue Goad, Vicky Wilkinson, Jamie Lee and Julie Lintern were willing to stand for re-election. They were proposed en bloc by Ray Moorhouse and seconded by James Dormer.

Nominees for new members were requested. There were no nominations.

**8. Election of Officers:**

Secretary: Jocelyn Watson, proposed, by Val Dean, seconded John Dean

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Treasurer: Vicky Wilkinson, proposed Ray Moorhouse, seconded James Dormer.

There was no volunteer to take on the role of Chairman. The Committee agreed to resolve this issue at the next meeting. Jocelyn asked that if a member of the village was interested in this role to please approach any of the committee members to discuss.

**9. AOB**

Meeting closed at 8pm