



Minutes of the Annual General Meeting held @ 1900 on Saturday 2nd April 2022

All attendees were handed a pack containing the agenda, minutes of the last meeting, the Chairmans report and the Financial Statement

1. Welcome from the Life President

After stating that the Chairman, Nick Morrish, was absent due to having contracted Covid, Penny Melville-Brown highlighted the important events of this year – 75 years of the Hall, Platinum Jubilee year, 40th anniversary of the Falklands conflict – and 2 years of Covid. She asked for a vote of thanks to be recorded for Fareham Borough Council for all their help, support and financial contributions. This was unanimously agreed.

2. Apologies

Apologies had been received from Nick Morrish, Simon Tier, Graham Jacobs, Jane Southwick and Jill Grove.

3. Minutes of the AGM held 28th March 2021 (by Zoom)

Proposed by Roger Groves, seconded by Connie Hockley – the minutes were approved.

4. Chairmans Report (Full report at Annex A)

The report pointed out the difficulties that had been experienced during the pandemic but Penny Melville Brown said that the Chairman's leadership had proved invaluable, drawing on lots of advice to keep the hall going. The committee were thanked for their support and the Hall's users were thanked for staying with the Hall during some difficult times.

Proposed by Alan Baxter, seconded by Connie Hockley, the report was accepted.

5. Treasurers Report

The Treasurer said that he was reporting against figures from 2019, for a better comparison – the Covid closures meant that the figures for 2020/21 are not comparable.

Grants over the 2 years totalled £28,000, which enabled the hall to ride out the pandemic. The Bookings Secretary role costs have increased due to a salary increase to reflect additional duties which, in turn, have increased revenue: social media accounts are updated (publicity costs therefore

reduced); users are shown around the facility and seven new regular user groups have been recruited.

Bank figures as at 2 April are:

Treasurers account £7475.61
Business account £41068.15

The Treasurer ran through the regular expenses such as hand sanitisers and dispensers, cleaning costs, electricity, refuse, repairs, maintenance, health and safety aspects and legal fees.

Additional expenses forecast this year are – 3 hot air hand dryers, 13 emergency lights and fittings, the new side emergency door (installed but bill awaited) plus potential significant electricity increase (the Hall is deemed a commercial user). Solar panels remain due for installation and, while representing sizeable cost, should offset high energy costs while reducing the climate impact of the Hall.

Quotes are being obtained to get a bigger rubbish bin– but no glass recycling – users will still be told to remove their own.

Action: User Instructions to be amended to require removal of glass and any change in rubbish removal/collection.

Proposed by Jon Haylock, seconded by Stephen Day, the accounts were accepted.

6/7 Nominations of Trustees and Representative Trustees

Nominations for elected trustees were:

Stephen Day
Roger Grove
Jon Haylock
Nick Morrish
Doug Pharoah

All had declared their willingness to continue.

Proposed by Connie Hockley, seconded by Alan Baxter, the nominations were approved

1 co-opted trustee – Alan Baxter

Nominations for Representative trustees from user groups were:

Patrick King (CVA)
Simon Tier (Fareham Wheelers Cycling Club)

Glenn Duggan (Catisfield Gardening Club)
Dr Sue Baddeley (Wildlife Art)

Proposed by Connie Hockley, seconded by Roger Esnault – the nominations of the representative and co-opted trustees were approved.

The Honorary Life President will continue as Penny Melville Brown and Yvonne Pharoah remains a volunteer member of the Management Committee.

Action: The Life President requested trustees (elected, co-opted, representative) each provide a brief sentence or two describing the benefits of the role and, where appropriate, for their user groups.

8. Feedback from User Groups

It was agreed that a simple form (four questions) would be a good method of getting feedback: praise or forewarning of problems. Such should be issued by the Bookings Secretary to users: regular users at the end of each term; one-off users after their events for return to the Chairman. Dr Baddeley also recommended putting the form on the website.

Action: Implement user feedback form proposals.

9. Any Other Business

- a. Roger Grove updated attendees on the situation regarding the emergency lighting - as it involves expenditure over £1,000, trustee approval will be sought via e-mail.
- b. Tania Bevis from the CVA gave an update on all arrangements for the Platinum Jubilee Day being held on June 4th. There would be entertainment, music, food, drink and a raffle. Tickets would be sold through an agent – Eventbrite – hopefully going live within the next 2 weeks. Local fundraising is continuing to keep ticket costs down. Letters to all neighbours in the vicinity have been sent out, all necessary paperwork has been approved. Penny Melville Brown said that everyone was delighted that it had all come together and asked for a copy of all the paperwork, to check everything was in situ for our own insurers to sign off.
- c. Penny Melville Brown said that there is a wealth of local talent and experience that could be shared through talks and involvement with the Hall. There is a wide variety of skills within the community to tap into. Therefore if anyone knows of such people, we would be very pleased to speak to them.

Action: Attendees were invited to identify local people with skills and experiences to share.

10. Date of the Next Meeting

The AGM will be held before 31 March 2023.

Annex A to the AGM 2022 report

Chairman's AGM Report
March 2022

Report

In this Platinum Jubilee year, Catisfield Memorial Hall is also celebrating a notable anniversary. It is 75 years since the first Memorial Hall, a Ministry of Works prefabricated building from Corhampton Down was erected on land donated by Samuel Mortimer as a memorial to those residents of Catisfield who had lost their lives during the Second World War. The Memorial Hall is now a registered charity, managed by its volunteer trustees.

It is wonderful that this year, after two virtual AGMs, we can finally get together in the hall (all except for the chairman who, with impeccable timing, has just contracted COVID).

Since the last virtual AGM, the hall has been open continually. Gradually, most of our regular users returned. A few groups found it too difficult to continue, but other new groups have started at the hall. More details of all our comings and goings are included in the booking report.

We were kept busy advising current and potential users about how the latest COVID rules affected them. That would have been very difficult without the help of Kevin Sawyers of Action Hampshire and guidance from Action for Communities in Rural England.

Gradually, over the last year, the various restrictions were lifted. For a long time, as a measure of caution, we still limited the number of attendees at the hall to 50. Where COVID-related cancellations were necessary, we also continued to credit or refund bookings. Once all restrictions ended, we returned to our normal pre-pandemic rules.

Last year, we signed up with the HCC Solar Together programme to install solar panels on the roof of the hall. The project has been repeatedly delayed due to shortages of hardware and staff. A new installer has now been taken on to complete the work. In these times of rising fuel prices, we hope the installation will happen soon. In the meantime, we have replaced our draughty old fire door and replaced fluorescent lights with LEDs.

Management Committee

If you want to get more involved in your community, we are always looking for enthusiastic volunteers to join the hall management committee. It is not an onerous job. We hold four management meetings a year. There are various routine tasks and one-off projects which you could help with, depending on your skills and what time you can spare. If you are interested, contact the chairman on trustees.cmh@gmail.com or speak to any of the committee.

We are very grateful to **Lyn Gannon** who took on the job of Secretary back in August last year. With all the difficulties presented by the COVID rules, it cannot have been easy time to start a new role. We would like to thank her for her perseverance and professionalism.

Our Bookings Secretary, **Jane Southwick** finally got to meet the committee in person. She has continued to deal with the ever-changing situation in a calm and friendly manner.

Patrick King is our new CVA representative trustee, taking over from **Dawn Wallace** after her many years of service.

Alan Baxter joined the committee and agreed to be a co-opted trustee. His wine tasting talk was the first event organized by the hall since the pandemic began.

Graham Jacobs and **Sam Brown** began volunteering with the hall and are associate members of the committee.

Special thanks to **Roger Grove** for continually stepping into the breach to keep the hall in good shape at a time when practical help has been in short supply.

Election of Trustees

Our elected trustees serve a period of 5 years, after which they must take a year out before being elected onto the Management Group once more. If the rest of the Management Group want those who have completed their maximum time, to stay on, then it is within their remit to co-opt them back onto the committee for a year, after which they can be re-elected. This year, no one has reached their 5-year limit.

The nominations are listed below. Unless anyone has any objections to any of the nominees, a block vote will be taken, covering everyone.

Elected Trustees from the members of Management Committee (up to 5):

Nominations: Stephen Day
 Roger Grove
 Jon Haylock
 Nick Morrish
 Doug Pharoah

Co-opted Trustees:

Proposed co-option: Alan Baxter

Representative Trustees from users (up to 9):

Nominations: Patrick King (CVA)
 Simon Tier (Fareham Wheelers Cycling Club)
 Glenn Duggan (Catisfield Gardening Club)
 Dr Sue Baddeley (Wildlife Art)

For your information, our Honorary Life President will continue as Penny Melville-Brown and our Associates, our volunteers, will remain; they are Jill Grove & Yvonne Pharaoh.

Appointments that will be confirmed at the first Management Committee meeting are

Chairman	Nick Morrish
Vice Chairman	Vacant
Hon Secretary	Lyn Gannon
Treasurer	Doug Pharaoh
H&S Officer	Roger Grove
Auditors	Ian Richardson, Hall & Co
Bookings Secretary	Jane Southwick

CATISFIELD MEMORIAL HALL
Charity No: 301774

2021

Receipts and Payments Account
for the year ended 31st December 2021

	Unrestricted Funds £	Restricted Funds £	2021 Total Funds £	2020 Total Funds £
Receipts				
General income	18,423	-	18,423	8,536
FBC grants	16,573	-	16,573	11,334
Interest	3	-	3	8
Total Receipts	<u>34,999</u>	<u>-</u>	<u>34,999</u>	<u>19,878</u>
Payment				
General running expenses				
Cleaning	4,212	-	4,212	3,760
Electricity	958	-	958	1,032
Water	368	-	368	375
Gardening	1,219	-	1,219	1,238
Refuse	29	-	29	360
Repairs & maintenance	1,952	-	1,952	3,225
Consumables	310	-	310	247
Safety related	860	-	860	745
Insurance	843	-	843	820
Post & stationary	2	-	2	23
Accountancy	180	-	180	180
Sundry	82	-	82	-
Legal fees	300	-	300	600
Bookings secretary & software	4,560	-	4,560	4,438
Publicity	360	-	360	650
Professional fees	-	-	-	-
Total Payments	<u>16,235</u>	<u>-</u>	<u>16,235</u>	<u>17,749</u>
Net receipts	18,764	-	18,764	2,129
Cash funds last year end	<u>27,801</u>	<u>49</u>	<u>27,850</u>	<u>25,721</u>
Cash funds this year end	<u>46,565</u>	<u>49</u>	<u>46,614</u>	<u>27,850</u>

CATISFIELD MEMORIAL HALL

Charity No: 301774

Statement of assets and liabilities at 31st December 2021

	Unrestricted Funds £	Restricted Funds £
Cash funds		
Lloyds Bank	<u>46,565</u>	<u>49</u>
	<u>46,565</u>	<u>49</u>

The accounts set out on pages 2 and 3 were approved by the Trustees on 9th March 2022
and signed on behalf of the Trustees by

D Pharoah



**Independent Examiner's Report to the Trustees of
CATISFIELD MEMORIAL HALL**
Charity No: 301774

I report to the Trustees on my examination of the accounts of Catisfield Memorial Hall for the year ended 31st December 2021.

RESPONSIBILITIES AND BASIS OF REPORT

As the charity trustees of Catisfield Memorial Hall you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in 2021 carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I confirm that no material matters have come to my attention in connection with my examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.
3. the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a "true and fair" view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this respect in order to enable a proper understanding of the accounts to be reached.



Ian Richardson
2 Wayfarer Close
Warsash
Southampton
SO31 9AU

Date: 9th March 2022

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