[](https://www.catisfieldmemorialhall.co.uk/)

**Minutes of the Annual General Meeting**

**held @ 19:00 on Friday 5th April 2023**

**Copies of the agenda, minutes of the last meeting, the Chairman’s report, bookings report and the financial statement were made available to attendees -projected onto the screen.**

**If hard copies are required by any attendee, please contact Lyn Gannon (**[**gannons1@virginmedia.com**](mailto:gannons1@virginmedia.com)**) and they will be emailed to you.**

1. **Welcome from the Life President**

Honorary Life President, Penny Melville-Brown welcomed the attendees and wished to pass a vote of thanks to the following people:

Peter Davies has resigned as a co-opted member of the committee due to ill health but had been a very valuable member.

Doug Pharoah is stepping down as a trustee after 5 years but will remain in the post of Treasurer. His stewardship of our assets has been key.

Nick Morrish is stepping down as Chairman and has done an amazing job – kept us functioning through Covid, sorted out solar panels to become more economic. He will remain as a trustee.

1. **Apologies**

Apologies were received from Patrick King and Linda Hopwood.

1. **Minutes of the AGM held 2nd April 2022**

Proposed by Connie Hockley, seconded by Penny Melville Brown, the minutes were approved.

1. **Chairmans Report (attached at Annex A)**

Nick Morrish said that Sue Baddeley had volunteered to take on the Chairmans role and wished her well and asked that she be supported in the role as much as he had been.

The Hall is in good order thanks to our cleaner, handyman and gardener’s hard work.

The solar panels are working well, still awaiting a smart meter to be installed to enable excess energy to be sold back to the grid.

The defibrillator was obtained through a combined effort with Andy Hay, fitted by Dereck Parker.

The Bookings report (**attached at Annex B**) shows a wide variety of user groups and showed an increase in bookings. The latest group to join is an Autism Support group. The Ukelele group hope to put programme together to start performing gigs.

Penny Melville-Brown said that a high occupancy rate and the wide variety of activities was important in enabling us to achieve our charitable objects. The new Chairman may like to consider a new campaign to publicise the wide range of activities.

Thanks to Jane Southwick, who is doing a very good job.

1. **Treasurers Report (attached as Annex C)**

The following figures for the financial year 1st Jan 23 to 31st Dec 23 were noted:

* Total receipts £28,738
* Total payments £42,489
* Cash funds (as of 31/12/2) £36,399

The Treasurer ran through the main items of expenditure and noted that no insurance was paid the previous year, due to a delayed payment, so two lots were paid in this financial year.

No major project, or maintenance is anticipated, just painting and maybe new heater

**6/7 Nominations of Trustees and Representative Trustees**

Nominations for elected trustees were:

* Roger Grove
* John Haylock
* Nick Morrish
* Linda Hopwood
* Alan Baxter

All had declared their willingness to continue.

The Honorary Life President will continue as Penny Melville Brown.

Representative Trustee nominations are:

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

Currently, no co-opted trustees

Proposed by Penny Melville-Brown and seconded by Sue Baddeley, the nominations of the representative and co-opted trustees were approved as a block vote.

**8. Feedback from User Groups**

Sue Baddeley and Tiffany Harper – both users, said that the Hall was well thought of due to high levels of cleanliness throughout the Hall, easy access to parking, and single level access for users with mobility issues.

**9. Any Other Business**

No items were raised.

**10. Date of the Next Meeting**

The provisional date for the next AGM is Friday 28th March 2025.

The meeting closed at 7.50pm and was followed by refreshments and a fascinating talk by Alan Baxter, entitled The Amazing World of Bees in Our Garden.

**ANNEX A TO THE AGM 2024 REPORT**

**Chairmans Report**

Welcome to our Annual General Meeting. This year, we decided to show all the reports on the screen rather than printing them out, since in past years we have been left with a lot of wasted paper. If you would like a copy of any the reports or the full minutes of this AGM, please add your details to the contacts list or email us at: [trustees.cmh@gmail.com](mailto:trustees.cmh@gmail.com).

The hall calendar is looking pretty full now. We have had some regular users leaving or retiring but they have been quickly replaced. That’s due in a large part to the efficiency and enthusiasm of our bookings secretary.

The newcomers include: 1st Catisfield Rainbows (4:15pm Monday), Perform (3:30pm Tuesday), Debutots (9:45am last Tuesday each month) and Yoga with Kate (7pm Tuesday). Fareham Wheelers Cycling club have finally been able to move to their preferred slot at 7pm every Monday evening.

Feedback from hirers over the last year has been good. I’d like to thank our cleaning and maintenance contractors, Sarah and Bob, for their all efforts and their scrupulous attention to detail. I’d also like to thank Bob’s Odd Jobs for keeping our lovely grounds in prime condition.

Our biggest project this year has been the installation or solar panels and batteries. The system is now fully operational and yielding a good output, since the sun has finally decided to shine. There have already been some days when all our power has come from solar and that will become a more regular occurrence as the days get longer. In common with many customers, we are still waiting for a smart meter to be installed by our electricity supplier. This will enable us to be paid for exporting any electricity that we don’t use ourselves. Our excess electricity is still benefitting the environment or course, but it would be good if it also benefitted the hall.

We are very pleased that we finally have a defibrillator (AED) at the Hall, mounted on the railings by the entrance gate. We would especially like to thank Andy Hay for all his hard work in obtaining the equipment and local electrician, Dereck Parker of Parcar Ltd who very generously installed the AED box for free. Please remember: if you think you need a defibrillator, ALWAYS CALL 999 FIRST. The emergency services will be able to give you essential advice and, if necessary, a code to access the AED box.

I am standing down as chair of trustees at this AGM. I been in the post for 5 years, including the pandemic years which I think should count double! A new chair is elected by the trustees at a committee meeting, which is always held shortly afterwards. Dr Sue Baddley, who has been a representative trustee of the hall for many years has kindly volunteered to take over and, with your backing and support, I’m sure she will be able to make the hall even more of an asset to the community.

**ANNEX B TO THE AGM 2024 REPORT**

**Bookings Report**

2023-24 was another successful year at CMH, offering our immediate and wider community a range of clubs and activities, many of which are longstanding.

Regular group bookings in hrs booked increased by 6% (2076.5hrs in 2023 vs 1960.26hrs in 2022-23)

One off bookings for private hire (parties, fund raising events, meetings etc) in hours are up 16%

Regular groups revenue increased by 8%

Private hire revenue increase by 21%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales by Item** | | | | |
| **Catisfield Memorial Hall** | | | | |
| **1 January 2023 to 31 December 2023** | | | | |
|  |  |  |  |  |
| **Item** | **Unit Price** | **Quantity Sold** | **Total** | **Average Price** |
|  |  |  |  |  |
| 001 - Regular User of The Catisfield Memorial Hall at £10.20 /hr | £10.20 | 1,140.8 | £11,635.65 | £10.20 |
| 002 - Regular User of the CMH at £11.50 /hr | £11.50 | 935.8 | £10,761.15 | £11.50 |
| 005 - Private Hire of The Main Hall £18.50 /hr | £18.50 | 319.0 | £5,901.52 | £18.50 |
| 008 - Additional Key Charge of £10 | £10.00 | 6.0 | £70.00 | £11.67 |
| 010 - Deposit for One Off User | £100.00 | 57.0 | £5,700.00 | £100.00 |
| **Total** |  | **2,458.5** | **£34,068.32** | **£13.86** |
|  |  |  |  |  |
| **Summary** |  |  |  |  |
| Sales by item |  |  | £34,068.32 |  |
| Other sales |  |  | £48.00 |  |
| Cash sales |  |  | £0.00 |  |
| Credits |  |  | -£5,447.26 |  |
| **Total Sales** |  |  | **£28,669.06** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sales by Item** | | | | |
| **Catisfield Memorial Hall** | | | | |
| **1 January 2022 to 31 December 2022** | | | | |
|  |  |  |  |  |
| **Item** | **Unit Price** | **Quantity Sold** | **Total** | **Average Price** |
|  |  |  |  |  |
| 001 - Regular User of The Catisfield Memorial Hall at £10.20 /hr | £10.20 | 701.3 | £6,897.61 | £9.84 |
| 002 - Regular User of the CMH at £11.50 /hr | £11.50 | 1,259.0 | £13,922.39 | £11.06 |
| 005 - Private Hire of The Main Hall £18.50 /hr | £18.50 | 273.0 | £4,881.77 | £17.88 |
| 008 - Additional Key Charge of £10 | £10.00 | 9.0 | £90.00 | £10.00 |
| 010 - Deposit for One Off User | £100.00 | 43.0 | £4,300.00 | £100.00 |
| **Total** |  | **2,285.3** | **£30,091.77** | **£13.17** |
|  |  |  |  |  |
| **Summary** |  |  |  |  |
| Sales by item |  |  | £30,091.77 |  |
| Other sales |  |  | £176.79 |  |
| Cash sales |  |  | £0.00 |  |
| Credits |  |  | -£5,137.38 |  |
| **Total Sales** |  |  | **£25,131.18** |  |

TOP 10 REVENUE BOOKINGS AT THE HALL:

1. Private hire / party bookings
2. Baby Sensory
3. Bridge Group
4. Recapture Life
5. FWCC
6. Irish Dancing
7. Jiggy Wrigglers
8. Catisfield Village Association
9. AA Titchfield
10. Sweetest Feeling Baby Massage

REGULAR GROUPS

We are proud to offer a broad range of groups to our community. There are currently 30 regular groups hosting weekly / monthly classes.

Arts and Creative - 3

Haven Artist, Inspiring Inkin, Natural History Art

Baby and Children - 6

Rainbows, Baby Sensory, Debutots, Jiggy Wrigglers, Mini First Aid, Sweetest Feeling

Bridge and Games - 3

Whist Group, Fareham and Gosport Board Games, Bridge

Dance - 2

Irish Dancing, Perform

Fitness - 8

Boxercise, FWCC, Hatha Yoga, Helen Warren Pilates, My Juju Yoga, Yoga in Fareham, Yoga with Kate

Gardening - 2

Bee Keepers Association, Catisfield Gardening Club

Music - 2

Strum for Fun Ukulele and Sound Medicine

Social and Support - 4

Autism Hampshire, CVA Coffee Morning, Recapture Life, AA Titchfield

NEW GROUPS JOINING IN 2023/24:

* 1st Catisfield Rainbows
* Autism Hampshire
* Debutots Portsmouth and surrounding areas
* Inspiring Inkin' with Amanda Fowler
* Yoga with Kate

We say goodbye to Pechal Petals Yoga a longstanding class. We thank her for her support and business over the years and wish her well for the future.

**ANNEX C TO THE AGM 2023 REPORT**

**Financial AGM Report April 2024**

Receipts and Payments Account for the year ended December 2023

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Unrestricted | Restricted | Total 2023 | Total 2022 |
| Receipts | Funds | Funds | Funds |  |
| General income FBC grants | 28,355 |  | 28,355 | 26,603 |
| Interest | 383 |  | 383 | 22 |
| Total Receipts  Payment  General running expenses | 28,738 |  | 28 738 | 26,625 |
| Cleaning | 4,239 |  | 4,239 | 5,966 |
| Electricity | 1,885 |  | 1,885 | 1,390 |
| Water | 418 |  | 418 | 280 |
| Gardening | 1,391 |  | 1,391 | 1,110 |
| Refuse | 373 |  | 373 | 427 |
| General repairs & maintenance Fencing | 2,012 |  | 2,012 | 4,008  2,700 |
| Solar panels & storage battery | 22,860 |  | 22,860 |  |
| Consumables | 65 |  | 65 | 191 |
| Safety related | 416 |  | 416 | 682 |
| Insurance | 2,098 |  | 2,098 |  |
| Post & stationary Accountancy | 30 |  | 30 |  |
| Sundry  Legal fees | 66 |  | 66 | 39 |
| Bookings secretary & software | 6,262 |  | 6,262 | 5,891 |
| Publicity  Professional fees | 374 |  | 374 | 405 |
| Total Payments | 42489 |  | 42 489 | 23 089 |
| Net (payments)/receipts | (13,751) |  | (13,751) | 3,536 |
| Cash funds last year end  Cash funds this year end | 50 101  36,350 | 49  49 | 50 150  36,399 | 46 614  50,150 |