

## **Fanshaws Room Management Committee**

### **Annual General Meeting for 2017-2018 - 18th April 2018 held at 7pm held in Fanshaws Room**

**Present:** Linda Ashley (Chair), Janet Burger, Jean Retallick, Lawrence Price, Brenda Lambie, Lynn Whitnall (PC), John Lambie (PC), Kate Hillaby

Also attending: Beryl Scott Smith

**Apologies:** Robert Williams, Leslie Kotting

1. **Minutes of Meeting** held on 19th April 2017 - Agreed as an accurate record
2. **Matters Arising:** there were no matters arising
3. **Chairman's report:** The Chair summed up the events of the previous year and said how well attended and successful the two children's Christmas events were and also the lunch for senior residents. The update of Hall heating and lighting was a great improvement and good use of funds. She also commented on the successful environmental work that had been carried out on Brickendon Green, including the pond clearance which is a big improvement. Our Fete, although not being as profitable as in some previous years, was still a great success and we are determined to keep to the format of a traditional family Fete. The Chair thanked the committee for their hard work and commitment to the community and invited them all for refreshment after the meeting.
4. **Treasurers report:** For the year ending 28th February 2018 there will be a deficit of £354, this is not a problem, but shows we have spent some of the funds we are holding. The main expense of the year was £2,363 which was spent on electrics in the hall including new wall lights and a new off-peak heater. A further £384 was spent on clearing the wall at the back of Brickendon Green. The surplus for the 2017 Fete was lower than the previous year at £1,916. Newsletter costs have increased with the introduction of colour printing. A donation of £500 each was made to Herts & Essex Air Ambulance and MIND in Mid-Herts charities. We ended the year with net assets of £23,454.
5. **Hall report:** Bookings for the village hall are up on the previous year, a net increase of £556. There are no election bookings scheduled for this year and we will probably lose one of our regular hirers due to her moving to another area but the hall is still expected to pay for itself. As a result of the unusually cold winter weather we had a burst pipe in the kitchen which resulted in the need to replace the water heater under the sink. This was done promptly and there was no other long term damage.
6. **Tennis court update:** The courts are now in use again. The Farmer's Boy is dealing with bookings, everybody now pays £5 per court per hour except children under 16yrs who are resident in the parish and can show their pass. In the twelve months to February 2018 there was a slight increase of £77. The FRC Treasurer collects the fees from the FB for banking. We are still looking for a parishioner to take on responsibility of making sure the courts are maintained. The Parish council has paid £1671.60 contribution towards the courts refurbishment and is in the process of purchasing a storage shed to be erected beside the tennis pavilion.
7. **The Newsletter** appears to be popular although it comes at a cost (printing etc) and doesn't bring in any revenue. 14 volunteers deliver it to residences in the Parish and in addition some copies are emailed out. It also appears on the Brickendon Liberty website. Brenda is looking at other printing options.

**8. Nominations for committee:**

Chair: Linda Ashley. Nominated by Brenda Lambie and seconded by Janet Burger

Vice Chair: Janet Burger nominated by Linda Ashley seconded by Brenda Lambie

Treasurer: Robert Williams nominated by Brenda Lambie seconded by Linda Ashley

Secretary: Kate Hillaby will stand down as secretary but is happy to be temporary secretary until a replacement is found, she will remain on the Committee

Committee members: Jean Retallick, Lawrence Price, Brenda Lambie and all members of the Parish Council.

**9.** Date for 2019 Fete 1st September

**10** AOB – none

AGM closed at 7:34pm

**Next AGM Wednesday 17th April 2019 at 7pm**

## **FRC meeting 18th January 2018 in Fanshaws Room (following on from AGM)**

**Present:** Janet Burger, Kate Hillaby, Linda Ashley (Chair), Brenda Lambie, Lawrence Price, Jean Retallick, Lynn Whitnall (PC), John Lambie (PC)

**Apologies:** Robert Williams (Treasurer)

Also attending Beryl Scott Smith

**Minutes of last meeting (31.1.18):** Agreed as a correct record

**Matters arising:** There were no matters arising

**Pond:** Lawrence will look at providing a notice board and ongoing maintenance. Signs on the Green – this is ongoing Leslie Koting (PC) is investigating; the main village sign has split and needs replacing, along with the wildlife signage board. Beryl Scott Smith will take a look at the history of the wildlife/nature board to find out if we can find the original artwork. Lawrence will liaise with CMS on environmental issues.

**Storage heater:** is fine, no so need to check the fuse. This heater is only on for a few off-peak hours and this may be why some folk thought it wasn't working.

**Outside window frames:** Brenda put a plea in the newsletter rather than pay out of the funds for a work party, but has not heard anything. We may have to employ a painter as the outside frames are looking a bit tatty.

**Tennis courts:** Have been cleared of moss and were cleaned in February, new nets were not installed as current ones are still fit for use. Courts are now in use again.

**Treasurer's report:** Current net assets of £23,454

**Terms of reference and Risk assessment:** Brenda distributed these documents which she has adapted for FRC and asked the committee to read through them and agree if they are a reflection of what the committee does.

**Fete Risk assessment:** Treasurer has paid our insurance and it is a better deal than the Parish council policy, the one purchased gives best cover for the Fete. Brenda asked the committee to look at the risk assessment that she has drawn up for the Fete, and for committee members to feedback. Areas to look into at the fete include the dog show, bouncy castle,

**Fete arrangements:** Mitch has volunteered to run the fete this year.

Brenda shared a list of attractions for the fete, with helpers who will be responsible for running them, this can be updated as plans proceed.

Publicity needs to be arranged, and a letter going out to parishioners and businesses to volunteer to support, and/or donate to the Fete.

Raffle last year was hardly worth doing, cost £78 to print draw books and we gave away £100 of sponsorship money as a prize but we only took £333, the committee discussed how to improve the profit and whether it is necessary to have printed tickets. Lynn will speak to local businesses to see if we can get more support with donations.

Kate and Brenda will discuss other stalls/attractions with Mitch.

A social evening was discussed with a proposed date of July 4th (6 till 9) on the Green, if weather is fair, with a view to encouraging more helpers at the Fete. Flyers would need to be distributed throughout the parish as it is too early for the next Newsletter.

**AOB:** There was no other business.

**Next meeting 23rd May 7pm in Fanshaws Room**