

**Buxted Community Hall Trust 4th Annual General Meeting held at  
The Reading Room, Buxted on  
Monday 19<sup>th</sup> January 2016 commencing at 7-30pm**

**Trustees present: Sheila Bartholomew, Pauline Bonner, Chris Hitchins, Eileen Claydon, George Claydon (Treasurer), and Nick Tricker. Apologies received from Jonathan Milner**

**Seven members of the public were present - including Vivienne Blandford (Chairman of the Parish Council)**

**Item 1. Introduction, Apologies and Welcome. (Nick Tricker Co Chairman)**

Nick Tricker welcomed all those present. Apologies were received from Sue Nichols.

**Item 2. Minutes of 3<sup>rd</sup> AGM on 28<sup>th</sup> January 2015 and Matters Arising**

Minutes of the previous AGM had been widely published and copies were available in the room. These minutes could either be read to the meeting or be taken as read. This latter course of action was adopted without exception.

**Item 3. Matters arising**

**Item 4. Report on our 4th year of operation (Sheila Bartholomew Co Chairman)**

Our small events team has worked hard over the past year putting on an event each month, which have all been very successful and well attended. Our first event this year is the Indian Cookery Demonstration in February, which I am pleased to say has sold out. Future events and amounts raised are posted on our Website. To date £9,000 has been raised from small events in the village this amount also includes generous donations from some village clubs and individuals for which we thank everyone most heartily. Events for 2016 will be advertised on BPEC, in the Buxted Messenger, on our Website, on our Facebook page and shared on Buxted Talk's Facebook page, plus the usual posters around the village. We are always pleased to receive new ideas and help for fundraising events, especially ideas for events for the younger members of the community.

During the past year we have met several times with contractors and our architect to discuss the best way to take this project forward. We have now engaged our architect and a structural engineer to prepare detailed plans. Nick will explain in more detail what this entails in his report. We have had meetings with the Scouts to discuss any concerns and how we can minimize the disruption while works take place. The planning conditions for the new hall imposed by Wealden District Council are still in place but will always be challenged by the PC as planning policy changes. This stipulation was agreed by WDC before the PC formally accepted and signed the planning permission.

Yes there is still a mountain to climb to raise the money to finish the project but the strategic fundraising committee is busy preparing grant foundation applications. The continued support and efforts to fundraise within the community will be very important when applying for grants. So thank you for your support over the past year and we look forward to 2016 and even more successful and enjoyable events.

## **Item 5. Presentation of Examined Accounts (Treasurer – George Claydon)**

Copies of our 'examined' Income & Expenditure account's balance sheet for the Trust's financial year ending 30<sup>th</sup> April 2015 are available around the room. I would like to record our trustee's gratitude to Michelle Warner (FCCA) for her invaluable voluntary work in again conducting an examination of our accounts and for submitting the associated returns to Companies House. The annual return for the Charity Commission was correctly filed without adverse comment.

Treasurer stated that our true balances **today** stand at just over £19,000, the Parish Council has almost £32,000 earmarked for us and there was a grant of about £109,000 actually lodged with Parish Council for us that was the proceeds of the Grampian's site Section 106 building agreement – in all about £160,000. We are currently due £380-00 in Gift Aid claims and it is possible that a further £100,000 could be made available to us through a loan paid for by the Ionides Trust from their income from the Buxted Medical Centre.

## **Item 6. PLANS FOR THE FUTURE (Nick Tricker)**

The work of the trustees still continues on two fronts: raising funds to meet the cost of providing the new hall, and enabling the building project to progress smoothly. There is plenty to do. We have sufficient money to start the building work, but not enough to complete it. There are lots of decisions to be made as part of the Due Diligence component of the project.

As you have heard, we have appointed our architect to produce more detailed plans towards delivering the first phase of our project. A Structural Engineer has also been appointed. These two professionals have impressed us by their enthusiasm and we feel confident that they will steer us through the design process, the appointment of contractors, and the construction work on site.

A prime requirement of the design team is to obtain good estimates of the cost and programme for the project, as a whole and split into two phases. Once we have this information we should be able to submit bids for funding from organisations offering to help charities meet the cost of projects aimed at improving facilities for communities.

We hope that the first phase, at least, will start in 2016. The main pressure to get the project underway is the need to do so within 3 years from the date that the planning application was approved, or we risk having to submit a new application for the scheme to Wealden District Planners. This means that we shall be starting the first phase of the project this year, almost certainly, without the funding needed to complete both phases.

Currently our Structural Engineer and architect are looking at the landscaping requirements for the site; these are included in the first phase and include roads, car parking, earth moving, utilities and drainage. We are also discussing how the site will be left between the completion of phase 1 and the beginning of Phase 2, the construction of the hall.

The design team will help us appoint suitable contractors for the first phase of the project. We have thought about how we control expenditure, especially where changes are needed during the building phase.

Currently we are waiting for The Ionides Trust to finalise the lease for the area we shall occupy on their land. This will require them to negotiate with current leaseholders, such as the Scouts and the Surgery. Once that process is completed, we shall know exactly how the new hall and its external works e.g. car parking, will work together so that we can be clear in our instructions to the contractor undertaking the project. It is especially important

that the contractors know whom to contact if their workings could affect users of the Ionides field.

The design team will then be able to plan how the building project can progress whilst maintaining the use of existing buildings, and thinking through health and safety issues that could arise during the construction work.

Another issue that will need resolving before building work could start concerns the large mound of soil left at the end of the surgery on the part of the site proposed for hall car parking. We are hoping that investigations will conclude that all of this spoil can be moved towards levelling the site, but if part or all of it needs to be carted away, this would be a very expensive exercise. It would be very disappointing if BCHT had to meet the cost of levelling the site if it should have been done as part of a previous building project.

Arrangements for the drains of the new hall still need to be finalised. It is likely that the electricity supply will entail the removal of at least one electricity pole – very likely before Phase 1 can start.

I hope that this gives you a flavour of what we are doing at present. By next year, I hope that Phase 1 will be completed.

A copy of these notes will be posted on our website in the next few days.

**Item 7. Appointment of Directors. (Company Secretary – George Claydon)**

Our Company Articles require all directors to resign at the AGM but they may, if they are willing to stand, be re-elected for a further year. This is intended to provide potential representatives of new groups in the area the opportunity to put themselves forward as Director/Trustees and have a say in how the Trust operates. Currently we have six active trustees who are willing to stand for re-election in addition to which the Parish Council have nominated Councillor Jonathan Milner as their representative. He joins the under-mentioned for election.

Sheila Bartholomew,  
Pauline Bonner,  
Eileen Claydon,  
Myself, George Claydon  
Chris Hitchins, and  
Nick Tricker

Clubs and organisations in the Village have been invited to nominate potential trustees for consideration as elected members. Are there any other persons who wish to put themselves or others forwards for consideration? There being no proposals and no objections the re-election of the board members and election of Jonathan Milner were agreed nem con..

**Item 8. Appointment of Auditor 2014/15. (George Claydon)**

Michelle Warner (FCCA) has resigned from her position as our honorary accountant. Efforts are being made to obtain the services of an accountant for the Trust.

**Item 9. Any other Business.**

Michael Todd asked if there was a time constraint on the Section 106 monies. The Treasurer replied that there was no immediate time constraint on these monies

Sue Hitchins proposed a vote of thanks to the BCHT trustees for all their efforts in taking the project forward to this point. There being no other business, the meeting closed at 8.00p.m.

**G. Claydon (MBE) Company Secretary**