

**Buxted Community Hall Trust fifth Annual General Meeting held at  
The Reading Room, Buxted on  
Tuesday 17th January 2017 commencing at 7-30pm**

**Trustees present:** Sheila Bartholomew (Chair), Pauline Bonner, Chris Hitchins, Eileen Claydon and George Claydon (Treasurer). Nine members of the public – including 3 co-opted Board members. Apologies received from Councillor Vivienne Blandford (Trustee).

**Item 1. Introduction, apologies and welcome to visitors. (Chairman)**

Sheila Bartholomew welcomed all those present who had turned out this cold evening.

**Item 2. Minutes of 4th AGM on 19<sup>th</sup> January 2016 and Matters Arising. (Treasurer/Sec)**

Minutes of the previous AGM had been widely published and copies were available in the room. These minutes had no matters arising and could either be read to the meeting or be taken as read. This latter course of action was adopted without exception.

**Item 3. Presentation of Examined Accounts (Treasurer – George Claydon)**

Copies of our ‘verified’ Income & Expenditure account’s balance sheet for the Trust’s financial year ending 30<sup>th</sup> April 2016 are available around the room. We received a number of small and large donations in the year that were subject to the addition of Gift Aid plus two substantial donations from the Buxted Ball and Quiz committee. Fundraising income shows a good profit against the modest expenditure and whilst the administration costs may seem high at £272 they include the inescapable costs of running a company and web site and some publicity items that indirectly produce donations. No Trustees claimed any expenses during the year.

I would like to record the Trustee’s gratitude to Robin Farmer (FCCA) for his invaluable voluntary work in verifying our accounts and for submitting the associated returns to Companies House and HRMC. The annual return for the Charity Commission was correctly filed without adverse comment.

**Item 4. Report on 5<sup>th</sup> year of operation (Chairman)**

The work of the trustees continued on two fronts: raising funds to meet the cost of providing the new hall, and working to progress the building project. Conditional Building Regulations were passed in November 2016 with work going forward to take us to the tender stage for phase one of the project.

It was hoped to start the project in 2016 but it has taken longer than envisaged to obtain the conditional building regulations. In the past year we have engaged the services of M& E Engineers. SUDs designers, (sustainable drainage systems), Environmental Engineers and a Quantity Surveyor to carry out the work required under the planning conditions and building regulation conditions. The design for the landscaping following the redistribution of the earth on site is nearing completion.

The lease for the hall between the Basil Ionides Memorial Trust and the Buxted Community Hall Trust has now been agreed and is awaiting signature. With the lease in place we will now be able to apply for grants from charitable foundations.

Our small events team worked hard throughout the year, organizing open gardens events, talks and a games afternoon culminating in a very successful and most enjoyable Carols on the Impending Footings.

**Item 5. The next year – plans and developments (Chairman)**

It is hoped the work will start in the spring of 2017. Working toward this first phase will entail close co-operation with The Ionides Trust, the Scouts and the surgery to make sure that any issues raised are dealt with promptly, thereby minimising disruption to all concerned.

Phase 1 includes access roads, earth moving, utilities, drainage and foundations. It is possible that not all of these works will be undertaken in phase one but almost certainly the earthmoving and

drainage will be completed. On completion the Ionides land will be returned to a usable condition for the community to enjoy as they do now.

Our attention over the next year will be centred on raising the remainder of the money to build the hall itself. We aim to organise local fundraising events, large and small and prepare grant applications to charitable foundations. We would welcome your help on whatever scale you feel able to offer, in time, effort or money. Community support will be very important to help the Trust achieve the goal of a new, warm comfortable hall with modern facilities and flexible space to keep the existing and new groups and societies thriving at the heart of the community well into the 21<sup>st</sup> century.

**Item 6. 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 and existing 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** trustees:

Sheila Bartholomew,  
Councillor Vivienne Blandford,  
Pauline Bonner,  
Eileen Claydon,  
Myself, George Claydon and  
Chris Hitchins,

All are willing to stand for re-election. Are there any other persons who wish to put themselves or others forwards for consideration? No offers or proposals were forthcoming either as directors or co-opted members. Treasurer asked for a proposal concerning re-election of these SIX Directors. The re-election of all SIX directors en-bloc was proposed by Jonathan Milner and seconded by Cathy Hemming. In the absence of any other proposals, all were elected unopposed.

**Item 7. Appointment of Auditor 2016/17. (George Claydon)**

Robin Farmer (FCCA) has indicated his willingness undertake this work for the period 2016-2017. The proposal that he be reappointed was agreed – nem.con.

**Item 8. Any other Business.**

Ms Valentine requested assurance that access to the Scout Hut would be maintained while the ground works were in progress. Every effort will be made to ensure the least disruption for all concerned. Access for emergency vehicles will be a priority. A connection point in the drainage system will be designed to enable the Scout Hut access to the drains. The connection to the hall drainage system will take place during the hall building phase. The earth bund by the community parking spaces will be redistributed across the site along with the earth removed for the foundations.

Mr Edwards asked if we would be applying for grants for the building work. Now we have an agreed lease, which will be signed in the next few days, we are now in a position to prepare applications to grant funding charities.

A request for a note taker at our monthly meetings was answered by Lis Edwards. We are most grateful to her for volunteering her time.

**Meeting closed at 7.55pm.**

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