

# **BRAISHFIELD VILLAGE ASSOCIATION**

## **ANNUAL GENERAL MEETING**

**TUESDAY 18 JANUARY 2022**

**BRAISHFIELD VILLAGE HALL**

### **PRESENT**

Ian Jeffery (Chair), Sheila Still (Treasurer), Julie Kemp (Distribution), Jill Briggs (Secretary), Wendy Dolby-Stevens (BVN Editor), Margaret O'Keeffe (Committee), Carolyn Ward (BVA Website), Lucas Marshall, Kate Marshall, Wendy Jeffery, Jane Bennett, Graham Bennett, Malcolm Ayres, Carole Renvoize, Steve Renvoize, Hazel Prince, Mike Prince, Betty Horton, Geoff Briggs, Sally Yalden, Ian Knights, Lionel Miller, Janet Miller, Wendy Quarendon, Peter Quarendon.

### **APOLOGIES**

Angela Bevan, Jan Blizzard.

### **CHAIRMAN'S OPENING REMARKS**

The Chairman introduced himself, welcomed all to the meeting and thanked them for attending.

Firstly, an apology that last year's AGM had to be postponed a couple of times and then cancelled due to the Covid 19 Pandemic; so this year's AGM will cover the period 2020 to 2021.

As is usual, a request was made in the BVN for any subjects that residents would like raised tonight back in December. No such requests were received.

He then introduced the Committee members as follows:

- Sheila Still – Treasurer and longest serving member! Keeps us in check to make sure we don't spend too much. Also keeps tabs on our very important advertisers in the BVN, ensuring they pay on time.
- Wendy Dolby Stevens – BVA News Editor – does a superb job of ensuring the BVN is put together in time, that it includes all the local stories of interest, that it is professionally presented and keeps a check on letters and advertisements.
- Julie Kemp - BVA News Distributor – Julie does an excellent job of collecting and collating the BVN's to make sure her team of volunteers have them in time for delivery. I'd like to thank her and all those behind the scene who make this process possible.
- Jill Briggs – Secretary/Village Diary. Ensures that the meetings are accurately recorded and that all the unnecessary comments that invariably get mentioned aren't recorded! The Village Diary has been very quiet over the last 20 months or so, but is starting to pick up speed again.
- Carolyn Ward – WebEditor. Liaises with others in the village to ensure the website includes all the important information and is well presented.
- Margaret O'Keeffe – Committee member. One of our noses to the ground and a very important helper at our events.

Also, in the background:

- Lucas Marshall – attends many of the meetings and provides a valuable contribution to the BVA. When possible, he also helps at many of the organised events.

During the year, we have lost two members of the team:

- Lorna Dolby-Stevens – Network Manager. Who, despite many challenges has endeavoured to ensure we receive the Network messages. Although Lorna has resigned from the Committee, she has agreed to continue providing the Network service for the time being.
- Kevin Freemantle – Committee member. A recent change in personal circumstances has meant Kevin is no longer able to join us.

I'd like to thank all of the Committee Members, Lucas, Lorna, Kevin and any other helpers for your contributions over the past two years. Without this support, we would not be able to put on community events which, from feedback received, are very important and enjoyed by many.

### **MINUTES OF AGM held in January 2020**

The minutes of the last AGM, having been available on the website, were confirmed.

Proposed by Mike Prince

Seconded by Carole Renvoize

### **MATTERS ARISING and CHAIRMAN'S REPORT**

Well, the last 2 years have been very interesting. Regrettably, like for many others, the BVA has had to cancel events. These included:

- 2020 Christmas Sing-a-long
- 2020 Music Festival, which was re-arranged for 2021 and again had to be cancelled
- 2021 New Year's Day walk
- And 2021 AGM!!

Things are slowly getting back to normal with the Christmas Market, a new event and the New Year's Day walk, earlier this month both taking place.

- Christmas Market. This was very well supported both in terms of stallholders and customers. The BVA had discussed this event in depth and it was important to us that this was to be a community event and not necessarily one to raise funds. In total around £100 was raised for the BVA and we'll go through the financials later, but, on a positive note, we understand both the Pantry and Village Hall benefitted from this.
- New Year's Day Walk – Again, very well supported. I counted 43 people at the outset (don't know how many returned!!) but the vast majority joined us outside the Church Room for mulled wine and mince pies.

Thanks to everyone who helped at and attended these events. It is hoped that both will continue as we move forward.

Other items over the past two years:

- After a disappointing turn-out, we decided to stop holding the BVA meetings in public. The chief reason for this was cost. We were paying to hold the meetings in halls and, with very few, or no-one attending, felt it was better use of our funds to revert to holding meetings in our homes.
- The BVN continues to provide us with items of interest, particularly the articles from individuals as well as the letters pages. I'd like to thank everyone who's contributed to this and supported us. Please keep these coming in.
- Network membership is still high but we've had a number of complications recently with messages not being received. Lorna is looking into this further but hopefully a fix is on the horizon. Our apologies if you've missed a message.
- We've not rested on our laurels – we've updated those necessary 'behind the scenes' things such as the Privacy Notice and GDPR requirements. We've also tried to encourage greater membership of the Network.
- Where possible, members of the BVA team try to attend other meetings. Over the last two years, these have included several Parish Council meetings, the Speeding/Traffic calming initiative and the

stiles ones. We have also agreed to contribute to the cost of updating and enhancing the village notice boards. We will continue to try to help where we can.

- In accordance with the Constitution, comment needs to be made on membership subscriptions. Well, good news, there's no charge going forward for parishioners, but as Sheila often reminds us, contributions are very gratefully received.

## Remembrance Day

On 11th November, Ian was honoured to lay a wreath at the war memorial on behalf of the BVA at the Remembrance service. Our thanks to all involved in organising this and to drivers for respecting it.

## Finally:

Due to personal reasons and a number of commitments, I will be stepping down as Chairman of the BVA. Whilst this is for personal reasons, I also feel it is important that the baton be passed to someone else so it doesn't become stale. I will, of course, be around to ensure a smooth handover of tasks but wish my successor the very best of luck and hope they have as much enjoyment from the role as I have.

Ian then passed over to Sheila to report on the financial position.

## FINANCIAL REPORT

Sheila referred all to the balance sheet below.

### Braishfield Village Association Accounts for year ending 31st December 2021

	Expenditure		Income		
	2021	2020	2021	2020	
	£	£	£	£	
Braishfield News Printing	2009.00	2178.00	Advertising	2186.00	1972.00
BVA Expenses	46.72		Advance Advertising	-576.00	-660.00
Remembrance Wreath	20.50	20.50	Donations	733.50	588.50
AGM Expenses		9.00	Postal Subscriptions	60.00	70.00
BNV Expenses	239.64	139.79			
Xmas Event Costs	843.75	30.00	Xmas Event	1033.05	
Presentations	197.80				
Donation to pantry	100.00				
Distribution costs	66.00	88.29			
TVBC Licence	20.00	20.00			
Insurance	182.76				
Welfare	42.45	22.99			
Excess Income					
(Excess Expenditure)	-332.07	-538.07			
<b>Total £</b>	<b>3436.55</b>	<b>1970.50</b>	<b>Total £</b>	<b>3436.55</b>	<b>1970.50</b>
<b>Accumulated Balance &amp; Liabilities</b>		<b>Assets</b>			
Balances B/Fwd 1/1/21	5949.09	<b>5827.16</b>	Community Account	6149.87	5897.09
Creditors (HIOWAA)			unpresented cheque	-100.85	
Excess Income			Written off	36.00	
Excess Expenditure	-332.07	-538.07			
<b>Bal c/fwd 31/12/21</b>	<b>5617.02</b>	<b>5289.09</b>	Debtors 2021	108.00	
Advertising in Advance	576.00	660.00	Debtors 2020		52.00
			Petty Cash		
<b>Total £</b>	<b>6193.02</b>	<b>5949.09</b>	<b>Total £</b>	<b>6193.02</b>	<b>5949.09</b>

I can report on the income side that advertising has increased by 11.5% and donations 24.6% year on year. Thank you to those who use the medium of the BVN to advertise and especially those who have made donations to keep your association up and running. You will see that event income has increased by 100% due thankfully to the Christmas market being able to go ahead in November.

Regarding expenditure printing costs relates to the News and is down by 7.8% due to some issues being less pages than others The hire of the church rooms for the New Years Day walk together with the cost of back up for the BVA information account for the BVA expenses. The increased expenditure for the Braishfield News relates to the rental of a designated programme for the production of the News. The expenses of the Christmas Market enabled us to emerge from it in credit. In respect of Insurance we did not take out a policy in 2020 as no activities were held. This year the policy covered the Christmas market and any other functions which we are able to hold this year.

The cost of presentations was for Michael Stubbs who stood down from the committee after doing sterling work not only keeping us informed of planning applications but also as a member of the traffic committee.

Although these items give us an excess in expenditure this year, I can report that your association is well covered for future expenses and remains a very viable association.

A question from a villager queried what 'welfare' meant and Sheila explained that these were costs incurred for flowers and/or cards to villagers.

The accounts, having been audited and agreed were proposed by Mike Prince and seconded by Ian Jeffery.

## **MEETINGS**

Five BVA meetings were held in 2020 along with many emails and a further nine in 2021. Alongside these have been additional sub-committee meetings focusing on key events and policy updates.

## **OBJECTIVES FOR 2020**

These were -

1. To replace Michael. He is one of the "techie" experts and kept a close eye on all things planning, so we'd like someone who would like to take on a similar position. – Carolyn has taken over the role of 'techie' and, despite a number of challenges has a good understanding of things like the Website.
2. Continue to publish the BVN with villagers' articles with the necessary advertisers support - achieved
3. We will work with other committees around the village and offer support wherever and whenever we can. Whether this is Emergency Planning, the Traffic committee or the equally important committees around the village, I very much hope to see this continue through 2020. – Ongoing, but definitely moving forward.
4. To hold a summer music festival. Things are underway, but getting bands to actually commit has been proving a little difficult – unfortunately, Covid got the better of us!
5. To organise a Christmas event. Whether this will be similar to previous years has not been decided. Holding the 2019 event indoors put a different perspective on things, so one for discussion – again, Covid prevented the 2020 event, but 2021 was bigger and better. Thanks to the team for making this so and especially Julie for organising all the stallholders.
6. To organise the 2021 New Year's Day walk. This was so successful last year, it would be lovely to keep the (what is now) tradition going – again, 2020 was cancelled, but 2022 got off to a great start with at least 43 walkers joining us on New Years Day. There was much positive feedback so a huge success all round. Special thanks to Wendy for planning the walks.
7. Residents Guide. To start the process of putting this together for publication in 2021 – work is still ongoing on this one and we're looking for new, better ways of updating it. We put a request out in the summer for residents to comment, but nothing was received, so I assume the current format is good!

## OBJECTIVES FOR 2022

Alongside our usual Aims, we will be adding:

1. To get the BVA Committee back up to full strength, focussing on a technical person who can help with some of the issues recently encountered and also those prepared to help at events.
2. Continue to publish the BVN with villagers' articles with the necessary advertisers support.
3. We will work with other committees around the village and offer support wherever and whenever we can. This may be with the Parish Council, Speeding/Traffic, Stiles or any other area where we can offer help.
4. To organise an event to celebrate the Queen's Platinum Jubilee. However, we will need your help. Depending upon what's decided, we would like representatives from all Braishfield organisations, groups and committees to join us. This includes the pubs, the Social club, churches and so on.
5. To organise a Christmas event. This may be in the form of a Christmas Market or something completely different. Information will be shared when decided.
6. To organise the 2023 New Year's Day walk. This was so successful in January, it's essential to keep the tradition going.
7. Residents Guide. To issue the updated version

## CONSTITUTION CHANGES

The new proposed wording appears in red. Questions from the floor and comments received prior to the meeting were taken as Ian went through the document.

### DRAFT - BRAISHFIELD VILLAGE ASSOCIATION CONSTITUTION PROPOSED AT THE ANNUAL GENERAL MEETING JANUARY 2022

#### Aims and objectives of the Association

1. To provide an Information Service for residents.
2. To support our village committees.
3. To initiate support and/or contribute to village events.

**NEW: 4. To facilitate the Parish Council in informing the residents of Braishfield of any proposed development or significant change in or around the village.**

**Replaces:** 4. To inform the residents of Braishfield of any proposed development or significant change in or around the village, and provide a forum through which the rate, scale and impact of such development or change may be adequately debated, and then take action or ensure that the views expressed are passed on clearly to the appropriate authorities

5. To monitor the effectiveness of village services and amenities and bring any shortfalls to the notice of the appropriate authorities, and where appropriate, put in place or recommend improvements.

Questions and comments received from villagers: "With your proposed change you become a servant of the Parish Council - where is your independence as given in the current version?" One villager commented that they felt that the BVA should act to collect the views of all villagers and take action as an organisation. Another villager felt that in view of diverse opinions within the village, the Village Association cannot put forward a single view point.

The Chair concluded that he didn't believe the BVA would become a servant of the Parish Council and that for many years the Association had aimed to work alongside the other organisations in the village. We will continue to help where we can and will not see ourselves as servants of any.

#### Information Service

The BVA will:

1. Publish and distribute the Braishfield Village News (BVN) to all residents. **[Removed** "currently at 2 monthly intervals".] Query from villager "why change the wording, it does not dictate a 2 monthly intervals. It has been 2 months since 1980".

The Chair responded that we are not looking to change this. However, during the lockdown it became increasingly difficult to produce (and find the material for) 2 monthly publications. We are committed to issuing it every two months as many rely on it, both residents and advertisers.

2. Maintain and when required, upgrade the Braishfield Village Website.

**NEW: 3. Update and publish the printed Residents Guide and make the most recent edition available on the website.**

**Replaces:** 3. Update and publish the printed Residents Guide at ~2 yearly intervals

and: 4. Update the web version of the Residents Guide as required

4. Manage the Braishfield E-mail Network (**NEW: in accordance with GDPR guidelines**).

5. When advised of the arrival of a new resident, the BVA will provide the household with a Residents Pack to include the latest copy of the Residents Guide, the latest copy of the BVN and a request form to join the network (**Removed:** and a copy of the Village Design Statement).

Query from villager "Will this be an agenda point of every committee meeting with nominated section holders? Remind the villagers to check the latest edition on the website in every edition of the BVN".

For clarification, the Chair informed the meeting that the latest copy of the Resident's Guide would be available on the website, similarly to the Village News, but is not updated on an ongoing basis. It is reviewed and published approximately every two years. The VDS was removed from the Resident's Pack as this is currently under review.

### **Constitution**

**NEW: 1. Policies. The Committee will ensure that it maintains policies to meet all statutory obligations including:-**

**1. Accounting.**

**2. General Data Protection Register including Privacy notice.**

**3. Village E-mail Policy.**

### **2. Membership**

1. All residents of the Parish are members of the Braishfield Village Association and also, at the discretion of the committee, those living outside the Parish boundary who look to Braishfield as their village centre.

2. All members (**NEW: except those living outside the Parish boundary**) over the age of sixteen, have the right to vote in the affairs of the Association.

3. In the event of the Association being wound up, any funds are to be passed on to the Parish Council or its successor for its discretionary use for the benefit of the village.

### **3. Subscriptions (NEW: non-parish residents)**

**NEW: 1. There is currently no subscription to be a member of the Association or to receive the publications of the BVA if you reside in the Parish. However, if you live outside the Parish and wish to receive the Village News, payment can be made to Braishfield Village Association, through our Treasurer, by standing order mandate (downloadable on the BVA page of the website or BACS transfer). Cheques can also be sent to the Treasurer whose details are also on the website. Subscription charges are detailed on the website.**

### **Replaces all of the following:**

2.1. Subscriptions will be levied at the discretion of the Committee. Annual subscriptions, if any, will be reviewed at each Annual General Meeting. There will be a reduced rate for those under sixteen years of age. The subscription rates agreed at the Annual General Meeting will apply for the subsequent year. Subscription rates will be published in the February copy of the Braishfield Village Association News.

2.2. Subscriptions, if levied, are due on the day following the Annual General Meeting.

2.3. New residents of the village will be provided with a Residents Pack and will be informed that they are members of the Association.

\* There is currently no subscription to be a member of the Association or to receive the publications of the BVA however if you wish to make a donation please make a cheque payable to "Braishfield Village Association" and post to Sheila Still, Orchard View, Braishfield, SO51 0QB or complete a standing order mandate which is downloadable by clicking on the following: Standing Order Mandate. Many thanks from the BVA Committee

Query from villager stating that if the current three paragraphs were removed, we would need to get a constitution change to introduce a subscription charge.

The Chair clarified that it is the intention of the BVA that the News will continue to be free of charge to residents in the Parish and that if this position were to change, then agree that we would need to amend the constitution.

#### **4. Meetings**

##### **1. Annual General Meeting.**

1. The Annual General Meeting shall be held (**New: as soon as practical after the financial year end**).

**Replaces:** (in January)

2. The Association members shall be given three weeks notice of the date of the Annual General Meeting (**New: by all appropriate methods of communication**). Previously in the Braishfield News).

3. Submissions for inclusion in the agenda of the Annual General Meeting must be notified to the Secretary, (**New: no later than fourteen days prior to the meeting**). Previously before 31<sup>st</sup> Dec.

4. Nominations for inclusion on the voting papers should be submitted in writing to the Secretary and must be signed by the Proposer, Seconder and Nominee.

5. Voting papers for election to the Committee will show the names of known nominees but nominees may be added from the floor at the Annual General Meeting, providing the Nominee is present.

6. The Committee shall be elected at the Annual General Meeting and shall consist of a maximum of (**New: ten members**). Previously nine.

7. The working quorum of the Annual General Meeting shall be (**New: 20**) voting members, including Committee members and officers of the Association. Previously 25.

Query from villager on changing the Committee to 10 members when we have “three members with no portfolio... Why reduce the working AGM quorum - if every officer of the BVA came with a spouse then the AGM could be run without a member of the public present - leave it at 25”. Another villager commented that they thought that in a village this size, we should be able to get 25 to come along to an AGM. However, another villager pointed out that in 2020, only 19 members had attended the meeting and another felt that in their experience it was quite difficult to get many villagers to attend meetings and they felt that 20 was a realistic number.

The Chair said that he felt that having 10 members of the team would enable us to share the load when holding events and that it gave greater opportunity for succession planning within the Committee. The Committee felt that reducing the AGM quorum to 20 was more realistic. Additionally, some members of the Committee are single or widowed and therefore not bringing a partner.

##### **2. Committee Meetings**

1. The Committee shall elect the Chairman, Secretary, Treasurer and Editor of the News and the Web Editor from among their number at the first Committee meeting to be held after the Annual General Meeting.

2. The Committee may co-opt an Honorary Secretary and/or Treasurer should the required skills not be available among the elected members.

3. The Committee may co-opt a member following the resignation of an elected member for the period up to the next Annual General Meeting, or, in exceptional circumstances, up to an Extra-Ordinary Meeting called for the purpose of election of Committee members. Such a circumstance will arise if four or more members of the Committee resign, following which it is required that an Extra Ordinary Meeting be called to elect a number to the Committee equal to the number who have resigned.

4. The working quorum of the Association Committee shall be five elected members.

5. At least six Committee meetings shall be held each year.

##### **3. Extra-Ordinary Meetings**

1. The purpose of such meetings is to discuss matters of urgent importance to the village or in the running of the Association.

2. An Extra-Ordinary Meeting may be called at any time at the request of either twenty five voting members of the Association, or of the Committee, at seven days notice.

3. Members of the Association will be informed of the meeting by (**New: all appropriate methods of communication**).

**Replaces:** notices posted in the village and on the village web site.

##### **4. Open Meetings**

1. The purpose of such meetings is to allow the discussion of topics of local interest or to invite outside speakers.
2. An Open Meeting may be held at any time on the application of twenty five voting members of the Association.
3. Application should be made to the Secretary and the meeting shall be held within twenty eight days of the Committee meeting following the application.
4. Members of the Association will be informed of the meeting by all appropriate methods of communication.

#### **5. Constitution Change**

1. Any proposed alteration to the Constitution of the Association must be submitted in writing to the Secretary, (**New: a minimum of fourteen days**) (Previously by the thirty first December) prior to the Annual General Meeting, or at the time of application for an Extra Ordinary Meeting.
2. Any change to the Constitution approved at an Annual General Meeting or an Extra Ordinary Meeting shall become effective immediately.

A vote took place on whether to adopt the new Constitution. 24 Members were in favour. 1 Against. The new Constitution was agreed and proposed by Mike Prince and seconded by Geoff Briggs.

One villager said that they felt that the proposed constitution would relieve the committee of the obligation to collate ideas and express opinions, which they felt was a good thing.

Another villager said that historically no-one had felt that they had access to information or knew what was going on in the village but that now that the information was much more widely available, individual villagers were able to keep themselves informed and make their own responses.

#### **NEWS AND RESIDENTS GUIDE UPDATE**

Wendy commented on a successful year for the News with 6 editions per year being produced on time. More contributions are welcome and she is investigating the idea of regular "farming news". There was a suggestion from the floor to contact Farley Farm and Wendy will approach them. There are several new advertisers since the last AGM leading to increased revenue. The back colour page advert is proving a popular space.

A vote of thanks was given from the floor to Wendy for all her hard work in producing the village news.

There was a vote of thanks from the PCC and All Saints Church for the support of the Village Association and their work within the village community.

A vote of thanks was given from the BVA Committee to Ian for all his hard work.

#### **ELECTION OF COMMITTEE MEMBERS**

As mentioned previously, Ian will be stepping down as Chairman and both Lorna and Kevin have resigned from the Committee, meaning, there are just 7 current members.

Ian was pleased to confirm that the other committee members will remain on the team.

One villager expressed an interest on joining the Committee.

#### **DATE OF THE NEXT AGM**

Tuesday 17<sup>th</sup> Jan 2023.