

Withiel Playing Fields Association

**Minutes for the
Annual General Meeting
of the Withiel Playing Fields Association
held in Withiel Village Hall at 7.30 pm on
Monday 15th April 2019**

Meeting opened with the current Vice Chairman, Tony Liddicoat, in the Chair

1. Apologies: Christopher Rickard and Michael Liddicoat
2. Nomination of the Representatives of the Representative Organisation
The following were confirmed as nominated representatives:

Bell Ringers	Mr Christopher Rickard
Bowls Club	Mr Michael Liddicoat
Creative Crafts Club	Mrs Barbara Varcoe
Withiel Parish Council	Ms Janet Shearer
St Clement's Parochial Church Council	Mrs Wendy Simpson
Ruthern Valley Players	Mrs Christine Wilson
Whist Club	Mr Roy Dunston
Women's Institute	Mrs Margaret Warren
Yoga	Dr Tessa Cubitt

3. Election of Committee Members: Candidates duly proposed were:
Tony Liddicoat, Margaret Warren, Nigel Liddicoat, Claire Davies, Amelia Lake, Anne Martyn, Janet Shearer and Stephen Horrocks

It was agreed that five of the above be deemed elected and three co-opted. The three co-opted members being Claire Davies, Amelia Lake and Anne Martyn

4. Election of Officers:

Chairman:	Tony Liddicoat
Vice-Chairman:	Janet Shearer
Secretary:	Stephen Horrocks
Treasurer:	Margaret Warren

5. Treasurers Report: The Treasurer explained her Financial Statement. It was recorded that following an audit of the accounts, a duplicate payment was discovered in the sum of £1,322.00.

Action: Amount to be shown as a Debtor in the accounts. The Secretary to write a letter to the individual to seek recovery.

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6. Chairman's Report: The Chairman's report, written by the previous Chairman, Simon Coy, was read to the meeting by the newly appointed Chairman, Tony Liddicoat.

Action: The Secretary to draft letters of thanks to Simon Coy and Rachel Lobb in appreciation of their past services.

7. Any Other Business

1. Sound System. Christine Wilson outlined a proposal for a Hall sound system together with indicative costs.

Action: Christine Wilson and Nigel Liddicoat to progress with a view to developing a specification to enable quotes to be obtained.

2. Hall Curtains. Janet Shearer outlined the status of the Hall replacement curtains. Committee agreed to purchase 75 metres of material.

Action: Janet Shearer to confirm the VAT status of the quote and fitting costs.

3. Bank signatories. It was agreed that going forward the bank signatories should be changed to: Margaret Warren, Nigel Liddicoat, Christine Wilson and Stephen Horrocks.

Action: Secretary to obtain updated mandates.

4. Missing Chairs. The Chairman advised that three chairs had gone missing from the hall.

Action: Christine Wilson to check the Ruthern Valley Players storage unit.

5. Hall extension. Various views were expressed for and against an extension to the existing Hall. This is a complex and financially significant issue that the committee felt deserved a more detailed review before it is taken further.

Project suspended pending a separate meeting to allow adequate airing of the committee's opposing views and also full consideration of the current proposal and alternatives. This may also include a wider canvassing of local views and interested parties.

Action: Secretary to consult with Chairman to arrange separate meeting.

6. Trolley system for tables. Roy Dunstan advised that he had looked at a Gopak trolley system for tables. This worked out at £2,057.22 including VAT, an approximate cost of £146 per table. It was felt by the committee that this item would not be taken further until the issues around the hall extension had been addressed.

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7. Health and Safety Checklist. Nigel Liddicoat advised the Committee that he had identified a Health and Safety Executive checklist for village and community halls and that this raised a number of issues that the committee needed to consider.

Action: Nigel Liddicoat and Christopher Rickard to review the issues identified including potentially a visit from the local fire brigade, and report back to the next meeting.

8. Date of next meeting Monday 20th May 2019, 7:30pm in the Village Hall.

Stephen Horrocks
Secretary