

# PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

## Minutes of the PCA Annual General Meeting Held On: [16 December 2013]

Present:		Apologies	
Peter Yates	Chairman		
Christine Joyce	Treasurer		
Jennifer Edwards	Secretary		
Rev. Dr. Julie Nelson	Trustee		
Margaret Cockwell	Trustee		
Sonal Mody	Bookings Secretary		
Michele Roskrow	Member		
Stuart White	Member		

Ref.	Agenda Topic	Action
1.	Apologies. There were none.	
2.	Minutes of the AGM of 17 <sup>th</sup> December 2012 were considered and accepted as a true record of that meeting.	
3.	<p>Chairman's report and future of the Association. PY reported on the events that had been organised and held by the PCA during the year including the Father Christmas village delivery, the village fete, the garage sale, the race night, the Autumn Show, the Craft Fair and the Vintage Villagers Christmas lunch. These had all been carried off with reasonable success and were, very largely, well attended and enjoyed by all participants.</p> <p>The clubs that use the hall facilities continue to thrive and it was noted that the Evergreens, the Art Club, the Patchwork club, the Toddler Group, the Cooking Group, the Coffee Mornings, the Gardening Club and the Keep Fit Club were all still very active.</p> <p>Whilst hall hire and village events have taken place throughout the year, the committee has continued to pursue the possibility of purchasing the hall from the Essex CC. Unfortunately the recent new valuation of the property has now put that option completely out of reach. The Chairman therefore recommended that the money saved for the purpose of purchasing the hall should now be used to fund improvements to the structure and facilities provided.</p> <p>PY advised the meeting that the AGM is the meeting at which a new committee has to be formed to manage the affairs of the Association. He expressed his concern for the future of the PCA in the light of the resignations of three members of the current committee, including</p>	

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	<p>himself, and the current lack of any volunteers to replace them. The Association was formed as a charitable trust and is governed by laws that ensure the proper management of its affairs including the appointment of trustees and the administration and reporting of its finances. With committee members reduced to only three there would be insufficient numbers to administer the charity and it would have to be closed with subsequent loss of the hall and its facilities to the village.</p>	
4.	<p>Secretary's report. JE reported she had now joined the Panfield Parish Council and that this role, along with her committee role, had helped to improve communication between the Council and the Association.</p> <p>In January she, together with other interested parties, met to agree the timetable of events to be held in the village during the year. She advised that these events were publicised on the parish web site and in the magazine Round About Panfield. These two mediums together with local paper advertising, delivery of leaflets and notice board posters forming the basis for communicating events in the village for the Bell, the Church, the Parish Council, the Community Association, the Twinning Association and the Neighbourhood Watch.</p> <p>JE thanked Chris Basset, on behalf of the Association, for his valued contribution to the community through selling advertising space in the RAP magazine, to minimise its production costs, and continuing to voluntarily edit and publish it.</p> <p>JE then mentioned the recent Vintage Villagers Christmas Lunch that had been funded by the Association to give something back to the village in appreciation of the contributions by many older inhabitants over the years. She thanked Anne Cole, Christine Joyce and members of the committee on behalf of the Association for their excellent work in organising the event and cooking the meal.</p> <p>The regular hire of the hall and its contribution to the income of the Association continued to be a focus for the committee and JE reported that she had been in contact with the newly formed Braintree arm of the University of the Third Age to encourage this large organisation to make use of the Panfield facility. This continues as a potential source of income for the Association. JE expressed the Association's thanks to Sonal Mody for dealing with all the hall bookings during the year.</p> <p>In support of the attempt to purchase the hall JE organised an independent valuation of the hall by a local estate agent. He returned a figure of £150,000, which is far beyond the ability of the Association to meet. JE then went on to clarify the status of the hall as a listed village asset. This, she said, applied when the property was put up for sale and provided a six</p>	

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	months delay on that sale to afford the villagers the opportunity to raise the purchase money should they wish to do so.	
5.	Booking Secretary's report. SM advised the meeting that she was looking at the possibility of setting up new clubs in the village to provide a wider choice of activities for villagers. She felt her biggest problem was motivating people to come to events but this might be improved with earlier notification in the village and surrounding area.	
6.	Treasurer's report. CJ reported that income from hall hire had been generally good with an increase on the previous year to a total of almost £6000. Most income had come from the clubs, the Parish Council, Pananza and advertising. However advertising revenue would now go to funding the publication of the RAP as the Parish Council had withdrawn its financial support. Total income for the year was almost £11,000 with expenditure of £4,700. There is in the bank about £28,000 which is a reserve, should it be needed, for repairs and building maintenance under the conditions of the lease with Essex County Council.	
7.	Appointment of auditors/account inspectors. CJ confirmed that the accounts inspector was willing to continue his voluntary inspection of the Association's accounts for the current financial year.	
8.	Question time from members of the public.  A number of questions were put forward by members of the public and summarised as follows: -  <ul style="list-style-type: none"><li>- Question 1. Why were no improvements carried out during the year to improve the heating system in the village hall?</li><li>- Answer 1. Improvements were delayed whilst negotiations for the purchase of the village hall were taking place with Essex County Council so that necessary finance might be available.</li><li>- Question 2. Does the Association need to be a charity to run the hall and could the focus be just on the hall?</li><li>- Answer 2. There are advantages to charity status and an element of protection to the individual trustees. There would need to be a new organisation formed to take up the lease with Essex County Council with the strong probability that the County Council would then seek a commercial (higher) rent for the property.</li></ul>	

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	<ul style="list-style-type: none"><li>- Question 3. There are two halls in the village are both needed?</li><li>- Answer 3. The situation is not ideal but as one of those halls is the property of the church it has been noted that some villagers would be excluded if the church hall became the sole offering. Neither hall on its own is ideal in size or facilities for the needs of the village.</li></ul>	
9.	<p>Resignations and appointment of committee members for 2014. Resignations from the committee were received and accepted from the following members. Peter Yates, Jenny Edwards, Stuart White.</p> <p>Members agreeing to remain were Christine Joyce, Sonal Mody and Michele Roscrow together with the two trustees the Reverend Doctor Julie Nelson and Margaret Cockwell. Sonal Mody agreed to take up the role of chairperson for the committee following her nomination.</p> <p>A number of people put themselves forward to join the committee including Brigitte Smith, Lesley Lee, Owen Luxton, Tony Banks, Sarah Lee and Lynne Canning. In view of the significant changes taking place it was agreed that a further handover meeting would take place in order to help the new committee to come to terms with the roles and responsibilities.</p> <p>Handover meeting to be held in the village hall on 8<sup>th</sup> January 2014 at 6.30 p.m.</p>	
10.	<p>Any other business. There being no other business the meeting was closed.</p>	

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**Chairman**  
**Panfield Community Association**

**Date Approved:** \_\_\_\_\_