

**MINUTES OF THE ANNUAL GENERAL MEETING HELD AT 8PM AT THE MEMORIAL HALL ELLISFIELD  
ON FRIDAY 23<sup>rd</sup> FEBRUARY 2018**

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**Present:**

**Committee:**

Andy Swanston (Chairman)  
Zani Robinson (Treasurer)  
Paul Brown  
Graham Simpson  
Janette Bacon (Secretary)

**Members:**

Dirk Bacon  
April Carroll  
Gordon Dunse  
Dave Fripp  
Sue Fripp  
Chris Hack  
Sharon Hack  
Dick Lunn  
Paul Turner  
Andy Webb

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**Apologies:**

Ray Reed

**1. Introduction and Apologies**

The Chairman welcomed everyone to the meeting and informed them of apologies received.

**2. Minutes of the Annual General Meeting held on Friday 24th February 2017**

The Minutes from the meeting held on Friday 24<sup>th</sup> February 2017 were approved. Proposed by Dick Lunn and seconded by April Carroll. The Minutes were agreed and duly signed.

**3. Matters Arising**

There were no matters arising.

**4. Chairman's Report**

The Chairman presented his reported and expressed his thanks to all of the volunteers who had spared time to help. His report follows:

During 2017, the turnout for volunteers was excellent. We made some changes to last year's schedule to recognize people's abilities and hopefully this worked out for all concerned and will be reflected again in the 2018 schedule.

One of our volunteers, Ted Dowson has recently been in hospital although I have just heard that he has been discharged. On behalf of the EVG I'd like to wish him well and a speedy recovery. I would also like to thank the volunteers who offered to help Barbara with lifts in and out of town. In terms of new volunteers, we have had two new people come forward – Gordon Dunse and Sean Wheatley - who will appear on the 2018 schedule – I've buddied them up with some of you to help show them the ropes. I'd also like to welcome Janette Bacon to her first AGM who has taken over as secretary from Hannah who stepped down last year. With respect to the rest of the committee, there are no other changes to report.

In addition to you as volunteers, I'm conscious that we also rely on a few people to store our equipment without which it would complicate storage and collection of the equipment during the season. At Lower Common it is relatively easy since we have a garage. However, for the Burial Ground all the equipment is stored at the Old Manor and for the Gravel Pits at Nightingales. I'd like to thank Marcus and Lucinda Rule and Julian and Margaret Evans for letting us use their premises. Marcus and Lucinda have not been able to join tonight's AGM but have indicated they would like to join future events.

Following the floods of 2016, the defences at the back of Lower Common were upgraded during 2017. Although we haven't had the floods on the same scale as 2016, the run off from the road to

the plain does seem to be working. I would also like to acknowledge that many volunteers put themselves forward to help with this activity and I'd like to express my thanks for this.

Last year I reported that many of you had been concerned with the build-up of detritus at the entrance to the burial ground. In early 2017 Paul, Graham and I installed a grass compound at the burial ground with direct access from the ground itself making it easier for you as volunteers to maintain as well as ensuring the area around the burial ground is kept tidier.

On the equipment side we replaced the hand mower at Lower Common with a donation of a used Harrier mower (but excellent condition) from Jacqui and Tony Matthews (thankyou). We also replaced the mower at the Gravel pits with a new one. This means the majority of mowers are generally in good condition or around 2 years old. In terms of 2018, we do not anticipate any major expenditure but it is likely that we will want to replace some of the smaller equipment such as strimmers.

On the safety side, I can confirm the Risk Assessments have been through their annual check by the area co-ordinators. These assessments also act as instructions on the use of the equipment so as a reminder of Health and Safety, especially new volunteers, please take the time to review these materials which can be found on the Ellisfield website.

With respect to the grant for 2017, we have requested the same amount as last year which will cover the repairs and any smaller equipment investments. To put this in context we have now maintained the same level grant for the last four years. Zani will provide more updates in her report.

As always, I'd like to thank YOU the volunteers for your on-going commitment to the group for which it would not exist.

And finally, I would also like to thank the EVG committee for their support in the day to day running of the organization. I'm very grateful to have such an excellent team to support me.

## **5. Treasurer's Report**

The Treasurer presented her report, highlighting the pertinent points.

As anticipated in the report of 2017, the EVG replaced the Gravel Pits mower in March, at a cost of £579.95.

The Lower Common Mountfield was replaced by kind donation of a Harrier mower by Tony and Jacqui Matthews at no cost to EVG, for which we are most grateful.

It is hoped that the Burial Ground Strimmer will last this year, but we are mindful that it will need replacing.

In April 2017, EPC paid £188.00 for the materials to construct a compost bin at the Burial Ground.

The 2016/2017 Cannon Close garage rental was paid in February this year. Due to further changes of the Parish Clerk, EVG was not invoiced by EPC for the rental in 2017/2018 so this, together with the 2018/2019 rental, will appear in the 2018 accounts.

Allowing for the accrued rental of Cannon Close Garage and to keep an optimum balance in the account to allow for contingencies, the EVG will request the same Grant as in the last four years of £1,450.00 from EPC in 2018.

EVG's main expense is insurance, followed by new equipment, maintenance and the shared rental of the garage at Cannon Close, where the Lower Common equipment is stored.

It was proposed the accounts be accepted. Proposed by Dirk Bacon, seconded by April Carroll and unanimously agreed.

## **6. Proposal: That the EVG shall continue operation in 2018**

It was unanimously agreed that the EVG shall continue operation in 2018.

## **7. Election of Officers**

**Chairman:** Andy Swanston expressed a willingness to continue as the EVG Chairman – proposed by Dirk Bacon, seconded by Chris Hack and unanimously agreed – duly re-elected.

**Treasurer:** Zani Robinson expressed a willingness to continue as the EVG Treasurer – proposed by Dick Lunn, seconded by Chris Hack and unanimously agreed – duly re-elected.

**Area Manager Gravel Pits:** Graham Simpson expressed a willingness to continue as the Area Manager Gravel Pits – proposed by Dirk Bacon, seconded by Chris Hack and unanimously agreed – duly re-elected.

**Area Manager Burial Ground:** Paul Brown expressed a willingness to continue as the Area Manager Burial Ground – proposed by Dave Fripp, seconded by Chris Hack and unanimously agreed – duly re-elected.

**Village Hall Representative:** Ray Reed expressed a willingness to continue as the EVG's Representative on the Village Hall Committee – proposed by Dirk Bacon, seconded by Sharon Hack and unanimously agreed – duly re-elected.

**Secretary:** Janette Bacon expressed a willingness to continue as the EVG Secretary – proposed by Dick Lunn, seconded by Sharon Hack and unanimously agreed – duly re-elected.

## **8. Any Other Business**

### **8.1 Further Voluntary Work on Trees**

Chris Hack questioned whether it would be possible to incorporate work to address trees that are overgrown with vines, which affects a number of trees in the village and creates a number of issues. He has the equipment to take on this work. The Chairman commented that, while it was commendable and could see the benefit of the work, it could not be covered within the work of the EVG as its public liability insurance would not cover any additional work. However, if a group of volunteers wished to carry out the work at their own risk then the EVG would not be a barrier to this.

### **8.2 Seat in Burial Ground**

April Carroll mentioned that the seat in the Burial Ground required some attention. The Chairman thought that this was the responsibility of the Parish Council and undertook to check.

### **8.3 Data Protection Regulations and Personal Email Addresses**

The Chairman mentioned that the Ellisfield Parish Council was undertaking an exercise to comply with Data Protection Regulations, where they were obtaining the permission of residents to hold their personal details, including personal email addresses. In effect, residents need to opt in and give their permission for Parish Council to hold their personal details. The Chairman undertook to discuss this further with the Parish Clerk to ascertain whether this exercise would cover the EVG or if it needed to carry out a separate exercise.

During the discussion, Paul Turner requested if the EVG would send out all emails using "BCC". The Chairman informed him that he was already doing this.

## **9.0 Closure**

There being no further business, the meeting closed at 20.20 for refreshments