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Horndon on the Hill Society/Community Forum AGM Minutes of meeting held 7th February 2018

Present: Kim Towlson Chair
 Lisa Anderson, Peter Belsham, Deirdre Graham, Dave Gray, Maggie Nash, Sue Price, Alan Pollington, Mary Rawlings, Beverley Richardson, Carol Rintoul, Judy Rood, Mike Tarbard, Sarann Thomas, Peter Woodard, Kate Williams-Local Area Coordinator.
Apologies: Diane Baker, Cllrs Brian & Sue Little

| | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|--|-----------------------------------|--|--|-----------|--|--|-------------------|-----------------------|-----------------|--|-------------------|-----------------|--|---------------|-----------------|--|-----------------|-------------|--|
| Minutes of Previous Meeting. Meeting commenced 8.35pm with approval of the minutes of 1st February 2017 | <i>Corrections to previous minutes:- None</i> | | | | | | | | | | | | | | | | | | | | | |
| Chair's Report Kim Towlson thanked the members for voting him in as Chair for the last 12 months and he has enjoyed working for the Society/Forum over this period. He has attended many other Community Forums over the year to liase with them and to see where working together can be beneficial. He thanked the other Officers who assisted him over the past 12 months including Mike Tarbard who has held the positions of Treasurer and Vice-Chair, Peter Woodard for minute taking, Beverly Richardson for reporting on planning, Alan Pollington - Neighbourhood Watch, Carol Rintoul - Busses and everyone who has assisted in any other way. He also thanked Cllrs Brian and Sue Little for attending many of our meetings and supporting members of Orsett Ward with their concerns. | | | | | | | | | | | | | | | | | | | | | | |
| Vice Chair's Report Mike Tarbard said he had no report to make as Vice Chair other than congratulating Kim for the work he has done over the past year. | | | | | | | | | | | | | | | | | | | | | | |
| Treasurer's Report Detailed Accounts were circulated. Mike explained income and expenditure and reported £2021.94 at the bank. He pointed out this was a healthy balance for normal day to day activities but it would not be enough to fight a campaign in the courts... He thanked Robin Clark for auditing the accounts. | | | | | | | | | | | | | | | | | | | | | | |
| Secretary's Report No report. | | | | | | | | | | | | | | | | | | | | | | |
| Election of Officers/Committee <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Chair</td> <td colspan="2">Kim Towlson, proposed by Mike Tarbard, seconded by Sue Price, elected unopposed</td> </tr> <tr> <td>Vice Chair & Treasurer</td> <td colspan="2">Mike Tarbard, proposed by Alan Pollington, seconded by Beverly Richardson, elected unopposed</td> </tr> <tr> <td>Secretary</td> <td colspan="2">vacancy but Peter Woodard agreed to take the minutes</td> </tr> <tr> <td>Committee Members</td> <td>1 Beverley Richardson</td> <td>2 Peter Woodard</td> </tr> <tr> <td></td> <td>3 Alan Pollington</td> <td>4 Peter Belsham</td> </tr> <tr> <td></td> <td>5 Maggie Nash</td> <td>6 Sarann Thomas</td> </tr> <tr> <td></td> <td>7 Carol Rintoul</td> <td>8 Sue Price</td> </tr> </table> | Chair | Kim Towlson , proposed by Mike Tarbard, seconded by Sue Price, elected unopposed | | Vice Chair & Treasurer | Mike Tarbard , proposed by Alan Pollington, seconded by Beverly Richardson, elected unopposed | | Secretary | vacancy but Peter Woodard agreed to take the minutes | | Committee Members | 1 Beverley Richardson | 2 Peter Woodard | | 3 Alan Pollington | 4 Peter Belsham | | 5 Maggie Nash | 6 Sarann Thomas | | 7 Carol Rintoul | 8 Sue Price | |
| Chair | Kim Towlson , proposed by Mike Tarbard, seconded by Sue Price, elected unopposed | | | | | | | | | | | | | | | | | | | | | |
| Vice Chair & Treasurer | Mike Tarbard , proposed by Alan Pollington, seconded by Beverly Richardson, elected unopposed | | | | | | | | | | | | | | | | | | | | | |
| Secretary | vacancy but Peter Woodard agreed to take the minutes | | | | | | | | | | | | | | | | | | | | | |
| Committee Members | 1 Beverley Richardson | 2 Peter Woodard | | | | | | | | | | | | | | | | | | | | |
| | 3 Alan Pollington | 4 Peter Belsham | | | | | | | | | | | | | | | | | | | | |
| | 5 Maggie Nash | 6 Sarann Thomas | | | | | | | | | | | | | | | | | | | | |
| | 7 Carol Rintoul | 8 Sue Price | | | | | | | | | | | | | | | | | | | | |
| AOB no items as all will be dealt with in the regular February meeting | | | | | | | | | | | | | | | | | | | | | | |

AGM closed at 8.50pm. Kim thanked everyone for their attendance.

NEXT AGM: Proposed date: 6th February 2019, 8pm - The Woolmarket. Date to be confirmed in December 2018

The Horndon-on-the-Hill Society/Community Forum

Income and Expenditure Account

For the Year Ended 31 December 2017

| | | <u>2016</u> |
|---|-----------------|-----------------|
| Bank balance at the start of the year | 2,317.10 | 2,306.13 |
| Petty Cash balance at the start of the year | <u>14.38</u> | <u>19.67</u> |
| | 2,331.48 | 2,325.80 |
| Cheque not yet cleared (2004) | (100.00) | |
| | <u>2,231.48</u> | <u>2,325.80</u> |
| Income via bank | | |
| Grants | 168.00 | 168.00 |
| Bank Interest | 1.64 | 5.37 |
| Donations | 266.93 | 265.73 |
| Fundraising | - | - |
| Other | - | - |
| | <u>436.57</u> | <u>439.10</u> |
| Expenditure via bank | | |
| Woolmarket Hanging Baskets | - | - |
| Room Hire | 100.00 | 100.00 |
| Subscriptions | 60.00 | 121.00 |
| Printing | - | - |
| Insurance | 266.93 | 265.73 |
| Remembrance Sunday wreath | 17.50 | 16.50 |
| Stationery | - | - |
| Gift to auditor | - | - |
| Officer Expenses | 10.00 | 24.90 |
| Refreshments | - | - |
| | <u>(454.43)</u> | <u>(528.13)</u> |
| Excess of income over expenditure | (17.86) | (89.03) |
| Petty Cash | | |
| Gift to auditor | - | 5.29 |
| Postage | - | - |
| Refreshments | - | - |
| Room Hire | 10.00 | - |
| Travel Expenses | - | - |
| Wreath | - | - |
| Other | - | - |
| Income | <u>0.00</u> | <u>0.00</u> |
| Total petty cash net income (expenditure) | (10.00) | (5.29) |
| Surplus of Income over Expenditure for this year | <u>(27.86)</u> | <u>(94.32)</u> |
| | <u>2,203.62</u> | <u>2,231.48</u> |
| Bank balances at end of year | | |
| Santander current account | 724.80 | 726.80 |
| Santander business reserve account | <u>1,591.94</u> | <u>1,590.30</u> |
| | 2,316.74 | 2,317.10 |
| Cheque not yet cleared (2009) | (100.00) | |
| Cheque not yet cleared (2010) | (17.50) | |
| Cheque not yet cleared | | (100.00) |
| Petty cash | <u>4.38</u> | <u>14.38</u> |
| | <u>2,203.62</u> | <u>2,231.48</u> |

I have examined and independently verified the Income & Expenditure Account along with the books, vouchers, documents and bank statements and have found them to be in order

Signed and Dated by

Robin H. Clark
23 January 2018

The Horndon-on-the-Hill Society/Community Forum

Income via bank for the financial year ended 31 December 2017

| Details of Income | | | | | | | | | |
|-------------------|---------------------------------|---------------|---------------|---------------|---------------|-------------|---------------|-------------|-------------|
| Date | Description | Record Number | Total | Bank Interest | Donations | Fundraising | Grants | Other | |
| 05-Jan-17 | Interest - business savings a/c | BS1 | 0.13 | 0.13 | | | | | |
| 06-Feb-17 | Interest - business savings a/c | BS2 | 0.14 | 0.14 | | | | | |
| 05-Mar-17 | Interest - business savings a/c | BS3 | 0.12 | 0.12 | | | | | |
| 05-Apr-17 | Interest - business savings a/c | BS4 | 0.14 | 0.14 | | | | | |
| 05-May-17 | Interest - business savings a/c | BS5 | 0.13 | 0.13 | | | | | |
| 08-May-17 | Feast & Fayre Committee | BS6 | 266.93 | | 266.93 | | | | |
| 05-Jun-17 | Interest - business savings a/c | BS7 | 0.14 | 0.14 | | | | | |
| 05-Jul-17 | Interest - business savings a/c | BS8 | 0.13 | 0.13 | | | | | |
| 14-Jul-17 | Thurrock Council | BS9 | 168.00 | | | | 168.00 | | |
| 05-Aug-17 | Interest - business savings a/c | BS10 | 0.14 | 0.14 | | | | | |
| 05-Sep-17 | Interest - business savings a/c | BS11 | 0.14 | 0.14 | | | | | |
| 05-Oct-17 | Interest - business savings a/c | BS12 | 0.13 | 0.13 | | | | | |
| 06-Nov-17 | Interest - business savings a/c | BS13 | 0.14 | 0.14 | | | | | |
| 05-Dec-17 | Interest - business savings a/c | BS14 | 0.16 | 0.16 | | | | | |
| | | | 436.57 | 1.64 | 266.93 | 0.00 | 168.00 | 0.00 | 0.00 |

The Horndon-on-the-Hill Society/Community Forum

Expenditure via bank for the financial year ended 31 December 2017

Bank balances at start of year

| | |
|------------------------------------|-----------------|
| Santander current account | 726.80 |
| Santander business reserve account | <u>1,590.30</u> |
| | 2,317.10 |

| Details of Spending | | | Type of spending | | | | | | | | | | | |
|---------------------|-----------------------|---------------|------------------|---------------|----------------------------|---------------|---------------|-------------|---------------|---------------------------|-------------|-----------------|------------------|--------------|
| Date | Description | Cheque Number | Record Number | Total | Woolmarket Hanging Baskets | Room Hire | Subscriptions | Printing | Insurance | Remembrance Sunday wreath | Stationery | Gift to auditor | Officer Expenses | Refreshments |
| 01-Feb-17 | Civic Voice | 522006 | CA1 | 60.00 | | | 60.00 | | | | | | | |
| 20-Apr-17 | Lockton Companies LLP | 522007 | CA2 | 286.93 | | | | | 286.93 | | | | | |
| 06-Dec-17 | Mike Tarbard | 522008 | CA3 | 10.00 | | | | | | | | | 10.00 | |
| 06-Dec-17 | The Woolmarket | 522009 | CA4 | 100.00 | | 100.00 | | | | | | | | |
| 07-Dec-17 | C S Towison | 522010 | CA5 | 17.50 | | | | | | 17.50 | | | | |
| | | | | | | | | | | | | | | |
| | | | | 454.43 | 0.00 | 100.00 | 60.00 | 0.00 | 286.93 | 17.50 | 0.00 | 0.00 | 10.00 | 0.00 |

The Horndon-on-the-Hill Society/Community Forum

Petty Cash movements for the financial year ended 31 December 2017

Petty Cash Balance at the start of the year

14.38

| Date | Reference | Details | Type of Spending | | | | | | | | | |
|-----------|-----------|---------------------------------------|------------------|-----------------|---------|--------------|-----------|-----------------|--------|-------|--------|------|
| | | | Total | Gift to auditor | Postage | Refreshments | Room Hire | Travel Expenses | Wreath | Other | Income | |
| 13-Dec-17 | PC1 | Woolmarket hire for Joint Xmas event. | 10.00 | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | 10.00 | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |