

# CHILLINGTON COMMUNITY ASSOCIATION

## AGENDA – AGM 18.30 Friday 26<sup>th</sup> June 2020

- A. Apologies for absence
- B. Annual Report 2019/20
- C. To approve Annual Accounts for the year to 31 March 2020
  - a. Accounts approval
- D. Appoint/affirm: Chair, Treasurer - see (b) below
- E. To appoint/affirm Parish Council Representative Members of the General Committee - see (c) below
- F. To appoint/affirm members of the General Committee - see (c) below
- G. Confirm Constitution has no amendments
- H. Any other business
  - a. Agree a change in the use of the CCA Facebook page so it morphs to more of a village noticeboard than strictly limited to hall activities

### Notes:

(a) A quorum needed for the AGM is 10 members either in physical presence or virtual and a quorum of the General Committee. Those allowed to vote are the Members of the CCA who are mainly the residents within Chillington and its environs who are over 18

(b) Current posts: Susan Rowland (Treasurer), Neil Martin (Chair)

(c) Current other General Committee Members: Olly Smith; Paula Oust; Piers Spence; Richard Smith; Samantha Sims; Sandy Lyon; Zoe Embleton; Dina Riddiough; Colin Riddiough; Greg Chambers; Gillian Martin; Becky Deighton Catherine Smith; Pete Smith; Gail Addison; Carol Ridge; Alyson Cadd; Chris Hart; Caroline Hart

### Present:

*Note 1: AGM attendees are assumed to be the list used as per the mail communication sent on the 30/5/2020 and all subsequent mailings for the AGM (see later) by Alison Cadd (see notes at end for copies – Starting @ [A. Entry 1](#)). The list of mailed members will stand as the list of Attendance for 2020 due to the Covid 19 Virus which made a face to face AGM impossible this year.*

The total number of Members contacted/briefed [including Trustees, Associate Committee Members and CCA Members (people interested in the Hall and its functioning, but not actually directly involved in the running of the Hall) who were either communicated to during May and June 2020, present at the Virtual Pre-Meeting on the 13<sup>th</sup> June and the AGM on the 26<sup>th</sup> June 18:30 – 19:30] meet the CCA requirements under the CCA constitution for a quorum.

To maintain anonymity of the personal records, we will only indicate that along with CCA Members of all types contacted exceeds 400 people.

### A. Apologies for absence

Apology from Committee and Associate Committee Members were given from;

**TBA**

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all other Trustees were present at the AGM.

**TBA** gave notice to the committee that they will not be present at the AGM virtual meeting of the 26<sup>th</sup> June but have given their absentia approval

### NOTE:

Minutes and Matters Arising from the AGM of the 12:00 pm Saturday 22nd June 2019 have all been passed and approved by the committee during the first CCA meeting of last year. No changes were required and all actions raised were minuted and completed/resolved during the 2019/20 CCA year

## **B. Annual Report**

### **A. Organisation:**

The CCA is happy to say that there has been an increasing support for the CCA committee and the work it is doing in association with Stokenham Parish Council during this last year.

In the 2018/19 AGM, Greg Chambers and Richard Smith stepped down from the Committee but remained active in the running of the CCA.

Greg Chambers passed across all activities associated with bookings during 2019/20 year, to Becky Deighton; Chris Hart and Dina Riddiough (who split booking activities of repeat and one off bookings)

Richard Smith passed over his financial activities to Sue Roland during 2019/20 year

Trustees include: *Olly Smith; Neil Martin; Gail Addison; Sue Rowland*

Neil Martin asked to step down as Chair of the CCA year. Neil Martin is happy to retain this role for a further year as long as there are no issues raised.

All current committee members above have agreed to stand for another year as long as this is approved during the meeting. We continue to look for additional members to join the Team. We have a number of interested people who have indicated that they would like to join us but continue to ask for more people to put forward their names.

We look forward to welcoming Chris Hyson back to the CCA. Her support is welcomed.

### **B. Treasurer**

Sue Rowland took over the role of Treasurer and Trustee from Richard Smith and we would like to thank her for doing this important role over the last year.

Although the detailed financial report follows in the next section, we can report that Sue and the CCA Committee have managed the financial resources extremely well over this year.

Funds have been used to cover many actions through this last year so we only highlight a few here. These include:

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- The Committee allowed the **Chillington Show** the funds to prepare and run the Show in September 2019. The Show will be covered in more detail later; however, the show was run to raise a targeted £1500 to assist in funding the setting up Chillington Sports Field as a 24 X 7 Helicopter Landing Ground. This target was met and surpassed, so the Show required no loss to the CCA
- Fund a **Water Fountain** (awaiting installation once Covid is past) for the use of all people using the hall grounds
- Funding setting up a ramp to assist with entry into the grounds from Helmer's Way. Greg Chambers managed to get permission to be granted by Remus for the ramp to be installed on bridge at Helmer's Field. **Bridge Ramp** work was conducted during August 2019 in time for the Chillington Show in September. This cost the CCA ~£2.6K
- Installation of a **Storage Container** at the rear of the hall to allow for storage of equipment as the internal storage was too small to handle the day-to-day requirements of the hall hirers. Cost ~£1400+VAT

### C. **Hall repairs and running**

Olly Smith has managed the Hall cleaning and repair activities through this year. He has managed to improve the Hall equipment too and we cannot thank him enough. But to name a few actions this year:

- **Chairs** have been cleaned (they were in a sad situation entering the Covid shut down)
- **Inside walls** were upsetting and have been repainted and now look great (walls were dirty due to the dirt from the hands of many little people during the year) ~£500 + paint ~£200
- **Deep Clean** of the hall (kitchen and hall)
- General repairs during the year
- **Painting the Outside** of the hall (this is still good, notwithstanding the efforts of local kids to play football on the walls and use the walls to clean their hands)
- Repair to the **Paving Stones** outside the Hall (wear and tear)
- **Cleaning** of the hall on a week by week basis after the hall has been used
- Refresh of the **Curtains** and runners (curtains were of good material, but the curtain tabs, curtain hangers and runners all required replacing ~£900)

### D. **Hall Bookings**

**Ad-hoc Bookings** were handled by Becky Deighton during 2018/19 but due to home pressures these were passed over to Chris Hart for 2019/20. He has done a great job. Ad-hoc bookings included the use of the hall for Coffee Mornings, History Presentations, Elections/Polling Station, Parties, Xmas do's and during the Covid closure, handling the possible use of the Hall by the Health Centre for Flu inoculations.

**Regular Bookings** transited from Greg Chambers to Dina Riddiough. She has managed to maintain the high level of commitment and booking practice over this year and we have managed to maintain the regular booking income for this year, well done Dina.

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**COVID19** It would be impossible to do this report without mentioning the hiatus due to the Covid virus. The Hall, along with all other such enterprises the country over, has been closed from April 2020. We are currently looking at how to reopen the hall fully at this time.

We have used this time to do necessary repairs as covered in this Report.

In addition, the Chair has asked to see if the CCA can receive some government funding to offset loss of revenue and running costs during shut down. We are awaiting the result with anticipation (see mail receipt below).

## Business Rates Discretionary Grant Application

Dear Mr Martin

Thank you for your application to the South Hams Discretionary Business Grant Scheme.

This email confirms that we have received your application and it is being processed. Your reference number for the application is **DG28**

Once your application has been checked, we will contact you again to let you know the outcome. We will be making the first payments in the week commencing 8th June. There is no need to contact us to chase up your application in the meantime.

Yours faithfully

South Hams District Council

Follaton House, Plymouth Road, Totnes TQ9 5NE

Tel: 01803 861275

Website: [www.southhams.gov.uk/businessratesquery](http://www.southhams.gov.uk/businessratesquery) Web:

[www.southhams.gov.uk](http://www.southhams.gov.uk)

**Bonus Ball**

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Bonus Ball has been well managed by Sandy Lyon through this year. We are happy to report that the Covid shut down has now started to be removed and we are seeing Sandy walking the streets of Chillington delivering the winnings to the lucky winners once more.

There remain a few numbers still open if anyone is interested in taking them up. The Bonus Ball helps the community greatly as the money raised is being used for the likes of the Water Fountain discussed above. It is only £1 a week and all proceeds go right back into the Chillington Community. Please contact Sandy on [sandyleolyon@gmail.com](mailto:sandyleolyon@gmail.com) if you would like to have a Bonus Ball number.

*For information, Sandy had to step back from delivering Bonus Ball winnings for quite a few weeks due to an unfortunate accident. Sandy asked us to give a massive vote of **THANKS** to Greg Chambers who stepped in to deliver the envelopes whilst Sandy was recovering enough over many weeks. We are glad to say that Sandy can be seen again delivering Bonus Ball envelopes.*

### **E. General Activity Report:**

The CCA are happy to report that support for CCA activities like Coffee Mornings, Chillington History Group presentations, Christmas Carrol Service and the Summer Show have all been really well supported by members of the village.

- **CCA Chair**  
Existing Chair, Neil Martin is looking for expressions of interest to take over the Role of Chair for the CCA for 2021 so he can focus on future CCA events.
- **Parish Council**  
Stokenham Parish Council continues to support the CCA through membership of the CCA Committee and the Chillington community as a whole.

The CCA would also like to give a massive vote of thanks to the Stokenham Parish Council and especially to Gail Addison, who represents the Parish in the CCA Meetings, Gill Claydon the Parish Secretary and Piers Spence, the Chairman.

### **F. A summary of events during 2019/20 year**

- **September Chillington Summer Show and Dog Show:**  
On the 14th of September last year, the Chillington Show was blessed with a fantastically sunny day for its annual show. It was a major success, raising over £1500 in funds to support setting up the grounds as a Helicopter Night Time Landing site. All the activities, games and Craft Tables were a fantastic success. The Water Slide was of significant interest with much laughter and screaming by all. The Dog Show was supported by many local dog owners once more.
- **December Xmas Carols**

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On the 18th of December, the CCA once more organised the Village Christmas tree and Carols in the Bear and Blacksmith with music and food.

The tree was erected early December and decked out with many fantastic homemade decorations supplied by the Youth Club (thanks to Olly Smith and the members of the Youth Club) and the Kingsbridge Beavers (thanks to Richard Smith).

Carols were held by the band in the Bear and Blacksmith who kindly hosted the singers with welcomed nibbles and Hot Mulled Wine. Big thanks to the team at the Bear, it was a fantastic evening.

- **CCA Coffee Mornings**

A number of Coffee mornings were held during 2019/20. The take up was sadly reduced and it was agreed not to continue on this event into 2020/21. We would like to give a big thanks to all the people who have supported these events including, John and Maggie Stagg, Gillian Martin, Grace Martin, Sue, Alma Ashley and many more. It is because of their generosity in both time and in making cakes to support these events has been so successful in the past.

- **Other Activities Summarised**

During this last year, the CCA can report that amongst other things, we have:

- a) Renewed the PRS licence to allow events to offer drinks and music in the hall
- b) Conducted complete PAT Testing in the hall, a legal requirement to ensure that portable and movable electrical equipment is maintained in a safe condition
- c) The annual gas heating system had its annual safety and maintenance check
- d) The Hall was repainted this year inside
- e) The curtains and railings have been renewed again this year

In general, bookings for the hall continue to be strong but we continue to need to have more volunteers to help. Due to lack of support the CCA have been unable to organise or plan as many events for the current year as we would like.

- **Defibrillator for the Hall**

The CCA was asked early on in the year to put up a Defibrillator outside the Hall. This was initially agreed as a good action, but later stopped as there was a Defibrillator outside the Chillington Health Centre. We later found this was being moved inside the Health Centre so the action was later approved and the CCA have purchased a Defib. thanks to Colin Riddiough. Colin and Malcolm from the Bear and Blacksmith, have reached an agreement that the Defrib. will be erected outside the Bear and the Bear will wire it in so it is live ASAP. The Bear currently have the cabinet and as soon as the current Covid issues allow the wiring will take place.

Colin has managed to get us a massive discount on this Defrib, to the tune of ~£800. This deserves our thanks to Colin who heads up Defib Sales and Training Ltd.

The CCA has provided ~£600 for this purchase for the community. This cost will be covered under the 2020/21 Financial Report.

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- **2019/20 disappointments**

- a) **Chillington Show 2020**

We asked for support through a group to plan and deliver the Chillington Show in 2020 as Neil Martin has had to stand down from organising the Chillington Show.

**NOTE:** If no takers come forward there will not be a show in 2021 either.

- b) **Xmas party 2019/onwards**

No support was available to run the annual children's party so this did not occur in 2019 and due to the Virus, is unlikely to be an event in 2020

- c) **Grounds drainage**

All actions have been completed for the grounds drainage. However, at no fault by anyone, we are now waiting for is for the actual digging to take place once the Covid situation is relaxed. Gill Claydon, Parish Secretary, reports:

She has chased up the advisor for the drainage work on the playground but, as he is reliant on an external contractor who has not yet been able to open due to Covid, the digger driver cannot be assigned the job yet. He has told Gill that he will contact the Parish as soon as they are up and running and stressed that we are first in the queue as he wanted to get this work done before children are allowed to use the playground equipment again

The Covid Virus has held up the work for 2019/20 so it will happen in 2020/21

- d) It was tabled at the last AGM that we look at changing the Chillington **Phone Box** into a Defibrillator site.

This is not possible as the BT usage of this phone box is not planned to be changed as the phone is required for emergency reasons.

The Defibrillator has been addressed under a different action see this Report

## **G. Future plans for 2019/20 year**

- i. **Grounds drainage**

As above, all actions are now done for the grounds drainage and all we are waiting for is for the Parish to conduct the activity. The Covid Virus has held up the work for 2019/20 so it will happen in 2020/21

We are working closely with the Parish Council to have the grounds improved and to solve the water drainage issues on the ground over the next few months. This will be communicated through the normal mechanism as appropriate. All the decisions and funding is now in place courtesy of the Parish Council. The work will commence as soon as possible.

- ii. **Xmas carol singing**

The CCA plans to run a similar event as last year, a tree supplied by the CCA, decorations made by the Chillington Youth Group and the Beavers, followed by carols in the Bear and Blacksmith

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A Xmas event for the children in the hall, carol singing at the Bus shelter in the centre of town and later retire to the Bear and Blacksmith for post celebration cheer. The CCA must have help to cover this activity so any offers are gratefully received. We are also looking for a tree for the village so if anyone knows a source, let us know please.

### iii. Increase support for the Hall and the Committee

We are actively seeking new members to join the team to help spread the load across a larger team and allow us to increase the things offered by the CCA over the coming years. We want to be able to offer more activities like Fireworks nights, Summer Fairs, Games days, etc. This needs more supporters. Please give us your names either at the end of the AGM or through the web site or to any of the CCA members.

### iv. There are a number of future activities planned by the CCA during next year include:

History Mornings	2 or more
CCA Meetings	4 all welcome
CCA AGM	1
CCA Xmas carols	1

### v. Investigate other Hall uses:

Meals – possible use as a high quality food club/pudding club  
Health Centre – possible uses

## C. To approve Accounts for the year to 31 March 2020

Accounts circulated by e-mail prior to the Virtual Pre-Meeting on the 13<sup>th</sup> June and the AGM on the 26<sup>th</sup> June covering:

- Formal report of Trustees, General Committee members etc and accounts.
- Income and expenditure.
- Snap shot of funds for all and equipment.
- How monies have been spent.

### Statement from Sue Rowland

Excel spread sheets will be made available on request. In summary we have had a great year. Although the overall cash flow has seen a negative outturn £4089.51 over the year, with the amount in the bank reducing by the same over 2018/19 year, this has been driven by a number of large expenditures on items like:

Shipping container			2,196.00
BACK TO NATURE LANDSCAPING			2,039.97
Air ambulance			1,675.00
Curtains repair			935.00
Total			<b>6,845.97</b>

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We have also spent a considerable amount of money on improving the hall and this has continued through the shutdown due to the Virus. These are all improvements we can be proud of as a community. We now have a ramp into the field from Helmer's Way and the ability for an Air Ambulance to land in the field, significantly more storage space, curtains that are fit for purpose, and much more. This is not a worrying trend, the balance of cash reducing in our accounts, rather the effective spending of CCA funds to reflect a thriving running hall.

### SUMMARY OF ACCOUNTS

<b>Payments 2019 / 2020</b>					<b>Receipts 2019 / 2020</b>					<b>Bank closing position</b>			
<b>Expenditure</b>	2016/17	2018/19	2019/20	Notes:	<b>Income</b>	2016/17	2018/19	2019/20		<b>Bank Accounts As of</b>	31/03/18	31/03/19	31/3/20
Electricity	212.24	238.37	392.32		Adhoc	1743.35	1373.5	1,698.00		Comunity account	4015.97	4348.74	6477.00
Water	79.82	133.91	78.00		Regular	4100.09	2881.21	4,226.78		Bonus Ball Account	3222.66	4171.95	3629.00
Gas	494.54	529.07	865.00	b	Donations	105	530	305.00		Savings Account	12625.58	12650.83	6997.51
Cleaning Products	87.92	107.58			Book collection	442.07	492.1	475.00		Cash in hand	21.5	21.5	0
Out Door Stuff (A-boards)	259.43	970.21			Coffee mornings	228.51	114.1	34.00		<b>Total</b>	19885.71	21193.02	17,103.51
Cleaner	910	1417	2,160.00		history presentation	38.2	152.9	0					
Hall Decoration	99.59	119.95	738.30		easy fund	74.4	40.12	0					
Services electrician etc	287	485.12	409.63		events	302.95	2601.38	1,422.00					
Insurance	433.97	428.45	429.74		Electric meter	184.5	225	167.00					
Insurance 2021			437.96	c	Table Tennis		1244.3	0					
Event costs	259.19	1718.6	748.83		Bonus Ball	1463	1262	1,198.00					
Miscellaneous	52.5	116.55	0.00		Miscellaneous			0.00					
Adhoc Phone, etc	11.49	0	174.17		Interest	21.26	32.54	30.18					
youth club		675.63			<b>Total</b>	8703.33	10949.15	9,555.96					
play group		371.13	0.00										
Advertising	60	25	52.50										
Fire inspection	36	73.8	73.80										
Licences lottery drink	20		70.00										
licences stationary		232.43	144.25										
stationary		23.49	25.00										
Big purchases	744.12	1975.55	6,845.97	a									
<b>Total</b>	4117.81	9641.84	13,645.47										
<b>Notes:</b>													
a	2019/20 Big purchases												
	Shipping container			2,196.00									
	BACK TO NATURE LANDSCAPING			2,039.97									
	Air ambulance			1,675.00									
	Curtains repair			935.00									
	<b>Total</b>			<b>6,845.97</b>									
b	£865 includes a £500 installation support to the Parish to help cover works carried out												
c	In the financial year 2019/20 we paid insurance of 429.74 for that year and £437.96 for the 2020/21 financial year (due to be paid 15/May early so both fall into the period being reviewed. Next year we will have no outlay												
	Total paid in the year =				867.70								

<b>Cash Flow</b>			
<b>Change over year</b>	2016/2017	2018/2019	2019/2020
	4,585.52	1,307.31	-4,089.51

# CHILLINGTON COMMUNITY ASSOCIATION

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<b>CHILLINGTON COMMUNITY ASSOCIATION</b>			
<b>FINANCE REPORT 2019 - 2020</b>			
	£		
<b>AS OF 31 MARCH 2020:</b>			
COMMUNITY ACCOUNT	6,477.00		
BONUS BALL ACCOUNT	3,629.00		
SAVINGS	6,998.00		
	17,104.00		
<b>EXPENSES</b>			
ELECTRICITY	392.32	Hall running costs	Utility
GAS	114.00	Hall running costs	Utility
WATER	78.00	Hall running costs	Utility
GAS SAFETY CERT	15.00	Hall running costs	Certificate
Payment to Stokenham Parish Council for installation	500.00	Major works	Set up costs
Cost for gas	251.00	Hall running costs	Utility
GAS TANK	751.00		
BOILER ANNUAL SERVICE	75.00	Hall running costs	Gas service
BOILER SMART	240.63	Hall running costs	Gas service
FIRE EXTENDED SERVICE & SERVICING OF APPLIANCES	73.80	Hall running costs	Fire safety
HALL AND WINDOW CLEANING	2,160.00	Hall running costs	Cleaning
PAINT AND PAINTING	738.30	Hall running costs	Annual maintenance
INSURANCE (2 X P/A FELL IN THIS FINANCIAL YR)	867.70	Hall running costs	Insurance
ANDYLOOS	240.00	Entertainment costs	Summer show cost
SUMMER SHOW BBQ	116.83	Entertainment costs	Summer show cost
LICENSING ACT SHDC	70.00	Hall running costs	Licence
PRS LICENCE	144.25	Hall running costs	Licence
PAT TEST	79.00	Hall running costs	Certificate
CURTAINS	935.00	Hall running costs	Wear and Tear
SHIPPING CONTAINER	2,196.00	Major works	Set up costs
BACK TO NATURE LANDSCAPING	2,039.97	Major works	Community action
AIR AMBULANCE	1,675.00	Major works	Community action
STATIONERY	25.00	Hall running costs	Adhoc costs
PARISH NEWS ADVERT	52.50	Hall running costs	Advertising for hall hire
CHRISTMAS CAROLS AND TREE EXPENSES	392.00	Entertainment costs	Christmas tree/etc
TOTAL EXPENDITURE	13,471.30		
<b>INCOME</b>			
REGULAR GROUP BOOKINGS	3,575.00		
STOKENHAM Art HALL HIRE (Art Group)	651.78		
Total Regular Bookings	4,226.78		
SHDC	362.00	Hall polling stations	
ADHOC BOOKINGS	1,336.00		
total ADHOC Bookings	1,698.00		
BOOKS	475.00	Sold in the Post Office	
COFFEE MORNING	34.00	Community event	
SUMMER SHOW PROFIT	1,422.00	Cash payment (1406.91 transferred NGM+later small amounts received entered eperately to account)	
DONATIONS	305.00	ie. Alyson Cadd sale of pictures in aid of Landing Ground	
ELECTRIC METER	167.00	pay for use of electrics	
BONUS BALL PROFIT	1,198.00	Includes £699 paid in at the PO as Bonus Ball funde not paid out (8th Oct 2019)	
BANK INTEREST	30.18		
TOTAL	9,555.96		

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**a. Accounts approval**

Questions raised:

- a)
- b)
- c)

**D. To appoint Trustees: Chair, Treasurer**

It is proposed that the existing Chair – Neil Martin, Treasurer – Susan Rowland and all existing Trustees retain their current roles unless any objections are raised.

Vote Required

Result: \_\_\_\_\_

Questions raised:

- a) \_\_\_\_\_

**E. To appoint Parish Council Representative Members of the General Committee**

Parish Council committee members to stand as Committee members remains as last year.

Vote Required:

Result: \_\_\_\_\_

**F. To appoint other members of the General Committee**

No new members for the Committee have been proposed

Vote required if any members are proposed at the AGM

Result: \_\_\_\_\_

**G. Confirm Constitution has no amendments**

Neil Martin reports that there are no changes to the CCA Constitution from last year. The Constitution therefore remains extant with no changes.

**H. Any other business**

- a) Date of 2021 AGM has been proposed as 25<sup>th</sup> of June 2021 but will have to be agreed in the next CCA Committee Meeting
- b) First CCA Meeting is planned for 15<sup>th</sup> August either as a Face-to-face meeting or a Zoom meeting

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- c) As per the minutes of the February CCA Meeting: 'The CCA agreed to provide £250 funding at the 2020 AGM for the Youth Group once it is agreed by attendees.

**NOTE:** This action requires annual approval at subsequent AGM's.'

Outcome of the vote agreeing the £250 for 2019/20 year:

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- d) Lettering on the end of the hall  
Chris Hyson has raised the replacement of the Hall signage that was destroyed by kids using balls to knock the signs down last year.

***NOTE:*** *This request is already covered as this action was agreed during the 2018/19 CCA year. This damage and subsequent replacement costs of the lettering are covered under general running and maintenance of the Hall. Greg Chambers has kindly agreed to reinstate the signage for us once the replacement letters have been delivered. These are now on order at a cost of £369 – all because some kids decided to be vandals.*

***NOTE:*** *This cost will be covered under the 2020/21 Financial Report.*

# **CHILLINGTON COMMUNITY ASSOCIATION**

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### **Notes**

#### **A. ENTRY 1**

The following communication was sent on the 30 May as a heads up to the listed members of the Hall e-mail list held by the CCA to commence the AGM process. See Entry 2 and later Entries for later steps and follow up

#### **CHILLINGTON COMMUNITY ASSOCIATION**

##### **2019/20 year**

Patrons and friends of the Chillington Community Association (CCA)

I hope you do not mind us sending you this update. We are not able to progress with the annual CCA AGM this year as a result of the Covid 19 epidemic. The Committee is looking into new ways of maintaining progress even in these days of shut down. One approach we have adopted for this year is to look at a virtual approach to the AGM.

As this is an exceptional year, we decided to follow the same as many other not-for profit organisations and hold a virtual/Zoom AGM.

The steps we are taking are the following:

May

1. Send out this briefing regarding the AGM via Face Book and e-mail to patrons of the Chillington Hall
  - Prepare briefing Neil Martin
  - Send out briefing Alyson Cadd
2. Offer opportunity through above mailing for people to
  - a) Ask/place questions
  - b) Offer nominations for Chair 2020/21
  - c) Ask to join the Zoom Callall e-mail requests to Neil Martin on [neilgrantmartin@aol.com](mailto:neilgrantmartin@aol.com) by the 7<sup>th</sup> of June

**CHILLINGTON COMMUNITY ASSOCIATION**  
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June

Week 1

1. Prepare AGM meeting documentation and circulate to the CCA  
Committee                      NGM
2. Set up Zoom meeting and issue meeting request e-mail to  
Committee                      NGM

Week 2

1. Circulate documentation  
Finance report                      Sue Roland  
Annual review/AGM report                      Neil Martin
2. Hold CCA Committee Zoom meeting to discuss and agree AGM  
documents                      Committee
3. Make adjustments to report                      NGM

Week 3

1. Circulate AGM materials to Patrons and CCA Committee Members  
Zoom details                      Neil Martin

Week 4

1. Run AGM on 26<sup>th</sup> June 18:30 – 19:30
2. Finalise AGM report and load on to the Website

**CHILLINGTON COMMUNITY ASSOCIATION**  
**AGENDA – AGM 18.30 Friday 26<sup>th</sup> June 2020**

1. Apologies for absence
2. Annual Report 2019/20
3. To approve Annual Accounts for the year to 31 March 2020
  - a. Accounts approval
4. Appoint/affirm: Chair, Treasurer - see (b) below
5. To appoint/affirm Parish Council Representative Members of the General

**CHILLINGTON COMMUNITY ASSOCIATION**  
**AGENDA – AGM 18.30 Friday 26<sup>th</sup> June 2020**

Committee - see (c) below

6. To appoint/affirm members of the General Committee - see (c) below
7. Confirm Constitution has no amendments
8. Any other business
  - a. Agree a change in the use of the CCA Facebook page so it morphs to more of a village noticeboard than strictly limited to hall activities

**Notes:**

(a) A quorum needed for the AGM is 10 members either in physical presence or virtual and a quorum of the General Committee. Those allowed to vote are the Members of the CCA who are mainly the residents within Chillington and its environs who are over 18

(b) Current posts: Susan Rowland (Treasurer), Neil Martin (Chair)

(c) Current other General Committee Members: Olly Smith; Paula Oust; Piers Spence; Richard Smith; Samantha Sims; Sandy Lyon; Zoe Embleton; Dina Riddiough; Colin Riddiough; Greg Chambers; Gillian Martin; Becky Deighton Catherine Smith; Pete Smith; Gail Addison; Carol Ridge; Gail Addison; Alyson Cadd; Chris Hart; Caroline Hart

# CHILLINGTON COMMUNITY ASSOCIATION

## AGENDA – AGM 18.30 Friday 26<sup>th</sup> June 2020

### B. ENTRY 2

#### Pre-AGM Zoom Meeting Agenda

**NOTE: The Pre-AGM meeting is NOT to review attached documents but to discuss any changes you require to them for the AGM please read all attachments as they will not be read in the meeting as we have only 40 minutes available. If you can circulate comments to ALL on the mailing for information of changes you would like before the meeting, that would be fantastic.**

Meeting details:

Date: **12/6/20**

Meeting details **Zoom sent by mail**

Start **18:30**

End **19:10**

- Review CCA meeting report from May  
Attachment File Name: **CCA May actions for AGM**  
Approve AGM Overview Report 2019/20 for circulation  
Attachment File Name: **AGM summary 2020 work up v3**
- Approve AGM Finance Report 2019/20 for circulation  
Attachment File Name: **AGM summary 2020 work up v3**
- Review Agenda, Date and timing for AGM meeting  
Attachment File Name: **AGM Agenda**
- Review any questions received for AGM
- Review any proposals for Chair – if there are none approve Neil Martin for 2020/21 as a one off for AGM
- Agree NGM to circulate information for AGM and to set up Zoom AGM for 26<sup>th</sup> June 18:30 – 19:30
- AOB
  - Views on date to re-open the Hall