



**MINUTES OF THE ANNUAL GENERAL MEETING OF BARNHAM & EASTERGATE COMMUNITY TRUST  
HELD ON WEDNESDAY 24<sup>TH</sup> MAY 2023 AT BARNHAM COMMUNITY HALL**

**Present:** Terry Bedford (Chairman)  
Chris Playford (Vice-Chairman)  
Chris Allington  
David Phillips  
Tim Crabb  
Tony Chamberlain  
Bill Leath

**In attendance:** Alison Crabb (Secretary & Financial Officer); Ali Tarbard (Facilities Manager, Barnham); Nina McMaster (Facilities Manager, Eastergate); Bridgette Martin (Assistant EVH); Kathy Lanigan (Assistant BCH): 4 Members of the public:

**Apologies:** Heather Kilroy: John Kilroy: Martin Burrell:

Terry Bedford, Chairman, welcomed everyone to the meeting.

**1. To approve the minutes of the Barnham and Eastergate Community Trust held on 17<sup>th</sup> May 2022**

Chris Allington proposed and Tim Crabb seconded acceptance that the minutes of the AGM of BCT held on 17<sup>th</sup> May 2022 be approved as a correct record of the meeting. All Trustees and members of the public present agreed with the proposed recommendation.

**Resolved:** That the Minutes of AGM of Barnham and Eastergate Community Trust held on 17<sup>th</sup> May 2022 be approved and published on the Trust's website

**2. To receive the annual report of the Trustees**

The Chairman presented the annual report of the Trustees to the meeting, which summarised the activities and financial position of the Trust. A full copy of the report is appended to these minutes.

**Resolved:** That the Annual Report of the Trustees be received and accepted as a summary of the activities of Barnham and Eastergate Community Trust for the year 1<sup>st</sup> April 2022– 31<sup>st</sup> March 2023

**3. To receive the accounts of the CIO for the financial year 1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023**

The Secretary & Financial Officer had circulated the full set of accounts detailing all transactions for each of the Halls and the summary position for the Trust. It was noted that the Trust had now moved on a three month trial basis to using the accounting package Xero.

The accounts were accepted and received and will be forwarded in due course to the appointed independent examiner and all present agreed with the proposed recommendation.

**Resolved:** That the accounts of Barnham and Eastergate Community Trust CIO be received and forwarded in due course to the appointed independent examiner to prepare a report for approval by the Board of Trustees at a future meeting.

4. **Appointment of Independent Examiner to examine the accounts of the CIO**  
RS Hall & Co had again been approached to take on the role as Independent Examiner of the accounts of the CIO and had given agreement to do so.

**Resolved: That all present agreed to the appointment of RS Hall & Co as the Independent Examiner of the accounts of Barnham and Eastergate Community Trust CIO**

5. **Election/Appointment of Trustees according to the CIO constitution**  
(All persons named have indicated a willingness to be elected/appointed and the term of office will be until the next AGM)

- 5.1 The following had indicated their willingness to be re-elected as Trustees until the next AGM:

Terry Bedford  
Chris Allington  
Bill Leath  
Tim Crabb  
John Kilroy  
David Phillips

**Resolved: That all above named persons be re-elected as Trustees until the next AGM**

- 5.2 The following had agreed to be reappointed as Trustees until the next AGM:

- a. Tony Chamberlain  
b. Chris Playford

**Resolved: That the above named persons be reappointed as Trustees until the next AGM**

- 5.3 The following had agreed to be reappointed as a co-opted Trustee until the next AGM and it was also noted that Dick New had resigned from his role of Co-opted Trustee since the last General Meeting and the Board publicly thanked him for his contributions.

- a. Martin Burrell

**Resolved: That the above named person be appointed as a co-opted Trustee until the next AGM**

- 5.4 Endorsement of Barnham and Eastergate Parish Council's recommendation that Heather Kilroy be appointed as their Trustee representative.

**Resolved: That Heather Kilroy be appointed as a Trustee to represent the interests of Barnham and Eastergate Parish Council**

6. a. **Declaration Forms**

All Trustees confirmed no changes to their personal information previously detailed on their signed Declaration Forms.

- b. **Election of Chairman**

Chris Allington proposed and Tim Crabb seconded the election of Terry Bedford as Chairman for the year 2023-24. All Trustees supported the recommendation and Terry Bedford duly accepted the role.

**Resolved: That Terry Bedford be elected Chairman for the year 2023-24**

**c. Election of Vice-Chairman**

Terry Bedford proposed and David Phillips seconded the election of Chris Playford as Vice-Chairman for the year 2023-24. All Trustees supported the recommendation and Chris Playford duly accepted the role.

**d. Appointment of Secretary and Financial Officer**

Terry Bedford proposed the appointment of Alison Crabb as Secretary and Financial Officer for the year 2023-24. The recommendation was supported and **approved** by all Trustees.

**e.** Chris Allington took the opportunity to make the point that there was a strong need to encourage new and perhaps younger people to come forward to become Trustees and that perhaps thought needs to be given as to how this could be achieved.

**7. Extension Projects at Barnham Community Hall and Eastergate Village Hall**

The Chair gave a brief update on the current position in respect of the three projects planned for the two Halls. The projects are porch extensions at both Halls and a Store extension at Eastergate Village Hall. The key points to note were as follows:

- Planning permission has been given for all projects
- For cost efficiency purposes the contract to be awarded will be for all three projects combined
- An invitation to tender has been sent to four contractors with a return date of mid-June
- The overall anticipated cost is in the region £250k (the projects have been combined to obtain a more competitive final cost).
- The funding strategy was confirmed as follows all subject to final tender prices being received:

EVH Projects

£28,300 - CIL funding from BEPC (approval given on 23/5/23)

£60,000 – BECT Reserves (approval previously given via email exchange, but to be approved formally in this meeting)

£61,750 – BIFFA grant conditional offer has been made

£3,250 – Donations to be raised by Nina McMaster

£24,800 – VAT recovery through the PC awarding the contract and making payments

BCH Project

£42,650 – forecast CIL funds although not all yet received

£20,000 – Grant application to be made if not Public Works Loan may be pursued

£8,600 – VAT recovery

- Contract to start, provided tendering process produces affordable outcome, in August and will run until December.
- Plans are in place, particularly at Barnham, for an alternative entrance to the building.

David Phillips raised the issue of informing the public, volunteers etc of the plans and suggested that prior to the contract commencing it would be good if an exhibition could take place at each venue so people can come and view the plans and ask questions. It was agreed that this would be a good idea and dates and times will be explored and confirmed in due course.

**8. Retrospective approval of ring-fencing £60,000 funding from the Trust's reserves for the proposed extension projects for the Community Halls**

Approval had been obtained via email to this funding being ring-fenced and the meeting confirmed this approval. However, the Secretary also wished to get clear guidance on which accounts and the amounts to be transferred from those accounts into her proposal of the deposit account until the funding is required to cover expenditure against the projects. It was **agreed** that the Chair and Secretary would discuss outside the meeting exactly how much should be moved and from which accounts to ensure the agreed funding is ring-fenced.

**Resolved: That the Trust ring-fence £60,000 from reserves to help fund the proposed extension projects to the two Community Hall buildings and that the Chair and Secretary discuss where the funds be transferred from into one of the Trust's deposit accounts.**

**9. Memorandum of Understanding between BECT and BEPC**

The Annual conversation between the Trust Chair and the Parish Council Chair has yet to take place but will be scheduled for a date in June. Following that discussion a summary document of agreements reached in relation to the various elements of the MoU will be circulated for approval and discussion if necessary. The Parish Council will consider the statement at their next meeting on Tuesday 11<sup>th</sup> July 2023.

**10. National Lottery Project Update**

Chris Allington updated the Board on the current position with the project. He informed them that the programme was running to plan with the next instalment of funding to be received in July. The only area of the budget running higher than the original grant budget is staff costs. In the original Lottery budget, we had not planned for pay-rises or higher hourly rates to attract quality staff.

As a result, there will be a need to seek support from the Trust to top-up the funding and the Board were asked to agree to the amount of £5000 that has been identified at the current point in time to be transferred from the Trust's funds for 22/23 staff costs. A budget is being prepared which will need support in 23/24. It was also noted that the current contracts for staffing will need to be reviewed in due course in anticipation of the funding comes to an end in July 2024.

**11. Other items raised**

The Chair sought approval to two urgent items of expenditure:

1. Repairs along the path on the field to support DDA access (£756)
2. Expenditure to create a compound behind the Trust garage to enable storage of event related equipment as garage has no further storage space. The quote received was £2962 and whilst it had been hoped the Parish Council may fund it Chris Allington had to confirm that in view of the funds that would be required for the Hall projects this was no longer an option.

**Resolved: That both items of expenditure be funded from BCH Operations funding**

**The meeting closed at 7.50 p.m.**