

Minutes of Berwick St. James

Annual General Meeting

Thursday, 31st May, 2018.

In attendance: Neil MacDougall (Chairman)

Bill Hiscocks (Treasurer)

Helen Riding (Parish Clerk)

Total in attendance: 31

Summary of issues discussed and decisions made

- | | <u>Action</u> |
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| 1. <u>Welcome & Introduction – Chairman</u> | |
| The Chairman opened the meeting at 7:00pm. He extended a warm welcome to Andy Green and Hailey Burrey, the new residents of Rose Cottage. Sadly the Mulvees will probably be leaving Berwick before the next meeting in October. | |
| 2. <u>Apologies for Absence</u> | |
| Apologies were received from Sophie Colthurst, Jane Lock-Smith, the Bibbys, Veronica Sumner, Olivia & Tim Marchant, Christian Lange, Ian Gibb, Jane Rowe, Stephen Bush, Keith & Gail Lovett, Nigel Rodgers, Peter & Ann Day, John Stephenson, Mary MacDermot and Darren Henry. | |
| 3. <u>Minutes of Last Meeting and Matters Arising</u> | |
| GDPR: Berwick doesn't need a Data Protection officer but we do need to have a privacy notice on the website. Copies of old records held by the outgoing committee have been deleted and Neil now has a new list of the people who have accepted to have their information held by the village. | |
| White gates: At the last meeting, it was agreed that Neil would enquire about permission from Druids to put up white gates at the entrance to the village. Druids own the land and would need to give permission. However they have declined to give permission as the land is part of their Higher Level Stewardship. | |
| The minutes of the last meeting were agreed unanimously to be a true reflection of the meeting – proposed by Bill Hiscocks, seconded by Charlie Street. | |
| 4. <u>Governance – Bill Hiscocks</u> | |
| Berwick is not required to have an external audit this year but we do have to approve the Annual Governance statement, which stipulates that Berwick has a sound system of internal controls in place. Bill went through the controls for the meeting, with explanations when necessary. | |
| The approval of the statement was proposed by Nicky Street and seconded by Marie Perry. | |
| 5. <u>Election/Re-election of Officers</u> | |
| As mentioned at the last meeting, Olivia Marchant (Deputy Chair) and Helen Riding (Parish Clerk) will not be standing for re-election. Neil thanked both Helen and Olivia for their significant contributions to the running of the village. | |
| Neil MacDougall will stand for re-election as Chairman. | |

Proposed by Mike Riding and seconded by Richard Brasher. Motion carried.

Action

Bill Hiscocks will stand for re-election as Treasurer.

Proposed by James Whatley and seconded by Pauline Stephenson. Motion carried.

Christian Lange will stand for election as Deputy Chair.

Proposed by Nicky Street and seconded by Carolyn MacDougall. Motion carried.

Kate Wood will stand for election as Parish Clerk.

Proposed by Al Smith and seconded by James Hardy. Motion carried.

6. Radar Speed Sign – Chairman

Neil presented the quotes he has received from 3 different companies for a Radar Speed sign.

SWARCO Radar Speed Sign costs just under £3,000

TWM Radar Speed Sign costs just over £3,000

ElanCity Evolis costs approximately £2,174

The first 2 options did not include transport costs, solar power equipment, data logging or remote monitoring. However they would be all included in the price of the third option, which also has a longer guarantee period (2 years compared to 1 year for the other 2).

Neil had also managed to get a promise of fund matching from the Amesbury Board, which effectively halves the cost to Berwick.

The decision to purchase the ElanCity Evolis sign was proposed by Marie Perry and seconded by Bob Drake. 26 attendees were in favour. None objected.

7. Village accounts – Bill Hiscocks

Bill presented the details and balances of both the Precept Account and the Community Fund.

Precept Account: Balance at 1 April 2017 £890.34

Balance at 31 March 2018 £1,017.75

Community Fund: Balance at 1 April 2017 £1,807.79

Balance at 31 March 2018 £1,251.25

A separate fund is held for expenses relating to the A303 investigations, and although the money is in the Community Fund, it is accounted for separately. The balance of this A303 fund is £4,497.80.

The approval of the Village Accounts was proposed by Charlie Street and seconded by Nicky Street. All in favour.

Bill asked that we pay £500 each to the Reading Room and to the Graveyard Maintenance fund from the Precept account. Proposed by Nicky Street and seconded by Leanne Street. Motion carried.

8. Open Gardens – Carolyn MacDougall

The printing of notices, tickets, signs etc has all been done by Jane Lock-Smith and she has not charged the village at all.

Bill Hiscocks offered a vote of thanks to Jane from the village.

6 signs in total have been put up in and around Berwick. Tickets will be available to buy in advance from Marilyn at the Farm Shop. Janey Campbell-Johnson and her volunteers will be passing out flyers in surrounding villages.

The marquees for teas will be set up on Thursday 21 June. Tables, chairs and an urn will be collected from Stapleford on the 22nd. Gazebos will be set up on the Saturday morning and taken down overnight. All

Clean up will start on Sunday after the closing of the event and continue on the Monday.

Many volunteers are needed both for set up and clean up. Help would be most welcome, even if you have a particular job/stall to work at during the weekend. There will be a tractor and trailer for transport, starting down by the car parks near Robin Richard's field, stopping mid-village and ending at the recessed area near North View. Each House/Garden will be given an individual, laminated Health & Safety sign with hazard information for that garden to be displayed at the entrance.

Action

All

There was a lengthy discussion about the use and division of any net profits expected from the OG weekend. It was decided that;

- a. All forecast financial commitments would be covered, including the SIDS
- b. It was agreed **in principle** that 10% of the Open Garden's total net income would be donated to the Wiltshire Air Ambulance, but would depend on the level of profits. Final decision to be made at the next village meeting.
- c. The division of the balance of the remaining net income between the church, the Reading Room and the Community Fund would be determined at the next village meeting.

Chairman

Chairman

Proposed by Mike Riding and seconded by Marie Perry. Motion carried.

9. **Village Diary – Nicky Street**

Reading Room – The AGM is on Tuesday 5th June at 7:30pm. All welcome.

Race for Life – this takes place on Sunday 10th June. Marilyn Wood, Claire Whatley and Nicky will be taking part. More participants would be welcomed! The team can be sponsored at the Farm Shop or online. All proceeds go to Cancer Research.

Art Appreciation – Brian Armstrong will host a trial informal art appreciation evening, to be run along the lines of a book club. The trial will either be the 7th or 14th June. Please contact Brian for further information on 790647 or email brianarm100@hotmail.com

Brian Armstrong

There will be an Art & Craft exhibition in the Reading Room during the Open Gardens Weekend.

10. **Any Other Business**

Neil has had a request for the village meetings to be held in the afternoons. However, it was felt that afternoon meetings specifically exclude those residents who work, so the meetings will continue to be held in the evenings.

Mike Riding offered a vote of thanks to the outgoing committee for all their hard work during this past year.

The next meeting will be in October.

There being no further business, the meeting was adjourned at 8:15pm.

Neil MacDougall

Chairman Berwick Parish Meetings