

**Arkenstall Village Centre
Minutes of the Annual General Meeting
Tuesday 13th May 2025**

Trustees in attendance: Stuart Browse (SBr); Robert Bush (RB); Lyndsey Goddard (LG); Sheila Waller (SW); Margaret Blake (MB); Suzy Barker (SBa)

Public attendees: Ruth Bramley and James Gower

In the chair: Stuart Browse

Minutes taken by Sheila Waller

Opening Remarks: Good evening and welcome and thank you for coming. As long as you think you are in the Annual General Meeting of the Arkenstall Village Centre then I can confirm you are in the right place – if you were expecting Erin Dolan’s Fitness class then that is in the main hall. The AGM is largely a formality and if you are not aware then the day-to-day business of running the Centre is conducted through the board of trustees’ monthly management meeting, the next one of which will occur straight after this AGM. One of the aims of the AGM is to seek support for the running of the centre, we have a part time facilities manager and a cleaner, but the other roles are filled by volunteers. We have an informal band of helpers and volunteers who work hard to help run fundraising events and the Trustee Committee. The AVC which takes its name from Robert Arkenstall, a well-known benefactor of the village has been in the care of a board of trustees since 1974, if you want to learn more about him then Ruth Bramley is a font of knowledge. As a reminder we have a governing document available to view on the website but the aim of our facility is to **provide community spaces for the community**. In driving that agenda, we focus on two key objectives. Firstly we have to keep the facility on a sustainable financial footing, we do that as a self-funding entity by renting the space available; secondly and equally as importantly, is creating a sense of community whether it is running the annual panto which has been part of the fabric of this village for 50 years or running a garage sale or as on this coming Saturday an art and craft fair.

It might be a good idea just to do a brief introduction to the current committee members present at the AGM this evening:

Stuart Browse I have lived in the village for 20 years, worked away for much of that. My wife has a business in the village, my kids were at school here and I have been the Chair of the Board of Trustees of the AVC since 2023.

The other trustees present this evening are: Sheila Waller, Suzy Barker, Robert Bush, Lindsay Goddard and Margaret Blake.

<p>1. <u>Apologies for absence</u> Liz Dolman, Erin Dolan and Gareth Wilson.</p>	
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<p>2. <u>Approval of Minutes of the last Annual General Meeting held on 14th May 2024</u></p> <p>The Minutes were circulated amongst and approved by the Trustees following the AGM in 2024 and were again circulated prior to this year's AGM. They were available on the AVC website throughout the year. A printed copy of the Minutes was made available for public attendees to read. The 2024 Minutes were duly approved and signed as a correct record. No matters arising.</p>	
<p>3. <u>Trustees Annual Report</u></p> <p>Having been circulated and approved by the Trustees prior to the AGM, the Trustees Annual Report was signed by Stuart Browse as Chairman and formally adopted. A printed copy was made available to the public attendees.</p> <p>A brief overview of progress was read out by the Chairman. It was noted that occupancy and footfall had risen; level of use stands at 31% across all three rooms. During the past year, rooms 1 and 2 have been upgraded and redecorated. Several minor improvements have been carried out, including an upgrade to the disabled toilet and also improvement works to the flat. Looking to the future, the trustees have declared a 2030 Net Zero vision and to this end are aiming before the end of the calendar year to install PV cells and batteries (to reduce our energy bills) whilst at the same time carrying out essential repairs to the flat roof of the main hall. Much of the cost of this work will be paid for out of our own funds. A grant of £16,500 has been secured for the installation of PV cells and batteries. The Treasurer is pursuing alternative sources of funding to cover the shortfall of £8,000 needed to complete all the work.</p>	
<p>4. <u>Treasurer's report and adoption of annual accounts</u></p> <p>Total receipts during the year were on a par with the previous year largely due to maintaining the level of room hires and the hard work devoted to fund-raising activities.</p> <p>Our turnover for the year was £60,000. Electricity costs exceeded budget as did building maintenance costs largely due to decorating and improvement work carried out during the year. Our other major expenditure in running the centre is staff costs. Agreeing a comprehensive budget and adhering to it has been the key to success: there were some variances but these came in within £1,000.</p> <p>Having already been presented, voted and approved at the April 2025 Management Committee meeting, the Annual Accounts 2024-25 were formally adopted.</p>	
<p>5. <u>Appointment of independent examiner for the accounts</u></p> <p>Stuart proposed that the Treasurer ask Andrew Lant to be the independent examiner for the annual accounts again this year, seconded by Robert and approved by all present.</p>	
<p>6. <u>Any Other Business</u></p> <p>James Gower pointed out to the Trustees that the drainpipes around the Centre are in a poor condition and we should consider replacing them with new plastic drainpipes as soon as possible. This gutter</p>	

<p>problem does not affect the flat. Stuart thanked James for bringing this to our attention and said that it would be added to this year's improvement plan.</p> <p>Ruth Bramley thanked the Trustees for allowing the Ely Folk Club to hold their monthly events in the main hall. She remarked on what a wonderful venue it is and thanked the trustees and in particular Martin our Facilities Manager for being so supportive and helpful.</p>	
<p>7. <u>Election of charity trustees – 8 elected and 3 representative</u></p> <p>Current trustees all resigned. Erin Dolan will not stand to be re-elected.</p> <p>Representative</p> <p>From the three groups listed in the constitution:</p> <p>Lyndsey Goddard was nominated to represent HAmDraMs;</p> <p>Gareth Wilson was nominated to represent the Parish Council.</p> <p>No representative was nominated by Holy Trinity Church. Lyndsey and Gareth were welcomed back to serve for another year.</p> <p>Elected Trustees</p> <p>Stuart Browse, Suzy Barker, Robert Bush, Liz Dolman, Margaret Blake and Sheila Waller were duly re-elected as Trustees, proposed by Lyndsey Goddard, seconded by Sheila Waller and approved by all.</p> <p>Appointment of roles</p> <p>Role of Chair is to coordinate and lead the Management Committee. Stuart Browse confirmed that he had previously made it clear he would like to stand for election for a further year but that others from the floor or other trustees were welcome to put themselves forward for this role. No-one else declared a wish to be appointed as Chair.</p> <p>The Secretary confirmed that Gareth Wilson had stated in writing prior to the AGM his willingness to be appointed as Treasurer for a further year.</p> <p>Chair – Stuart Browse was proposed by Suzy Barker, seconded by Robert Bush and approved by all;</p> <p>Vice-Chair – Robert Bush was proposed by Stuart Browse, seconded by Lyndsey Goddard and approved by all;</p> <p>Treasurer – Gareth Wilson was proposed by Stuart Browse, seconded by Margaret Blake and approved by all.</p> <p>Secretary – Sheila Waller was proposed by Stuart Browse, seconded by Suzy Barker and approved by all.</p>	
<p>8. <u>Date and Time of Next Meeting</u></p> <p>5th May 2026 at 7.00pm</p>	