

**Minutes of the Annual General Meeting of the Burghill Community Access Point held on Thursday, 4<sup>th</sup> March 2010 in The Simpson Hall, Burghill, Hereford, at 7.00 p.m.**

**Present:** Mr Tony Redman (Chairman), Cllr Sally Robertson (Secretary), Kevin Davies (Treasurer), Ray Wilson (ICT), David Warren, Rick Allen, Arthur Highfield, Keith Brown, Chris Carter, Tony and Linda Jenkins, Carolyn George.

**Apologies:** Mary Reynolds.

The Chairman welcomed everyone to the meeting.

**Minutes.** David Warren proposed that the Minutes from the Annual General Meeting held on 23<sup>rd</sup> January 2009 be accepted as a true record; this was seconded by Rick Allen and all agreed. The Chairman signed the Minutes accordingly.

**Matters Arising.** There were no matters arising.

**Chairman's Report.** The Chairman gave his report highlighting the following:-

The CAP was launched on 15<sup>th</sup> September 2007 which was officially opened by Cllr John Stone, Chairman of Herefordshire Council, at 11.00 a.m. The transfer of ownership was confirmed by Herefordshire Council on 24<sup>th</sup> September 2007 and we held our first AGM on 23<sup>rd</sup> January 2009. The Chairman apologised for the delay in holding this year's AGM which had been due to arranging a suitable time, date and venue to give the opportunity for as many people as possible to attend.

The Committee officially took over the ongoing responsibility for the CAP late 2009 and as a result we are now required to have our own insurance cover for all our equipment. He reported that this has been discussed with The Simpson Hall Committee who have agreed to include it as part of their Policy, the additional premium being payable by the CAP when it falls due.

In due course, the Committee will also have the responsibility for the costs of accessing the internet which had previously been covered in the agreement with the council. A new internet provider has been secured which will come into effect shortly.

The Chairman commended the hard work carried out by the officers and committee members of the CAP and also officially welcomed the two new committee members, David Warren and Keith Brown. Since opening the CAP doors, 92 sessions have been provided to the community. Wednesday mornings have become a regular slot with attendance close to 10 including CAP members running the session.

The Chairman ended by saying that he valued everyone's support and emphasised the Committee was open to proposals for the benefit of the whole community.

**Treasurer's Report.** Kevin Davies, the Treasurer, reported on the following:-

As at 4<sup>th</sup> March 2010, £1,504.04 was held in the Royal Bank of Scotland account. The value of the equipment stood at £1,651.03 at 25<sup>th</sup> November 2008 but with depreciation now stands at £1,236.91. He mentioned that the bank would shortly be abolishing cheques and future payments would be settled via internet banking. Some members expressed concern over this method of payment and the security risks attached to it. The Treasurer also raised the issue of too much money being held in petty cash and it was agreed that where ever possible £50 should be the maximum held in line with current accounting practices.

He stressed that fundraising played an important part of the viability of the CAP and with the funding from the Council now ceased, it was essential that the CAP have a fundraising programme in place.

The Chairman thanked the Treasurer for his report and for his hard work in keeping the CAP finances in order.

**Secretary's Report.** Cllr Robertson, the Secretary, reported as follows:-

The Youth Film Project had been a great success with a grant being secured from the Youth Council. The high definition camera and other equipment purchased were being held by the CAP for future similar projects. The young people had been presented with a certificate and DVD by Cllr Stone at the premier of the film. For every DVD sold, the CAP receives half the profits.

Donations had been received from Pipe-Cum-Lyde for use of the film equipment and the Secretary suggested organising a similar event in Burghill to raise funds for the CAP. The Christmas Cards had sold well and she had discussed with organisers from the Flower Festival about the possibility of using photos from the Photographic Competition in a calendar to raise funds. Each page could be sponsored by a local business to help cover the costs of production.

She was investigating the possibility of the CAP hosting an outreach postal service on a Wednesday when the CAP was running to encourage more people to use the CAP and to help raise funds. Coffee could be served at a reasonable cost and other items sold.

Other fundraising initiatives were discussed and it was agreed to put this item as a priority on the Agenda for the next Committee meeting.

**Election of Officers.** The following were re-elected to the Burghill CAP Committee:-

Chairman – Tony Redman

Secretary – Cllr Sally Robertson

Treasurer – Kevin Davies

Committee Members – Ray Wilson, David Warren, Keith Brown, Arthur Highfield

The above were proposed by Arthur Highfield and duly seconded by Rick Allen.

**Any Other Business.**

- (a) Rick Allen suggested that the CAP make a charge to people using the facilities. Keith Brown suggested £3 per session but it was felt this might deter people, particularly those on low incomes. It was agreed to put this item on the Agenda of the next Committee meeting which would be held as soon as the Chairman returns from holiday.
  
- (b) Tony Redman informed members of the new software “Writing a Story” and asked if anyone would be interested in attending a workshop. Kevin Davies, Rick Allen, Tony Redman, Arthur Highfield, Chris Carter, Keith Brown expressed an interest in participating.

There being no further business, the Chairman closed the meeting at 7.55 p.m.

Signed .....

Date .....