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# OVERTON RECREATION CENTRE

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**MINUTES**  
of the  
**ANNUAL MEETING**  
held at Bridge St. Pavilion on  
**MONDAY 8 APRIL 2013**  
at 8.15 pm

**Present:**

Trustees: Ian Nunn

Committee Members: Steve Williams (Chair), Colin Phillimore, Brian Shadwell, Brian Dennison, Graham Devereux, Mark Dennison, Mary Reid, Angelo Cambianica, Piers Puntan, Lindsay Ferguson (Notes)

Administrator: Denise Williams

Plus 3 other members

Clubs represented: Cricket, Harriers, Overtonpictures, OYFC, OUFC, Art, Golf, Scouts

**Apologies:** Peter Baker, Denis Rowles, Brian Wheeler, Emma Scoggins

**The Chairman Steve Williams opened the meeting at 8.15pm** and warmly welcomed all present.

**Minutes of the 2011 AM** held on 16 April 2012 and circulated at the meeting were approved and signed as being a correct and accurate record of proceedings.

**Chairman's Report.** Steve Williams read out his report for 2012 (attached at Appendix 1) which had been circulated to all present and was well received.

Questions were invited from the floor. Colin Phillimore asked for an update on the position of employing a caretaker for Berrydown, Steve Williams said a job description had been drawn up which will be ratified by the Management Committee. It covered some of the activities currently undertaken by Dennis Rowles. Any decision should be looked at in the light of the work also done by himself and Denise Williams. In addition there was a need for a management function to be performed. A pay scale had to be determined for this and to enable other essential ORC work to be done.

**2012 Annual Accounts:** Colin Phillimore presented the following papers which had been circulated to all present and were well received.

- *Section A Receipts and Payments: Receipts and Payments Account from 1 January 2012 to 31 December 2012*
- *Section B Statement of Assets and Liabilities at the end of the period*
- *Accounts for the year ended December 31 2012: 3 Notes forming part of the Financial Statements*

The Accounts had been properly audited and signed by chartered accountant Tina Devereux to whom a vote of thanks was extended.

Colin drew attention to the following points of note:

- Following the completion of the Berrydown Project all funds are now unrestricted.
- Thanks were extended to B&DBC councillors who had supported core funding for this project which was guaranteed for another two years.
- £15,950 had been contributed by Golf to last year's accounts



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- £11,427 had been contributed by Little Steps to last year's accounts
- There had been an increase in fixed assets of £54K. Current assets

Questions were invited from the floor.

Ian Nunn queried the reduction in 'Other Income'. Colin said this was due to a large donation in 2011.

Denise Williams asked whether we could consolidate our bank accounts now that the Berrydown Project has been completed. Steve Williams said that £93.3K was a large sum to have in bank accounts. The Trustees Report to the Charity Commission will identify £60K in reserve for enhancements and refurbishments as agreed by the Management Committee.

It was proposed (Karen Fletcher), seconded (Brian Shadwell) and **AGREED UNANIMOUSLY** that the Annual Accounts for 2012 be **ACCEPTED**.

**Annual Accounts for Overtonpictures.com:** Tony Morris gave a brief overview of the 2012 Accounts which had been circulated to ORC Trustees but not formally audited. A copy was available for public inspection at the Overton Library. The Accounts showed Overtonpictures.com to be solvent with no liability falling upon the ORC. Tony thanked the ORC Management Committee and Trustees for allowing Overtonpictures.com to operate under ORC auspices. Overtonpictures.com had obtained a photograph of local policemen dated c. 1850, not long after photography had been invented, showing long coats and stovepipe hats. Colin Phillimore expressed relief that he was not the one shown being arrested. The Overtonpictures.com website had received 19,000 'hits' during the year, many from overseas. More pictures and artefacts are still required. Thanks were extended to Tony for presenting the accounts.

### **Election of 2013/14 Management Committee Members:**

#### **2012/13 Committee and continuing:**

Emma Scoggins	Karen Fletcher
Sue Hunter	Mary Reid
Brian Shadwell	Angelo Cambianica
Steve Williams	Lindsay Ferguson

#### **2012/13 Committee members standing down in accordance with Constitution:**

Graham Devereux	(seeking re-election)
Brian Dennison	(seeking re-election)
Carole Woodcock	(seeking re-election)
Colin Phillimore	(seeking re-election)

It was proposed (Brian Shadwell), seconded (Carole Woodcock) and **UNANIMOUSLY AGREED** that, as above, the 2012/2013 Committee continuing and those standing down in accordance with the Constitution and seeking re-election for 2013/2014 should all be **RE-ELECTED**.

**Co-opted members seeking election:** It was proposed (Brian Denison), seconded (Colin Phillimore) and **UNANIMOUSLY AGREED** that Piers Puntan be **ELECTED** to sit for Harriers

**Nominations from the floor:** It was proposed (Steve Williams), seconded (Ian Nunn) and **UNANIMOUSLY AGREED** that Dave Allen be **ELECTED** to sit for Overton Youth's Football Club.

**Ratification of Administrator:** It was proposed (Brian Shadwell), seconded (Carole Woodcock) and **UNANIMOUSLY AGREED** that Administrator Denise Williams be elected as a full voting member of the Management Committee.

### **AOB:**

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Filename: MIN AGM 8 APL 2013.DOC  
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1. Steve Williams reported that Trustee Brian Wheeler is to step down during the year. This will leave 3 Trustees in position.
2. Steve Williams reported that Tennis will be surcharged the agreed £250 increase in levy because they had not nominated anyone to sit on the Management Committee.

**Close:** There being no further items of business the Chairman closed the meeting at 21.00 and thanked everyone for attending.

**Signed** .....  
**Steve Williams Chairman**

**Date**.....

**There followed a brief Management Committee meeting for the purpose of deciding officers and responsibilities for the 2013/14 Committee, attended by:**

**Committee Members:** Steve Williams, Colin Phillimore, Brian Shadwell, Brian Dennison, Graham Devereux, Mary Reid, Lindsay Ferguson, Piers Puntan, Dave Allen, Denise Williams, Angelo Cambianica

**Steve Williams** took the chair.

**Election of officers** took place as follows:

Chairman:	Steve Williams
Vice Chairman:	Colin Phillimore
Secretary:	Lindsay Ferguson
Assistant Secretary / Notetaker:	Sue Hunter
Treasurer:	Colin Phillimore
Vice Treasurer:	None
Membership Secretary:	Emma Scoggins

The above officers were all proposed by Brian Shadwell, seconded by Brian Dennison and **UNANIMOUSLY ELECTED**

## **Review of Actions:**

### Steve Williams:

- Pursue security camera at Berrydown, including funding of the necessary caretaker by B&DBC. Ongoing
- Liaise with Brian Dennison and Brian Shadwell on audit of equipment at Berrydown. Completed. Discharged
- Liaise with Scouts / Guides on subscription rates per child. It was agreed there should be no change in rates. Discharged.
- Speak to Michelle le Warne re. representation at Committee meetings for Guides / Brownies. It was agreed with Carole Woodcock and Michelle le Warne of Guides that Carole should continue to represent Guides on the Management Committee. Discharged.
- Pursue the toilet in the referee's room at Bridge St.. Ongoing
- Write to clubs on:
  - ~ Attendance at Management Committee meetings: £250 waiver. Done. Discharged
  - ~ Litter at Berrydown. Ongoing
  - ~ Berrydown User Group. Ongoing
- Oversee implementation of recommendations contained in Development Needs 2013/14. A letter has been sent to clubs about development needs. Ongoing



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Lindsay Ferguson:

- Draw up schedule of attendees at recent management committee meetings. Discharged

Sue Hunter:

- Investigate costs of setting up Direct Debits. Ongoing

**General discussion ensued.** The following points emerged:

- Colin Phillimore reported that:
  - henceforth accounts would be monitored on a quarterly basis to avoid heavy year end work
  - we must prepare a budget for headline items showing expected expenditure against outturn
- Steve Williams reported that:
  - he and Denise would clarify the tasks they perform for the ORC and bring to the next meeting for delegation to others
  - a snagging meeting was scheduled for Berrydown with a long list of points including some design issues
- Brian Dennison reported that children and dog walkers had been on the cricket square at Berrydown and behind the goals. We should consider whether we can restrict access.
- Karen Fletcher highlighted the need for a universal and automatic booking system for Berrydown to avoid fixture clashes
- The Groundsman had enquired about help with extra work. Steve Williams will draw up a plan, ACTION SW
- It was agreed:
  - That the recently purchased tent may be used by donators
  - To purchase a roller to use with mowers
  - To purchase sprinkler time switches for Golf

**Date of next Committee Meeting: MONDAY 6 MAY at 8.05 pm at the Bridge St. Pavilion.** Apologies from Mary Reid

**Date of next Draw: FRIDAY 10 MAY at 4.30 pm at the Bridge St. Pavilion.**

Signed .....  
Steve Williams Chairman

Date.....

END