

Barkham Village Residents' Association
34th Annual General Meeting
11th November 2021
Decisions and Actions Log and Officer Reports

Participants:

Alan Dixon (AD) Suzanne Trigg (ST) Alison Goudge (AG) Bev Dipper (BD)
Richard Roberts (RR) Gill Powell (GP) Dave Clements (DC)

Apologies received:

Stewart Richardson Shirley Warner (SW)
(SR)

Agenda:

1. Introduction and Welcome - Chairperson
2. Minutes of Last Meeting
3. Matters arising
4. Treasurer
5. Membership Officer
6. Newsletter Editor
7. Development Watch
8. Webmaster
9. Social Committee
10. Chairperson
11. Officers 2021/2022
 - a. Resignations
 - b. Nominations
 - c. Election of Auditor for year 2021/2022
12. Any Other Business
13. Date of next meeting

The Chairperson, Alan Dixon opened the meeting and welcomed all present including the following residents.

- Stuart Kessock-Philip
- Michael Butler
- John Andrews
- Peter and Debbie Sprules

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| Action Decision Ref | D/A | Summary Description of Decision/Action | Action Owner | Due Date |
|---------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------|
| | | The minutes of the 2020-2021 AGM were read out, there were no matters arising. The minutes were accepted as a true and accurate record of proceedings. | | |
| AGM/001 | D | <u>Treasurer</u> Report and Accounts submitted and available in BVRA Repository Stay with HSBC and remain using Direct Debits | AG | Completed |
| AGM/002 AGM/003 | A A | <u>Membership</u> Report submitted and available in BVRA Repository <ul style="list-style-type: none"> • Back to pre-pandemic levels • Full complement of wholesalers and distributors • Distributors party held • Refresh of GDPR for all distributors has been completed • Develop more reports on membership, with DC | BD & DC | Completed |
| | | <u>Newsletter</u> Report submitted and available in BVRA Repository | | |
| AGM/004 AGM/005 | A A | <u>Development Watch</u> Report submitted and available in BVRA Repository <ul style="list-style-type: none"> • Re activity at Woodlands Farm, AD requested SR to investigate and report status to the BVRA Committee. • Concern has been raised at the traffic and parking at the junction of The Lilacs and Bearwood Road. AD to investigate and report to committee if the concern is valid and any actions proposed. | SR AD | Completed Completed |

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| AGM/006 | A | <ul style="list-style-type: none"> We were asked if we thought the residents of School Road community could sponsor a "speed check" display. AD to approach Parish council and report to BVRA Committee. | AD | Completed |
| AGM/007 | A | <ul style="list-style-type: none"> We were asked for an update on previously announced plans to introduce a "traffic break" in School Road. SR requested to investigate and report to BVRA Committee | SR | Completed |
| AGM/008 | A | <ul style="list-style-type: none"> It is alleged there have been several accidents at the junction of School Road and Langley Common Road. It is believed the Parish Council are "pushing" for the installation of a mini roundabout. SR to contact Parish Council and provide clarification of proposed intentions of the Parish Council, to Committee with latest status <p>The Chairperson, Alan Dixon, allocated actions to Stewart Richardson in his absence.</p> <p><i>File Note: Ref actions AGM/004; AGM/007 and AGM/008 Stewart will update the public attendees by email and update the committee. The original due date of Jan '22 committee meeting has been changed to Dec 2021 for these actions.</i></p> | SR | Completed |
| | | <p><u>Webmaster</u></p> <p>Report submitted and available in BVRA Repository</p> | | |
| | | <p><u>Social Committee</u></p> <p>Report submitted and available in BVRA Repository</p> | | |

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| | | <p><u>Officers</u></p> <ul style="list-style-type: none"> • Resignations – deferred by AD to the Committee meeting • Nominations – deferred by AD to the Committee meeting <p>Election of Auditor for year 2021-2022</p> <ul style="list-style-type: none"> • Steve Deveson nominated by AG • Seconded by RR • All voted for, nil against, nil abstentions • Steve Deveson is appointed Independent Auditor for the year 2021-2022 | | |
| | | <p><u>Any Other Business</u></p> | | |
| | | <p><u>Date and time of next AGM</u></p> <ul style="list-style-type: none"> • Thursday 10th November 2022 • Commencing 19:30 • Barkham Village Hall | | |

Decisions are in Bold Type

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APPENDIX – Officer Reports

Chairman – Alan Dixon

Summary

It's great to be able to report that we now have a full team of committee members following the arrival of Bev Dipper as Membership Secretary. Bev has now successfully managed two Newsletter issues and recruited new distributors.

The Newsletter has continued to be published by Suzanne Trigg throughout the pandemic. Whilst this has meant that the social content has been significantly less Suzanne has adapted the newsletter to fill this with other interesting articles. The Newsletter continues to be well received by the residents.

We have maintained the £2 subscription level as we agreed the middle of the pandemic was not the right moment to increase this. We will address this subject in the committee at the appropriate time in 2022. We have successfully continued to get more residents to pay by direct debit. This has been hugely helpful during periods where we were unable to collect money at the door. The push to move residents to DD should continue throughout 2022. Whilst paid membership levels were down on previous years this is fully understandable given the disruption to collections. As a result our income has been lower but we have managed to retain a reasonably good financial position. This has been helped by a small grant from Barkham Parish Council.

We re-started the Social Activities in line with the easing of government restrictions on social gatherings. The first event was the Distributors BBQ and despite the weather it was great to be able to show our thanks to the distributors who do such a great job in delivering the newsletter. This was especially appreciated during the various stages of Covid related lockdown.

Development watch continues to function and provides residents with information on current and planned local developments.

Ongoing tasks/activities

Work with BPC on an event to mark the Queen's Platinum Jubilee.

Look for additional advertisers for the Newsletter with a focus on local tradespeople.

Issues for discussion

Level of traffic caused by the Instalcom site in the School Lane/Langley Common Road area

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Future actions

Consider membership subscription levels

DevWatch – Stewart Richardson

This year (since the 2020 AGM report), up to 28 October, 12 development watch alerts have been emailed out. This is the lowest for some time and reflects a reduced activity in the number of (undesirable) planning applications. Whether this is just a temporary lull remains to be seen! The mailing list has increased to 1120 as those residents who had provided their email addresses for payment purposes were added to the existing list of c900. However, I will continue to put occasional reminder notes in the Newsletter (full distribution) for anyone who may be new to the parish or has not yet joined the list. I am pleased to say that we do get positive feedback from residents about the work of the development watch. This feedback is much appreciated. Most planning applications publicised by dev watch alerts result in numbers of comments/objections posted by residents which influence WBC's decisions.

The prime source of alerts this year has been the Barkham Solar Farm and The Coombes, although The Coombes issues have related to continuing enforcement problems on 2 plots. The latest alert (October) announced good news over a High Court win for WBC over the long running enforcement issues with the Jules' White Heart Grove plot. Another concern for residents has been the Instalcom site at Woodlands Farm. Although this is in Arborfield, the heavy traffic using Wood Lane exits onto School Road and then Langley Common Road. There is an outstanding appeal by Instalcom which has not started yet, probably due to Covid building a backlog.

We will need to review whatever revised policy the government produces on planning matters, particularly how many houses and their location, as it is unlikely the pressure on green space will go away in the foreseeable future.

I'd like to thank Dave for his very prompt turnaround of the Development Watch alerts when I send them to him. I'd also like to thank several Barkham residents who act as "eyes on the ground", particularly in relation to The Coombes and often make me aware of new planning applications and activities before I notice them

Membership – Bev Dipper

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I assumed the permanent role of Membership Secretary in April this year and my thanks to the committee for making me so welcome and all their support in helping me get up to speed.

We are now bouncing back after Covid impact throughout 2020.

Wholesalers and distributors

We currently have a full and committed frontline team of 6 wholesalers and 31 distributors covering 35 rounds. A huge thanks to each and everyone of this team who continue to support the BVRA. A special thanks to Steve Young Chief Wholesaler who does a tremendous job in collating and distributing the newsletters and accompanying round sheets

3 distributors have resigned this year but a newsletter advert in the Spring edition for more distributors elicited 5 responses so all vacancies have been filled with 2 residents on a waiting list

The distributor party was a great success thanks to the fantastic efforts of the Social Committee. 23 distributors plus partners – 49 in total - attended the party with members of the committee to host. A good turnout in rather soggy weather conditions. It was great to meet so many distributors in person and have the opportunity to thank them personally for all their hard work and efforts particularly during the last 18 months.

A refresh of the BVRA GDPR policy resulted in all distributors agreeing to abide by the policy which reinforces their commitment to their roles and demonstrates the association's adherence to this important legislation.

Newsletter distribution

Despite the challenges of the first half of the financial year all four editions of the newsletters have been delivered. Covid restrictions limited the collection of the annual subs in March so we attempted to collect as many subs as possible in summer delivery this year.

Membership database and reporting

The BVRA database that Dave Clements developed last year enables the capture and updating of distributor and resident membership and payment data. This is hugely useful and improves efficiency and productivity as well as simplifying reporting and analysis. Since coming on board I have instigated some changes to the structure and content of some of the reports to make them more manageable and easier for analysis. I would like to thank Dave Clements for his responsiveness and collaboration in further improving the usability and reporting outputs.

We would like to get to know our members a bit better and are always very appreciative of having a member's name (in full preferably) and email which means we can address them

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personally and communicate more effectively. At current time almost two-thirds of members have provided their names and half have provided their email addresses

Newsletter – Suzanne Trigg

I have managed to collect a few new contributors keeping the focus on local features but also expanding to the slightly wider area when it provides information or services to the local community. I continue to look for new features and articles which may be of interest to all members of a Barkham residency.

We have had a few changes in the advertisers, and I have highlighted these local advertisers with larger articles to help them through the slow period where many businesses are suffering. I will continue to do this and will also mention any new businesses opening in Wokingham town centre.

With Covid restrictions now relaxing I have received emails from some clubs who have tentatively restarted face to face meetings so I will resurrect the diary in the next newsletter.

I continue to welcome any suggestions for topics which are of interest to Barkham and surrounding areas.

Printing - We continue to use Solopress printers as they provide a good service and is easy to order online, they will now allow us to use a bank transfer thought this has not been taken up yet.

Recognition - I wish to thank the following people:

- Bob Bishop for his time and who does a great job working with me on the formatting and laying out the articles.
- Stewart for his interesting quiz.
- Steve Young and the distributors for their time.
- All the regular contributors who submit articles.

Social – Jill Powell

Completed tasks/activities

Since the last AGM in November 2020, and following the relaxation of lockdown restrictions, we organised a Distributors BBQ at the end of July. This is an annual event designed to thank the distributors for all their hard work during the year, but was not held

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in 2020. There was a very good turnout, with around 50 residents present. It was clear everyone was pleased to be able to socialise again.

We then held a skittles evening on Saturday 2nd October, Numbers were again very high with 53 attendees.

Ongoing tasks/activities

The Quiz is booked for Saturday 27th November with Steve Richardson acting as quizmaster.

Future actions and timescales

The Village Hall has been booked for 19th March for a social event and will also be booked provisionally for dates in September and November 2022.

Two members of the social committee have expressed interest in joining with the Barkham Parish Council, Barkham Village Hall Committee and Arborfield Green Community Centre to help organise an event to celebrate the Queen's platinum jubilee in 2022.

Treasurer – Alison Gouge

The audited accounts are attached. Steven Deveson has agreed to continue to audit the BVRA accounts.

The balance remains healthy at £5276 but HSBC has introduced bank charges of £60 per annum, 40p per cheque transaction and 0.04% per cash transactions. Direct Debits and Internet Banking are therefore the best option for keeping costs down.

Investigations into moving the account indicate there would be little advantage and from past experience, involve administration delays and difficulties. Banks which still offer free banking for societies, other than registered charities, are generally not accepting new clients and it seems are considering charging in future as they are not cost effective

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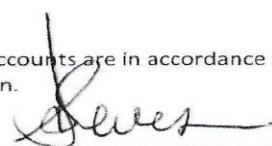
BARKHAM VILLAGE RESIDENTS ASSOCIATION
 ACCOUNTS FOR YEAR ENDED 30 SEPTEMBER 2021

| | 2021 | 2020 |
|--------------------------------------|----------------|----------------|
| INCOME | | |
| Subscriptions ** | 1314.16 | 1019.39 |
| Bank Dep Transfer | 0.00 | 800.00 |
| Bank Dep Interest (in balance sheet) | | |
| Grants | 250.00 | 350.00 |
| Newsletter | 390.00 | 246.00 |
| EVENTS | | |
| Quiz Night | 0.00 | 1066.23 |
| Carols Evening | 0.00 | 127.66 |
| Skittles | 551.62 | 65.00 |
| Easter Egg Hunt | 0.00 | 0.00 |
| Barn Dance | 0.00 | 0.00 |
| TOTAL INCOME | 2505.78 | 3674.28 |
| EXPENDITURE | | |
| Newsletter | 1512.60 | 1584.76 |
| Website | 6.70 | 127.55 |
| Licences | | 0.00 |
| Insurance | 300.00 | 300.00 |
| Administration | 160.22 | 60.49 |
| Donations | 125.00 | |
| EVENTS | | |
| Quiz Night | 0.00 | 869.62 |
| Carols Evening | 100.00 | 209.59 |
| Skittles | 48.74 | 190.60 |
| Easter Egg Hunt | 0.00 | 0.00 |
| Barn Dance | 0.00 | 200.00 |
| Distributors Party | 93.09 | 0.00 |
| TOTAL EXPENDITURE | 2346.35 | 3542.61 |
| Profit/Loss | 159.43 | 131.67 |

BALANCE SHEET AS AT 30 SEPTEMBER 2021

| | | |
|---------------------------------|----------------|-----------------------------------------|
| OPENING CURRENT ACCOUNT BALANCE | 2372.82 | |
| ADD INCOME | 2505.78 | |
| DEDUCT EXPENDITURE | 2346.35 | |
| CURRENT ACCOUNT BALANCE C/FWD | 2532.25 | |
| REPRESENTED BY | | |
| CURRENT ACCOUNT | 2532.25 | |
| DEPOSIT ACCOUNT (with Interest) | 2744.01 | |
| | 5276.26 | |
| | | ** Subscriptions |
| | | Go Cardless 266 Subs + 1 arrears |
| | | Gross £534.00 |
| | | Less Fees £63.84 |
| | | R/T £470.16 |
| | | Distributors etc. 422 Subs |
| | | Cash/Cheques £844.00 |
| | | TOTAL £1,314.16 |

I certify that these accounts are in accordance with the books and records of the Barkham Village Residents Association.

Signed 
 Steven Deveson Independent Examiner

Date 28/10/2021

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Webmaster – Dave Clements

The key activity this year has been to continue to enhance the BVRA website administration system. The system will now automatically issue receipts for membership payments where we have an email contact address. Additionally, our distributors have been capturing your email addresses to enable us to keep in contact with you

As of October 2021, the number of residents signed up for direct debit stands at 232. This is a 75% increase from numbers this time last year.

The direct debit scheme is fully protected, and we encourage all members to sign up. It provides a safe way of paying and simplifies the distribution task for our volunteer distributors. To sign up please go the BVRA website <https://www.barkham.org.uk/bvra/bvra-membership>

As usual the website has supported the mailing of development watch, social and general information emails. To sign-up please provide your email to your distributor or sign up at: <https://www.barkham.org.uk/barkham/keep-in-touch-with-bvra>

To ensure your personal data is fully protected we have reviewed and updated our privacy policy. We have also asked the BVRA committee and volunteer distributors to sign up a 'code of conduct' to ensure we remain fully compliant with GDPR.

From a technical perspective the website the new server has proved exceptionally reliable, Our thanks go to Bob Bishop for providing the server at no cost to the BVRA and for his technical assistance throughout the year

Finally, we welcome suggestions for improving the website and our social media presence on Facebook. We would like to provide more images of barkham, so if you have any suitable pictures please get in touch – I can be contacted at webmaster@barkham.org.uk