



Cuddington and Sandiway Gala

5th Annual General Meeting

Tuesday October 10th, 2017

7:30 pm, the Village Hall

1. Welcome and apologies

Present: Lee Jones*, Nicola Brown*, Andy Williams*, Andrew Long, Wendy Wren, John Marlor, Maria Sienkiewicz, Steve Meeks, Steve Chivers*, Barbara Spencer, Malcolm Spencer, Juliette MacDonald

Apologies: Linda Smith

The meeting was quorate, with all 4 Gala Trustees* present.

2. To receive the Gala Constitution, policies and asset list

No amendments were proposed for the Gala 'Safeguarding' policy, and this was duly accepted by the meeting.

The asset list requires the following modifications:

- Addition of the waste bins bought immediately before the Gala
- Addition of the Junior Citizenship award, donated by the Chivers family
- Removal of the banner donated by Yvonne Allsop (damaged by weather)
- Addition of the banner ordered to replace the damaged one listed above
- Addition of the wooden stakes bought for displaying event signage

With these amendments noted, the meeting accepted the asset list.

It was agreed by all of those present to amend the constitution as follows:

- Paragraph 8.3: The expenditure limit requiring Trustee approval was raised to £500. The reference to Chairman approval for expenditure under £50 was removed.
- Paragraph 8.5 was re-numbered to 8.6, and a new paragraph 8.5 was inserted: *'Approved bank account signatories must be agreed by a quorate AGM or extra ordinary meeting'*
- Paragraph 8.6: The second sentence in this paragraph was amended. *'All cheques must be signed by two trustees'* was replaced by *'All cheques must be signed by two approved signatories'*

With these amendments noted, the meeting accepted the constitution. The Trustees duly signed the Gala constitution for 2017-2018.

3. To receive the Annual Report for Gala 2017

The Chair presented the annual Trustee's report (enclosed on page 3), and recommended acceptance. This was accepted by the meeting.

4. To receive the accounts for Gala 2017

The Treasurer presented the Gala accounts for 2017. We carried a surplus from 2016 of £1,307.38 (which included £290 which had not been included in the 2016 accounts). Profit from the 2017 Gala was £4,022.74, yielding a total of £5,330.12

There is one outstanding payment of £80 to be made to the Northwich ATC band for their participation in the Gala. They will be requested to send an invoice for this amount.

The statement of accounts was accepted by the meeting.

5. Election of Trustees and Officers:

a. To receive nominations for the 2018 Gala Committee Trustees and Officers

Lee Jones had announced his intention to step down as the Gala Team Chair some months ago, but there have been no nominations for a successor in this role. No nominations have been received for the role of Vice-Chair. John Marlor has agreed to act as Honorary Treasurer for another year, and no other nominations have been received for this role. The Trustees have agreed to stand again, and no nominations for additional Trustees have been received.

b. To elect Trustees. (The Constitution requires between 3 and 10 Trustees)

The meeting approved the following Trustees for 2017/2018:

- Nicola Brown
- Steve Chivers
- Lee Jones
- Andy Williams

c. To elect Officers:

- i. Committee Chair – There were no candidates. **Role unfilled.**
- ii. Committee Vice-Chair – There were no candidates. **Role unfilled.**
- iii. Honorary Treasurer – The meeting elected John Marlor

The meeting closed at 8:30pm, and the out-going Chair thanked everyone for their attendance and valuable contributions to the AGM and the 2017 Gala event.

Next AGM to be held in October 2018

Cuddington and Sandiway Gala

5th AGM – October 10th, 2017



Trustees' Report

1. Background

The event 'Cuddington and Sandiway Gala' became a charity in February 2013 with the production of its Constitution giving the purpose of the charity '*to deliver an annual Cuddington and Sandiway Gala*'. The 2015 Gala received funding from the National Lottery which delivered various equipment essential to make the event sustainable in the long term.

The Gala has grown year-on-year in scale, complexity and attendance. The 2017 Gala event continued this trend, and was a huge success.

2. Trustees 2017

Under the Constitution, the Gala '*shall be managed by a committee of trustees who are appointed at the Annual General Meeting (AGM) of the charity*' and there shall be '*between 3 and 10 trustees*'. The Trustees for the 2017 – 2018 period are:

- Andy Williams
- Nicola Brown
- Stephen Chivers
- Lee Jones

3. Finances

Following registration as a charity in 2013, the Gala has managed its own finances through a bank account opened in the name of *Cuddington and Sandiway Gala* in May 2013 (operated under the Gala Constitution). The accounts for each Gala are reported in one accounting period running from 1st September to 31st August, and a statement of the 2017 accounts is available for viewing.

The combination of income from the 2017 Gala and the surplus from previous Gala events has prompted our bank to inform us that we must register with the Charity Commission as our account balance is now more than £5k. This process has commenced, and will be completed in due course.

4. Recommendation

The Annual General Meeting is recommended to receive this report.

CUDDINGTON & SANDIWAY GALA

2017 INCOME & EXPENDITURE SUMMARY

	£	£	£	£
	INCOME	EXPENDITURE	TOTAL	TOTAL
GALA PROGRAMME				
Advertising Income *A	2,400.00			1,830.00
Printing Costs		-1,345.00		-1,045.00
			1,055.00	785.00
PA PROMOTIONS ATTRACTIONS				
Bungee Trampolines	332.00			
Paintball Shooting Range	201.00			
Giant Slide / Trampolines	289.50			
Roundabout	319.60			
Bouncy Castle	247.19			
Dartboard / Beat Goalie	233.60			1,429.50
Hire Charges		-1,700.00		-1,650.00
			-77.11	-220.50
BEER TENT				
Receipts	1,039.25			1,030.85
Beer		-300.00		
Wine		-180.00		
Tent		-240.00		
Lemonade/ Crisps/Tumblers		-93.55		
Plying Fields Assoc'n Licence		-21.00		-557.65
			204.70	473.20
RAFFLE				
Income	374.95			194.47
Costs -Toys		-96.88		-82.94
			278.07	111.53
DONATIONS				
Stallholders	470.17			288.60
Hollybank	100.00			450.00
			570.17	738.60
GALA ROYALTY				
	20.70	-106.08	-85.38	
EVENT COSTS				
Village Hall Hire		-24.00		
Insurance		-142.50		
St John Ambulance		-99.36		
Rubbish Bins		-56.65		
Wooden Posts		-45.96		
Shields		-36.60		
Stickers		-48.00		
			-453.07	-468.46
ATTRACTIONS				
Circus Workshop		-275.00		-630.00
Band / ATC Estimate *B		-200.00		-215.00
			-475.00	-845.00
2016 CASH NOT ACCOUNTED FOR IN 2016	290.00		290.00	
2017 SURPLUS	6,317.96	-5,010.58	1,307.38	574.37
<i>ADJUSTED FOR 2016 CASH NOT ACCOUNTED FOR IN 2016</i>			<i>1,017.38</i>	<i>864.37</i>

SURPLUS BROUGHT FORWARD 01 JANUARY 2017	4,022.74
2017 SURPLUS	1,307.38
SURPLUS CARRIED FORWARD TO 2018	5,330.12

NOTES

*A = Includes £105.00 to be collected
 *B =Includes <£80.00> estimate of ATC Costs

BANK RECONCILIATION

SURPLUS CARRIED FORWARD @6th OCTOBER 2017 (as above)	5,330.12
Adjustments For: *A - Brochure payments not collected (White Barn)	-40.00
*B - Estimate ATC Costs not invoiced	80.00
BANK BALANCE @ 6th OCTOBER 2017	5,370.12