

BLISLAND VILLAGE INSTITUTE

CHAIRMAN'S REPORT 2017-18

I took over at the AGM in July 2017. The institute was and still is, a going concern but there was a need to work more formally with the Parish Council as owners of the building and we needed to put in place some Health and Safety infrastructure.

I conducted a health and safety audit and produced a risk assessment document which was approved by the committee and the Parish Council.

I commissioned a fire safety audit and as a result we procured new extinguishers and blanket together with instruction plates.

I have published instructions/guidelines for using the hall and a "before you go" document to ensure it is handed over properly.

We are compliant with General Data Protection Regulation (GDPR) compliance and have a statement as to how we use data.

We have run successful Arts and Crafts Exhibitions over the August Bank Holiday 2017 and a further Exhibition over the Easter bank holiday weekend 2018 under the leadership of Mary Riddiford with help from Avril Turner and Trudi James. We have taken excellent monetary donations and commission totalling in the region of £1,200 before expenses. These events are attracting a lot of interest and are being well supported by both those who wish to display and sell their wares and those who come to buy. Such has been the success of these events that we have increased our excess of income over expenditure by £1500 and we now have £2330 in reserves.

A Christmas Craft Fayre was run and there have been some table top sales as private ventures with proceeds going to charity.

We had to cancel the proposed bottle and jar event due to lack of entries and the organisers have cancelled the collectors' fairs due to lack of interest from the public.

There was a successful Carols round the tree at Christmas when over £150 was collected for charity.

There have been one or two private bookings including an open rehearsal by the Dante quartet in July which attracted over 50 people.

I would like to thank the committee who have supported me in my year as chair, to Mary and Trudi and Avril for the Arts and Crafts Exhibitions, for Pat as secretary and Helen as Treasurer and to all members of the committee. Helen Gurr is standing down as our Treasurer and I would like to thank her for her hard work in keeping our books up to date. We do have a Committee vacancy and a need for a bookings clerk although I am managing that as bookings are low.

For the future – the Parish Council auditor raised concerns about the lack of financial procedures between the Council and the Committee and to ensure the smooth running of finances between the Management Committee and the Council, the Council will now be responsible for the formal running of the finances. The impact on the Committee is that all payments will now be agreed at the Parish Council meeting on the second Thursday of each month so requests for payments need to be with the Clerk on the Monday of that week. This may add a small delay to payments to artists at the two Arts and Crafts Fayres and we will need to explain that to them. However, as payments may be able to be made electronically that will minimise any delay.

Charles Whitehead - Chairman

BLISLAND VILLAGE INSTITUTE

Management committee

AGM Agenda

17th July 2018 at 7.30pm

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|---------------------------------------|-------|
| 1. Welcome and introduction | CW |
| 2. Apologies | CW |
| 3. Minutes of last meeting | CW |
| 4. Outline report on years activities | CW |
| 5. Report on Finances | HG |
| 6. Report on Arts and Crafts | MR |
| 7. Report on Table top sales | PA/GS |
| 8. Report on carols round the tree | CW |
| 9. Report on Health and Safety | CW |
| 10. Activities in 2019 | All |
| 11. Open forum for the public | All |
| 12. Meeting closes | |

Blisland Village Institute Financial Statement 30th June 2018

Opening Balance 1/12/16		£0.00
Income		
	Donations	£475.00
	Grants	£599.50
	Hire	£420.00
	Events*	£2,525.36
	TOTAL	£4,019.86
Expenditure		
	Expenses to Date**	£1,183.74
Net Income		£2,836.12
Balance as at 30th June 2018		£2,836.12

* See next Sheet for Events Breakdown

** See next Sheet for Expenses Breakdown

Blisland Village Institute Breakdown of Events Income and Expenditure

Events Income	Christmas Fayre	£348.00
	Clothes Sale	£95.50
	Antiques Sale	£111.00
	Spring Exhibition	£368.20
	Bric a Brac Sale	£142.00
	Dante Rehearsal	£100.00
	Craft Fayre	£93.90
	Summer Exhibition	£577.52
	Christmas Fayre	£106.00
	Spring Exhibition	£583.24
		£2,525.36

Expenditure	Gallery System	£444.13
	Fridge	£69.99
	Banner	£314.40
	Photos	£45.00
	Posters	£20.00
	Laminating Pouches	£15.89
	Stamps	£13.44
	Torch Fire Protection	£176.98
	Bunting	£83.91
	TOTAL	£1,183.74