

Hurst Horticultural & Cottage Garden Society

Annual General Meeting and General Planning Meeting

Date: 25th April 2023

Venue: The Castle Inn, Hurst

Minutes & Action Points

Attendees

Frank Whittaker, Ann Newman, Keith Attfield, Julie Attfield, Fiona Piper, Peter Lee, Janet Larkin, Chantal Roberts, Simon Roberts, Heather Howarth, Karen Dearman, Hilary Reed, Jo Penney, John Penney, John Vimpany, Chris Bowman, Val Bowman

Apologies

Sheila Whittaker, Martin Newman, Ann-Marie Vimpany, David Howarth, Naomi and David Bassett, Annette Drake, Ted & Betty Smith, Eric and Sue Rockall

Annual General Meeting

Minutes from last year – Agreed

Chair`s /Secretary`s Annual Report

Our AGM`s are normally held at this time of year however, our last one was held in October 2021, this being due to the general disruption caused by Covid.

Thankfully we are now back on track and since then the HH&CGS has flourished, having held a successful 2022 show and reorganised the management team.

The reorganisation of the management team was prompted by a number of committee members wishing to retire, however I am pleased to say they all wish to continue their active support of The Society; Keith Attfield (Chair), Julie Attfield (Home Industries Secretary) and Ken Curry (Field Manager). On a personal note I would like to thank them for their huge contribution made over many years.

The position of Chair is still vacant, Karen Dearman has replaced Julie Attfield and Chantal Roberts has taken on the role from Ken Curry.

The new look Show Organisation Team structure is as follows:

Chair – Vacant (Committee)

Treasurer – Ann Newman (Committee)

Joint Secretaries – Frank and Sheila Whittaker (Committee)

Home Industries Secretary – Karen Dearman (Committee)

Horticultural Secretary – Janet Larkin (Committee)

Chantal Roberts – (Non committee) – Site management, stallholders and cashless payments.

Simon Roberts – (Non Committee) – online entries, results, backend analysis and planning.

Fiona Piper – Non Committee) – Website, social media and mailings.

Heather Howarth – (Non Committee) – Active team member.

This team meets regularly and acts in the same way as the previous committee structure acted, making decisions about show plans but bringing key decisions such as donations of money to charity back to our general membership for the decision to be made.

The 2022 show was a great success and what was particularly pleasing was the amount of positive comments, congratulations and thank you's from entrants, visitors and local media.

The common theme seems to have been about the relaxed atmosphere and friendliness of the whole event and what an interesting and pleasant way to spend a summer's afternoon.

Visitor numbers, entry numbers and revenue were all up on our previous show and the whole show seemed to run smoothly, even the weather was our friend.

The introduction of cashless payments, a new show entry and results system, new website and social media campaign were all significant contributors.

Income from stalls was £135, show entries £287, gate entry £782, teas £285, plant sales £450, raffle £428, bar £555, produce auction £227 and Chris Bowman donated £150 being the profit he made from his metal craft stall. Sheila even ran out of cakes on the teas stall so took her cake entries from the show and sold them as well!

As a result, we made a surplus of just over £1,000 and this surplus has allowed us to once again give most of this to local charities to add to the list of previous recipients: Alexander Devine, Hurst 1st Air Scouts, NHS Local First Responders, Thames Valley Air Ambulance, Chelsea Royal Hospital and Twyford Age Concern.

The recipients of £1,000 raised from the 2022 show will be discussed and voted on in the General Planning Meeting held immediately following this AGM.

On a personal note, I would like to thank each of over 40 volunteers who willingly played their part in making the show the success it was. Hopefully you enjoyed being involved in something which has now become a Hurst Village legend and something the whole community looks forward to each year.

Treasurer's Report

The 2022/2023 report was provided to all attendees. The society has £8,709.87 in the bank.

Ann Newman explained why the RHS insurance is shown as a minus and a plus.

No questions were raised.

Election of Officers

The constitution requires the management of the society to be conducted by a committee of 8 people. However as previously stated in the Chair's/Secretary's annual report, for the past 18 months the affairs of the society have been managed by a Show Organisation Team consisting of a combination of committee and non-committee members, each with their own areas of responsibility. Key committee positions are: Chair, Secretary, Treasurer, Horticultural Secretary and Home Industries Secretary.

All current members of this team were willing to continue and each one was elected by those present at the meeting as follows:

Chair – Vacant (Committee)

Treasurer – Ann Newman (Committee). (See note*)

Joint Secretaries – Frank and Sheila Whittaker (Committee)

Home Industries Secretary – Karen Dearman (Committee)

Horticultural Secretary – Janet Larkin (Committee)

Chantal Roberts – (Non committee) – Site management, stallholders and cashless payments.

Simon Roberts – (Non Committee) – online entries, results, backend analysis and planning.

Fiona Piper – Non Committee) – Website, social media and mailings.

Heather Howarth – (Non Committee) – Active team member.

- *(note) Treasurer – Ann Newman has requested to retire, but will continue as Treasurer for 2023. Elected for 2023 with an understanding that Ann will hand over to a successor treasurer.

A replacement Treasurer has been identified – Andrew Stevens. Andrew was unable to attend today's AGM and also is not available to attend this year's show, but will take a handover from Ann during 2023. Andrew has lived in the village for 16 years, is an accountant, and a great supporter of the village. A future 'election' vote will be sought for Andrew prior to the final transfer of role.

Chantal asked if a Chair is needed or if we can operate as we are running today.

Keith advised he believes a Chairperson is required for governance and to be able to stand back and take a view from a different angle. The Chair is to have influence in the community. Frank agreed with Keith's comment.

Frank will continue to recruit a replacement Chairperson.

Action: - All to give potential candidates for the position of Chairperson some thought and propose names to Frank

There were no further questions or comments and Frank brought the meeting to a close.

General Planning Meeting

1. **Minutes of the last general planning meeting on 12th July.** No matters were raised.
2. **2022 Show Finances.** Ann gave a breakdown of show finances as follows:
 - a. No sponsorship
 - b. Stalls £135
 - c. Show entries £287, which was up on 2021 but down on 2019
 - d. Gate entries £782 with same proportions as show entries
 - e. Teas £285
 - f. Produce Auction £227
 - g. Plant sales £450 which was really high compared to previous years
 - h. Raffle £428
 - i. Bar sales £555 which was a fantastic total
 - j. Ice cream £40 which is in line with previous years
 - k. Donation from Chris Bowman £150

In conclusion, the 2022 Show made a surplus £1,300.

3. **Donation to Charities.** The original suggestion from the Organisation Team was to donate £500 to each of two local charities from a list of four. A document was provided to everyone present providing an overview of each of the four local charities listed.

After open discussion it was agreed that all four proposed charities were important and it was not easy to select two. It was proposed that, given the healthy bank account, each of these charities would be given £500 and after a vote this was agreed by all attendees. The four charities are: The Cowshed, Headway Thames Valley, Camp Mohawk and ARC.

4. 2023 Show Planning

- a) Horticultural - Small changes only this year with all on the schedule. Judges confirmed.
- b) Home industries – All on target and judges have been selected. John Penney will take on the Alcohol and Beverages judging. Judge for Scarecrow is outstanding. Frank advised that all 2023 show marketing will feature the 2022 show winning screen-print by Andrew Dearman. All agreed it looks great.
- c) Printed Schedule – Keith informed the meeting that wording is now agreed which Fiona said is now on the website, including the entry form. This will go into the 12 page schedule. The cost of printing the schedule has gone up by £50 compared to 2022. Last year 2,000 schedules were printed. 800-900 are used for posting into the local houses. It was proposed to continue with printing 2,000 copies of the 12 page schedules, but leaflets will not be produced. Banners and Posters will continue. It was discussed that it would be good to place a moveable banner at the Hurst Show & Country Fayre. After the Hurst Show & Country Fayre has been held, this banner could be relocated to another site within the village.
The size of the posters, A4 vs A3 was discussed. Last year was A4. Keith will look into this.

Action: Chantal to speak with Suzy Turner for the ability to put up a movable banner at a location within the Hurst Show and Country Fayre.

- d) Stallholders and cashless payments – Chantal informed that booking for stalls were going well and stallholders can now pay online. Chris asked about 3rd Party Liability Insurance.

Action: Chantal to request all stallholders evidence 3rd Party Liability Insurance as suggested by Chris.

- e) Online entries and results. Simon confirmed he will take this on again.

Frank advised there was a small change to class entry pricing and is now £1 for the first class and then 50p per class thereafter.

- f) Website, Social Media and Mailings
Fiona informed that website, minutes, documents etc have been uploaded to the website. The website now also reflects 2023, the schedules, the entry forms are all up to date bar the online entry which will becoming operational on 1st July 09:00 – the official opening time for entries. Mailings were recently sent out with a few bounce backs and so the mailing list has been updated and is now up to date with 200 people. Social media posts have been sent out. Fiona asked for any pretty photo's the attendees would like to be used in the social media campaign to be sent to her. Frank commended the handover from Keith to Fiona and the great work Fiona has performed to develop this further.

g) Refreshments – Bar and Teas

Ann confirmed the same people from 2022 will come and help Martin out again this year with the bar. He was not sure what to do about soft drinks. Last year there was a shortage, as Matt (The Castle) wasn't doing them, which in previous years he had. Ann confirmed Martin has the manpower to take on the soft drinks this year. Frank agreed to clarify this with Matt and for Martin to sell soft drinks and Matt not to. Sheila has confirmed she will do the teas again.

h) Music arrangements. EMC Jazz band booked again for this year. They have held their price at 2022 level.

i) Plant Stall. Heather advised she and Eric are keen to carry on this year and they are already working on it.

j) Cups and trophies. Last year, sadly two of our longest serving and loyal members who both entered and supported the show over many years passed away.

Judith Lee, has been entering the show for 32 years in Home Industries and has won many trophy's. Her husband, Peter, asked that a cup be awarded at the show in her memory.

Mac Stephenson, has been entering the show for many years and entered a significant amount of Horticultural and Home Industries classes. His wife, Barbara, has asked if it would be possible to have a trophy in Mac's name.

Whilst we have a significant amount of trophies, almost too many to handle, the Core Team looked at the existing cups with a view to renaming two of them to remember both Judith and Mac.

The Rose Bowl (most points in all Home Industries classes) will be renamed to the Judith Lee Rose Bowl.

The Evening Post cup (most points in veg section.) The Evening Post went out of business years ago, so this trophy will be repurposed for the Mac Stephenson Cup.

k) Risk Assessment/Safety Plan

It becomes more and more necessary to be safety conscious. Last year, a near miss occurred when putting poles away in the container. Chris James witnessed this and strongly recommended that a risk assessment should be put in place.

Simon advised that completing a risk assessment will require us to think through the possible risks and exposures in a formalised way and what to do in the case of an incident. The output is a documentation of that thinking process exposing any potential dangers and threats to safety. Simon says we can use the one from the HS&CF as a starting point and he will contact Simon Chand regarding this. Keith advised there was a previous risk assessment which he will send, which can be used as a starting point.

l) Raffle. Last year's raffle produced good income. We had a lot of prizes and this was done by a number of people approaching a number of donors. Frank suggests we follow the same process and he agreed to action this process again by contacting those people. Fiona advised the show should announce over the PA system the winning numbers as this was missing last year.

5. Other topics/AOB

PA, David Lochman is not available for this year.

Action: All to think about who could perform the role of PA and to put names forwards to Frank.

Karen advised there used to be a children's tug of war... could there be some activity to involve children. Val proposed that it might be good if people speak to children in their family to see what they might like to see at the show.

Frank thanked everyone for coming and advised he felt we had a good format and formula and planning was going well.