

# *Edgworth and District Horticultural Society*

## Annual General Meeting - 18<sup>th</sup> November 2009 at 7.30 p.m.

1	<b>Apologies:</b> Beryl Carline, Ian Harvey, Margaret Holt, Edna Hardman, Mary Horrocks, Audrey Stokes, Norman Woffenden
2	<b>Minutes</b> of the 2008 AGM were read, approved, and signed by the Chairman
3	<b>Matters Arising:</b> There were no matters arising.
4	<b>Chairman's Report</b> Hard copy of the Chairman's report had been distributed to the meeting. The Chairman read through the report.
	<ul style="list-style-type: none"> <li>● The chairman summarised the present state of the society, identifying the committee members and their roles. She thanked the committee for their hard work and commitment over the year. The Chairman reported that society membership had increased to over 230 members, with an average audience of 70 at each meeting.</li> </ul>
	<ul style="list-style-type: none"> <li>● The 2009 meetings were described, with a summary of members' reactions to the programme. The highlight of the year was the talk and tree planting by Roy Lancaster. This ticket only event sold out and easily covered its costs. We may have set a precedent for getting renowned speakers. Some speakers had to be changed due to unforeseen circumstances but we still had replacements that were knowledgeable and entertaining. We welcomed new speakers to our group and also some old favourites such as Carl and Jacqueline.</li> </ul>
	<ul style="list-style-type: none"> <li>● The trip to Harrogate Flower Show was a new venue but proved to be very popular with members. In the summer we visited gardens of members on a dry and warm evening. Thanks to David and Amanda, Pauline and John and Barry and Judith for their hard work and hospitality.</li> </ul>
	<ul style="list-style-type: none"> <li>● The organisation of the Annual Show had been different this year, with the committee dividing into subgroups responsible for different aspects of the Show. Also modification had been made to some of the timings to allow more time for processing the results so that everything was in place prior to the public entering. The Show was well attended by both exhibitors and spectators. We were again supported by our judges, including a new photography judge. Unfortunately the chairman had not been able to attend the show because of illness. The Show raffle raised £194 for Bolton Hospice.</li> </ul>
	<ul style="list-style-type: none"> <li>● The chairman outlined the local involvement of the Society: replenishment and maintenance of the Tebay garden, contributing to the Barlow Institute Centenary events, providing a website giving information on the society and other events, and issuing a twice-yearly newsletter. The Society had applied to host Gardeners' Question Time.</li> </ul>
	<ul style="list-style-type: none"> <li>● Thanks were expressed to the committee, cake makers and show helpers, the auditor and all the audience</li> </ul>
	<ul style="list-style-type: none"> <li>● The Chairman showed the cup donated by Stephen Simpson, and the treasurer described how he had located mention of it in a 1929 newspaper report on the Edgworth Horticultural Show.</li> </ul>

<b>4</b>	<b>Treasurer's Report:</b>
	<ul style="list-style-type: none"> <li>● The treasurer talked through a powerpoint presentation of the summary of the Society's accounts previously distributed to members. (see appendix) Highlights: <ul style="list-style-type: none"> <li>•The Roy Lancaster event had run the risk of making a loss, but had in fact sold out and made a profit</li> <li>•The Show made a surplus even though there were fewer visitors.</li> <li>•unlike the heavy losses in 2008, the free Show Schedule had virtually broken even. The treasurer thanked Norman and John for obtaining the advertisements and tuning them to fit the budget.</li> <li>•Plant sales at the Show were well down.</li> <li>•Membership had increased</li> <li>•When asked for comments, some society members commented that the plants were expensive and difficult to find; there was general agreement that the weather had affected attendance, with inevitable knock on effect on sales.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● The treasurer thanked the auditor for his diligent work on the Society's accounts</li> </ul>
	<ul style="list-style-type: none"> <li>● Finally, the treasurer asked members for any ideas on how they would like the money spent. There was no immediate response.</li> </ul>
	<ul style="list-style-type: none"> <li>● The chairman thanked the treasurer for his thorough work on the accounts in 2009.</li> </ul>
<b>5</b>	<b>Elections</b>
	<ul style="list-style-type: none"> <li>● Officers <ul style="list-style-type: none"> <li>•Barbara Kenny was elected as Chairman</li> <li>•Phil Broughton was elected as Treasurer</li> <li>•Irene Spencer was elected as Secretary</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● Committee All the 2009 committee were standing for re-election. <ul style="list-style-type: none"> <li>•The members of the 2009 committee were re-elected, viz: John King, Sue Matthews, Carol Murphy, Barry Scanlon, David Spencer, Jean Turner, Pat Whalley, Norman Woffenden</li> <li>•two new committee members, Carol Frudd and Sue Brohi were elected</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● Auditor David Mason was re-elected as auditor</li> </ul>
<b>6</b>	<b>Amendments to the Constitution (see appendix)</b>
	<ul style="list-style-type: none"> <li>● The Chairman explained that the amendments were necessary in order to satisfy the conditions required for the Society to apply to public bodies for grants.</li> </ul>
	<ul style="list-style-type: none"> <li>● Each of the amendments was put to the meeting and each passed unanimously</li> </ul>
<b>7</b>	<b>Open Forum</b>
	<ul style="list-style-type: none"> <li>● One member asked if the Show judging could start earlier so that the Show could again start at 2 pm</li> </ul>
	<ul style="list-style-type: none"> <li>● With regard to the cup presented by Stephen Simpson, which had an inscription referring to 'J Isherwood Ltd', one member said that there had been an animal provision business in the village by the name of Isherwood, at the present site of the hairdressers, and perhaps that was the one referred to on the cup. The chairman volunteered Phil Broughton to investigate.</li> </ul>
	<ul style="list-style-type: none"> <li>● One member pointed out that this year the Annual Show would coincide with the Southport Flower Show, and this may have an effect on entries and attendance.</li> </ul>
	<b>The Annual General Meeting closed at 8.55, and members proceeded to the pie and peas supper and the seed swap</b>

Signed ..... Dated .....

# Edgworth and District Horticultural Society

## CHAIRMAN

Barbara Kenny  
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## SECRETARY

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## Amendments to the Society Constitution

Members of the Society will probably be aware that the Society occasionally applies to Blackburn with Darwen Council and other grant awarding bodies for support for the Society's activities. In the past, such support has enabled us, for example, to purchase capital items for use in the Annual Show.

Blackburn with Darwen Council, in common with other public bodies, requires organisations applying for grants to satisfy certain criteria through the inclusion of clauses in the constitution relating to membership, the management of society funds and the dissolution of the society. To that end, Edgworth and District Horticultural Society will need to amend the present constitution if we are to satisfy these criteria.

The full present constitution can be found on our web site ([www.edgworth-horticultural-society.co.uk](http://www.edgworth-horticultural-society.co.uk)). The relevant paragraphs to be amended are given below, with the amendments *in bold italics*. Your committee is recommending these amendments to the constitution, and will put them to a vote of members at the annual General Meeting on November 18<sup>th</sup>. Please read them through so that you are aware of the nature of the amendments.

## Amendments to membership clauses

### 2. MEMBERSHIP

- (a) Full membership of the Society shall be open to any person aged 18 years or over ***without regards to disability, political or religious affiliation, race, sex or sexual orientation***, on payment of an Annual Subscription, the amount of which shall be decided by and which may, from time to time, be varied by the Committee. Subscriptions to cover membership over a calendar year, shall be due on 1<sup>st</sup> January.
- (b) Junior Membership shall be open to those under 18 years of age ***without regards to disability, political or religious affiliation, race, sex or sexual orientation*** on payment of an Annual Subscription of a reduced amount of that determined under 2(a) above. They will enjoy full rights of membership equivalent to those of full members.

## Amendment to accounting year

The following amendment changes the accounting year from "1<sup>st</sup> September to 31<sup>st</sup> August" to a more realistic date given the financial transactions necessary for the Annual Show.

### 5. ANNUAL GENERAL MEETING

The accounting year of the Society shall be from ***1<sup>st</sup> October to 30<sup>th</sup> September*** and this shall be followed by an Annual General Meeting to be held in the following October or November, at a date to be announced

21 days in advance. All members fully paid up at the date of the Annual General Meeting shall be entitled to attend and vote. The business of the Annual General Meeting shall be to receive reports from its officers, to elect the Committee and to appropriate Officers and Auditor(s) for the ensuing year, and to transact such other business as the Committee and the Chairman may deem desirable.

## ***Amendments to funds clauses***

### **7. FUNDS AND PROPERTY**

- (a) A Minute book and books of account shall be provided and kept by the Committee.
- (b) Funds shall be banked as decided by the Committee and balances drawn and handled by such person or persons as the Committee direct. ***The Committee shall authorize in writing to the Treasurer and three other members of the Committee to sign cheques on behalf of the Society. All cheques must be signed by not less than two of the authorized signatories.***
- (c) An annual audited Statement of Account shall be presented at the Annual General Meeting.
- (d) The property of all funds and articles, either of cups or trophies (which shall be insured against loss) and other kinds of materials shall vest in the Committee.
- (e) ***In the event of the termination of the Society any net balance of funds after disposal of property and payment of any debts due shall be paid and handed over to such Charitable Organisation or Organisations having objects similar to the Society as the Committee and its Officers shall determine, and if and in so far as effect cannot be given to this provision, then to some other charitable purpose.***

## ***Addition of dissolution clause***

### **9. DISSOLUTION**

***The Society may be dissolved by a resolution passed by a two thirds majority of those present and voting at a special General Meeting convened for the purpose, of which 28 days notice shall be given.***

## SUMMARY REPORT TO 30 SEPTEMBER 2009

	<u>2009</u> <u>Actual</u>	<u>2008</u> <u>Actual</u>	<u>2009</u> <u>Forecast</u> <u>Budget</u>	<u>2009</u> <u>Forecast</u> <u>Worst</u> <u>case</u>
GENERAL INCOME	£644.42	£525.81	£590.00	£497.50
MEETINGS	-£294.66	-£331.26	-£335.00	-£555.00
LANCASTER MEETING	£140.77	£0.00	-£150.00	-£380.00
SUNDRIES	-£73.00	£31.89	-£160.00	-£230.00
ANNUAL SHOW (see separate report)	£258.28	-£417.35	£158.00	-£868.00
GRANT	£0.00	£820.00	£0.00	£0.00
PRINTER CONSUMABLES (purchases less usage + holdings)	£8.20	-£120.59	£0.00	-£100.00
MEMBERS' OUTINGS	£293.30	-£113.50	£0.00	-£70.00
SPECIAL EXPENDITURE (budgeted against reserves)	-£874.11	-£567.90	-£550.00	-£1,230.00
PROVISIONS CARRIED FORWARD	£159.57	£256.75	£0.00	

### GROSS TOTALS

Assets including provisions & stock at year end	£4,139.84	£4,036.64
Cash + banked assets	£3,980.27	£3,779.89
Annual Change incl. special expenditure	£103.20	-£172.90
Annual Change ex special expenditure	£977.31	£395.00

### MOVEMENTS IN CASH BALANCES

	<b>Closing</b> <b>Balances</b>	<b>Opening</b> <b>Balances</b>
Cash	2,019.89	2,297.54
NatWest - current account	519.98	53.81
NatWest - business account	1,440.40	1,428.54
Provisions carried forward (net)	159.57	256.75
	<u>4,139.84</u>	<u>4,036.64</u>

*(Donations to Charity*

*£270.00)*

<b>FINANCIAL REPORT TO 30 SEPTEMBER 2009</b>		<b>2009 Actual</b>	<b>2008 Year-end Actual</b>
<b>GENERAL INCOME</b>			
		241	212
Subscriptions		£609.00	£424.00
Less costs of cards / collection		-£7.90	
Interest		£43.32	£101.81
<b>TOTAL</b>		<b>£644.42</b>	<b>£525.81</b>
<b>MEETINGS</b>			
Meeting receipts (taken at door)		£618.00	£577.50
Hire of Meeting Rooms		-£342.90	-£342.90
Refreshments		-£244.76	-£268.16
Speakers' Fees less speaker sales		-£325.00	-£297.70
<b>TOTAL</b>		<b>-£294.66</b>	<b>-£331.26</b>
<b>LANCASTER MEETING</b>			
Meeting receipts (Ticket sales)		£1,376.00	
Raffle of spade		£79.59	
Hire of Meeting Rooms		-£58.10	
Refreshments			
Speakers' Fees		-£1,189.10	
Other costs		-£67.62	
<b>TOTAL</b>		<b>£140.77</b>	
<b>SUNDRIES</b>			
Other Income (Raffles, Plant Sales, etc)		£242.70	£328.50
Profit from Subcontract printing		£58.99	£4.86
Committee printing		-£31.77	-£67.17
News Printing		-£129.12	-£118.31
Sundry Payments		-£213.80	-£115.99
<b>TOTAL</b>		<b>-£73.00</b>	<b>£31.89</b>
<b>ANNUAL SHOW (see separate report)</b>			
		<b>£258.28</b>	<b>-£417.35</b>
<b>GRANT</b>			
			<b>£820.00</b>
<b>PRINTER CONSUMABLES (purchases less usage + holdings)</b>			
Printer stock purchased		-£1,396.37	-£1,165.35
Printer stock used & accounted by job type		£1,489.46	£1,153.06
Printer stock carried over from last year		-£244.46	-£352.76
Printer stock now remaining & carried forward		£159.57	£244.46
<b>TOTAL</b>		<b>£8.20</b>	<b>-£120.59</b>
<b>MEMBERS' OUTINGS</b>			
Spring Outing		£182.50	-£126.00
Autumn Outing		£110.80	
4-day outing		£0.00	
Annual Dinner		£0.00	£12.50
<b>TOTAL</b>		<b>£293.30</b>	<b>-£113.50</b>
<b>SPECIAL EXPENDITURE (budgeted against reserves)</b>			
Show Assets (e.g. trophies / tables etc)		-£166.68	-£131.00
Banner for Society promotion		-£103.50	
Local community work (Tebay redesign etc)		-£496.48	-£176.25
Centenary tree (tree donated by BIMC)		-£107.45	
<b>TOTAL</b>		<b>-£874.11</b>	<b>-£567.90</b>
<b>PROVISIONS CARRIED FORWARD</b>			
Printer stock carried to (purchased by) next year		£159.57	£244.46
Provisions from next year			£12.29
Provisions into next year			
<b>TOTAL</b>		<b>£159.57</b>	<b>£256.75</b>
<b>GROSS TOTALS</b>			
		<b>2009</b>	<b>2008</b>
Assets including provisions & stock at year end		£4,139.84	£4,036.64
Cash + banked assets		£3,980.27	£3,779.89
Annual Change incl. special expenditure		£103.20	-£172.90
Annual Change ex special expenditure		£977.31	£395.00

<b>2009 Forecast Budget</b>	<b>Notes on forecast</b>	<b>2009 Worst Case Prediction</b>	<b>Notes on worst case prediction</b>
200	<==members==>	175	
£500	£2.50	£438	lower membership
£90	lower Interest rates	£60	& capital sum
<b>£590</b>		<b>£498</b>	
£500		£360	attendance 45
-£325		-£355	mid-year rise
-£250		-£260	AGM 10% rise
-£260		-£300	
<b>-£335</b>		<b>-£555</b>	
£1,200	120 tickets @ £10	£1,000	Poor attendance
-£40		-£50	more rooms
-£30		-£40	
<b>-£1,250</b>		<b>-£1,250</b>	
-£30	tickets letters etc	-£40	
<b>-£150</b>		<b>-£380</b>	
£130	Raffle <40, plants <£170, gifts <30 Provisions <90	£100	raffle + some sales
£10		£0	
-£80		-£90	10% up
-£100	control cost	-£110	10% up
-£120	Flwr fest, Cmnte, sympathy	-£130	10% up
<b>-£160</b>		<b>-£230</b>	
£158	see Show sheet	-£868	see Show sheet
£0		£0	
-£244	target should be net zero	-£244	target should be net zero
£244		£144	
<b>£0</b>		<b>-£100</b>	
£0		-£15	
£0		-£15	
£0		-£20	
£0		-£20	
<b>£0</b>		<b>-£70</b>	
-£450	Tebay		
-£100			
<b>-£550</b>	We may spend no more than £1210 on Extraordinary items		

<b>MOVEMENTS IN CASH BALANCES</b>			
	<b>Closing Balances</b>	<b>Opening Balances</b>	
Cash	£2,019.89	£2,297.54	
NatWest - current account	£519.98	£53.81	
NatWest - business account	£1,440.40	£1,428.54	
Provisions carried forward (net)	£159.57	£256.75	
	<b>£4,139.84</b>	<b>£4,036.64</b>	

<b>RESERVE CALCULATION AT START OF YEAR</b>			
		Year end cash assets	£3,780
		Assessed risk of loss =	-£1,706
Minimum banked assets	1.5	times assessed risk of losses	£2,560
		Spare reserve	£1
Maximum banked assets	2.5	times assessed risk of losses	£4,260
		Too much reserve	£0
We may spend no more than £1210 on Extraordinary items			

## ANNUAL SHOW AUGUST 2009

	<u>2009</u>	<u>2008</u>	<u>2009</u> Budget	<u>2009</u> Worst
<b><u>RECEIPTS</u></b>				
Gate Receipts	£251.00	£172.50	£345	£250
<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>2009</span> <span>2008</span> <span>2007</span> <span>2006</span> <span>2005:</span> </div> Adults 251 345 307 251 290 <16s 39 55 55? 45 ??				
Class Entry Fees	£153.40	£150.70	£150	£100
Sale of Produce	£112.35	£133.70	£120	£70
Sale of Plants	£167.85	£209.80	£200	£60
Advertising - Show Schedule	£610.00	£435.00	£633	£420
Sale of Refreshments	£156.80	£223.38	£200	£150
Sundry Receipts	NIL	NIL	NIL	NIL
TOTAL	£1,451.40	£1,496.38	£1,648	£1,050
Raffle	£153.00	£169.00		
Prizes donated to charity	£3.40	£2.30		
Gift aid recovery	£37.60	£0.00		
	£194.00	£171.30		
<b><u>PAYMENTS</u></b>				
Printing of Schedules	£630.18	£791.47	£600	£638
Prizes	£99.20	£116.68	£120	£180
Hire of Barlow Institute	£175.25	£272.13	£300	£340
Judges Fees	£60.50	£62.50	£70	£70
Other Printing	£97.48	£78.35	£80	£100
Cost of Refreshments	£48.70	£60.70	£70	£90
Sundries	£81.81	£360.60	£250	£360
Insurance	NIL	NIL	NIL	£140
TOTAL	£1,193.12	£1,913.73	£1,490	£1,918
Donation to Charity	£194.00	£171.30		
<b>NET PROFIT (LOSS) ON SHOW</b> <i>(excluding asset expenditure)</i>	<b>£258.28</b>	<b>-£417.35</b>	<b>£158.00</b>	<b>-£868.00</b>
<b><u>EXPENDITURE ON SHOW ASSETS</u></b>	<b>-£166.68</b>	<b>-£131.00</b>	up to £660	