

## **PITSTONE AND IVINGHOE MUSEUM SOCIETY**

### **MINUTES OF THE ANNUAL GENERAL MEETING HELD ON THURSDAY 22<sup>ND</sup> NOVEMBER 2018 AT PITSTONE GREEN MUSEUM AT 19.30**

**1. Apologies were received from**

Sandra Barnard, Paul Chapman, Wendy Cruikshank, Brenda Grace, Sue Lipscomb and John and Sandra Oxley.

**2. Those present**

Chairman – John Childs

Treasurer – John Youngs

Secretary – Dennis Trebble

Museum manager – Pete Farrar

Other Committee members – ,Leslie Herriott, Simon Heaton, John Powell, Allen Fairbrother (co-opted member)

Plus 29 additional members of PIMS

**3. Minutes of the AGM 23/11/17**

The secretary reminded the meeting of the pertinent points, including the several raised as part of AOB. It was proposed by Bill Barnard and seconded by Tony Baxter that these minutes were a true record of the meeting and this was carried unanimously. They were subsequently signed by the chairman.

**4. Matters arising**

In the meeting of the EC that followed (Jan 11<sup>th</sup> 2018), under item 9 of the agenda, the following issues were discussed and resolved

- Open day congestion at entry point
- Open day toilet facilities
- Open day plastic card payments
- Open day seating and barn lighting

These were reported back to the satisfaction of the meeting

**5. Chairman's report delivered by John Childs**

Open day activity was reported on and compared with 2017.

Norman Groom was thanked (in absentia) for his years of service and it was noted that he had been made President of PIMS.

The work of Sandra Barnard as Newsletter editor was recorded and received the thanks of the meeting.

The various officers of the society together with volunteers in general were thanked for their efforts.

Particular mention was made of the work carried out by Pete Farrar as Manager, Publicity Sec and Talks Co-ordinator.

**6. Treasurer's report delivered by John Youngs-**

**Trustees report for the financial year to 31<sup>st</sup> March 2018**

We are pleased to report a very successful year both financial and in visitor attendance numbers. The weather was generally good on our open days and our advertising initiatives resulted in the best ever Open day Income of £25k of a total income of £33.8k, this is £12k up on the previous year. The main item of other income was a bequest of £5,000 from our deceased colleague David Goseltine.

Total expenditure was £16.7k, £1.5k up on the previous year. £4.6k was spent on maintenance including £2.6k on renewing our electrics. Admin costs were £6.8k the major items being utilities and insurance. We spent £1.6k on the new Elliott shop project and £1.5k on re-siting our builders shed, this gives us space to develop the north eastern end of our site.

The net result is a surplus of £17.2k which increases our reserves to £103.1k. This is shown on our Balance Sheet as represented by net fixed assets of £16.9k, cash and bank balances of £88.5k and net liabilities of £2.2k.

The Accounts are approved by an Independent Examiner and signed by our Chairman and Treasurer on behalf of the Trustees. Due to health issues our appointed Independent Examiner had to resign and we were fortunate to find Mrs Griffiths who took on this role, she has agreed to continue and will be proposed at the AGM.

We have accepted a proposal by the National Trust to simplify the basis of rent calculation set out in our lease. The necessary documents have been completed and rent will now be reviewed every five years instead of annually. Due to the age of the buildings and increasing cost of maintenance your Executive Committee have agreed that we should create a Property Reserve Fund to ensure we have resources to meet any major repair costs. Your Trustees are satisfied that our risk management policy and procedures are adequate for our size of business. No payments were made to any trustee or volunteer other than approved and documented expenses.

The report and accounts were proposed by Brian Davis and seconded by Margaret Horn. They were voted on and accepted *nem con* by the meeting.

**7. Museum report delivered by Pete Farrar**

As well as the quarterly reports in the Newsletter, it was pointed out that a number of new volunteers had taken on important roles around the museum and that a full list of some 60 volunteers (including those available on open days) had been compiled. Each regular volunteer has been given a specific area of the museum to be responsible for prior to open days and the list of jobs to do during the closed season continues to grow. A major project has been the relocation of the builders' shed. The start of next open season is delayed by the lateness of Easter, so negotiations are afoot to open the site before that for the Model T Owners' Club. Due note was made of the recent fire in one of the NT barns situated adjacent to the museum site (17/11/18).

**8. Programme report delivered by Pete Farrar**

List of talks for next year is now complete. Highlights include the very popular antiques evening with Stephen Hearn., Norman Groom will deliver a talk on the early days of the museum and George Goddard (ex manager of Pitstone Cement Works) will talk about the history of the plant and the development of the College lake wildlife reserve.

**9. Publicity report delivered by Pete Farrar**

We will try to get more articles in local magazines – such as Village Life (Aston Clinton). Next year's leaflets will be printed in six monthly editions in an attempt to avoid wastage. Road signs continue to be placed prior to open days and provide a good return on effort. We need someone to give decent coverage of our activities on Instagram, Twitter etc. Our presence on Facebook has been a useful indicator of what might be possible. The manager would be really grateful to hand over this element of his accrued responsibilities to a keen volunteer.

**10. Membership report delivered by Bill Barnard**

We have 170 members this year compared with 166 at this time last year. Within that figure are some who did not renew and 16 who are new to the society. Data protection issues have been resolved by asking for a formal signature at the time of joining or of renewing membership that recognises the legal obligations of the society to protect its membership.

**11. To consider any motions brought forward by the membership**

*It is proposed that two additional membership types be added to our constitution as follows*  
(e) *Volunteer members – those who work the equivalent of at least 20 days per year ( as confirmed by the museum manager in arrears)*

(f) *Life members – to be granted by the EC acknowledging an outstanding contribution by an individual member to the society*

*It is intended that for both categories of membership, the fee be set at nil.*

The motion was proposed by J Youngs and seconded by G. Travis. The meeting voted to accept the proposal *nem con*.

**12. Election of officers and committee members**

The **current officers** of the society, as listed under item 2 above agreed to continue. The post of vice chairman was vacant following Norman Groom's resignation from the committee and P. Farrar was proposed by B Barnard, seconded by J Powell and accepted by the meeting.

**EC members**, also listed in item 2 above, agreed to continue in post with the addition of three new members

A Fairbrother prop D Trebble sec P Farrar

P Kerry prop J Youngs sec J Childs

R Henry prop J Childs sec P Farrar

All were accepted by the meeting.

**13. Appointment of Independent Examiner of Accounts**

Due to on-going health and family problems, our usual examiner, Mr T Sergeant, was unable to complete the task this year. We were very fortunate in being able to secure the services of Mrs P Griffiths and she has agreed to continue in this role. Proposed by B Barber and seconded by J Powell. Accepted without abstention by the meeting.

**14. A.O.B.**

- R Powell asked if the National Trust could be relied upon to make the area of the recent fire (17/11/18) adjacent to our site, safe. The problem was that the barn contained a significant amount of asbestos in its structure. It is currently sealed off from public access and G Travis suggested if nothing was done before Christmas that a reminder to the NT would be appropriate.
- The question of a rapid cycle dish washer for catering was raised this is currently being researched. It is thought the cost might be in the order of £700 for the machine plus £100 for mugs. Currently we use around 800 throw away mugs per open day, creating around 7,000 over the season that would end up on landfill.

There being no more business, the meeting closed at 8.35 pm