

THE ARTS SOCIETY ARUN
THIRTY-SEVENTH ANNUAL GENERAL MEETING
held at 10am on Tuesday 16th July 2019
AGENDA

- 1 Chairman's Welcome.
- 2 Apologies for absence.
- 3 Introduction of the President and Committee Members by the Chairman:

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|------------------------|--|
| Mrs Heather Normand | President |
| Mrs Gillian Baxter | Chairman |
| Mr Don Richardson | Treasurer |
| Mrs Pat Willcox | Secretary & Heritage Volunteers Representative |
| Mrs Margaret Maroney | Ticket Secretary |
| MrsCarolyn Hazlehurst | Programme Secretary |
| Mrs Miek Bell | Visits Secretary |
| Mrs Liz Atkins | Membership Secretary |
| Mrs Edie Desmond | Social Secretary |
| Mrs Pam Childs | Young Arts Representative |
| Mrs Riitta Scantlebury | Hall Organiser |
- 4 To adopt the Minutes of the Thirty-sixth Annual General Meeting held on Tuesday 17 July 2018.
- 5 To receive the Chairman's Annual Report.
- 6 To receive and adopt the audited accounts for the year ended 31 March 2019.
- 7 To re-appoint Mr Colin Goddard as financial examiner for the ensuing year.
- 8 Nominations to the Committee:

| | |
|-------------------------------|----------------------------------|
| Mrs Pat Willcox as Chairman | |
| Proposed: Mrs Edie Desmond | Seconded: Mrs Gillian Baxter |
| Mrs Edie Desmond as Secretary | |
| Proposed: Mr Don Richardson | Seconded: Mrs Carolyn Hazlehurst |
| Mrs Angela Fisher | |
| Proposed: Miss Willa Hislop | Seconded: Mrs Susan Richardson |
- 9 The following Members offer themselves for re-election en bloc:

| | |
|-----------------------|---------------------------|
| Mr Don Richardson | Treasurer |
| Mrs Margaret Maroney | Tickets Secretary |
| MrsCarolyn Hazlehurst | Programme Secretary |
| Mrs Liz Atkins | Membership Secretary |
| Mrs Miek Bell | Visits Secretary |
| Mrs Pam Childs | Young Arts Representative |
- 10 Farewell to Gillian Baxter, Riitta Scantlebury
- 11 Date of the next Annual General Meeting: **Tuesday 21 July 2020.**
- 12 Close of Thirty-seventh Annual General Meeting.



Minutes of the Thirty-sixth Annual General Meeting Held at 10.00am on Tuesday 17 July 2018

1. The Chairman, Mrs Gillian Baxter, welcomed the members to the 36th Annual General Meeting held on Tuesday 17 July 2018 and gave a warm welcome to her Grace The Duchess of Norfolk as Patron of The Arts Society Arun. The Chairman pointed out the fire exits in case of an emergency and asked that members should congregate at the far end of the car park.
2. **Apologies for Absence:** There were no apologies for absence.
3. **Adoption of the Minutes of the 35th Annual General Meeting held on Tuesday 18 July 2017**
Proposed by Mr Tony Willcox and seconded by Mr Christopher Normand. Agreed. The Chairman signed the minutes.
4. **Introduction of the President and Committee Members by the Chairman.**

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| Mrs Doreen Teale | President |
| Mr Don Richardson | Treasurer |
| Mrs Sue Richardson | Secretary & Heritage Volunteers Representative |
| Mrs Jill Sale | Programme Secretary |
| Mrs Margaret Maroney | Visits Secretary |
| Mrs Liz Atkins | Membership Secretary |
| Mrs Pat Willcox | Ticket Secretary/Vice Chair |
| Mrs Miek Bell | Social Secretary |
| Mrs Riitta Scantlebury | Young Arts Representative |
| Mrs Carolyne Hazlehurst | Hall Organiser |
| Mrs Maura Blackburn | Committee Member |

5. **To Receive the Chairman's Annual Report**
The Chairman said the report had been circulated with the AGM papers asked for it to be adopted. Proposed by Mr Christopher Normand and seconded by Mrs Ida Smethurst.
6. **Receive and Adoption of the approved accounts for the year ending 31st March 2018**
The Treasurer, Mr Don Richardson, introduced the accounts for the year ending 31st March 2018 and said that the accounts were presented having been audited and certified by Mr Colin Goddard. The basis of accounting had been changed from a Receipts and Payments basis to an Income and Expenditure basis in accordance with the Auditor's recommendation last year. The accounts for the year show a surplus of £707.79. In view of the current level of reserves the decision was taken not to increase membership subscriptions this year but to focus on managing operating costs. Rustington Parish Council were introducing a new charge for setting up the hall for lecture meetings and clearing the hall afterwards so it was agreed the Committee would hold a raffle at each meeting in an attempt to mitigate this additional cost. Gift Aid forms will not be sent out this year unless requested by members as the previously signed forms are still valid. There were no questions so the Treasurer asked for the adoption of the accounts.
Proposed by Mrs Fiona Stephens and seconded by Miss Willa Hislop.

7. **Re-appointment of Mr Colin Goddard as Financial Examiner for the ensuing year.**
Mr Colin Goddard had agreed again to be the financial examiner for the coming year.
Proposed by Mrs Avril Pizzey and seconded by Dr Ann Wickenden.
8. **President of the Society** The Chairman announced that Mrs Heather Normand will become the President of the Society following the retirement of Mrs Doreen Teale after the meeting.
9. **Nominations to the Committee**
Mrs Edie Desmond
Proposed by Miss Willa Hislop and seconded by Mrs Angela Fisher.
Mrs Pam Childs
Proposed by Mrs Sandy Toy and seconded by Dr John Evans.
10. **Re-election of the Officers and Committee en bloc.** The Chairman handed over to The President, Mrs Doreen Teale, who conducted the re-election of the Officers and Committee en bloc.

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|------------------------|---|
| Mrs Gillian Baxter | Chairman |
| Mrs Pat Willcox | Secretary/Heritage Volunteers Representative (Vice Chair) |
| Mrs Carolyn Hazlehurst | Programme Secretary |
| Visits Secretary | Mrs Miek Bell |
| Mrs Liz Atkins | Membership Secretary |
| Mrs Margaret Maroney | Tickets Secretary |
| Mrs Riitta Scantlebury | Young Arts Representative |
| Mrs Maura Blackburn | Hall Organiser |

Proposed by Miss Willa Hislop and seconded by Mrs Marian Haydon. Agreed.

11. Farewells

Mrs Doreen Teale had served as Membership Secretary from 1999-2003 and Chairman from 2003-2006. Doreen was a popular and effective Chairman during which time she rewrote the Society's constitution. In 2012 Doreen became President. The Chairman thanked Doreen for her great support and wise counsel to the committee. The Chairman wished her well as she was taking a well deserved rest from serving on the Society Committee.

Mrs Jill Sale joined the Committee in 2012 and had organised a varied and stimulating programme of lectures from invariably excellent speakers for the past 6 years. The Chairman thanked Jill for her service and said she would be a hard act to follow.

Mrs Sue Richardson joined the committee in 2012, first as Hall Organiser and then as Honorary Secretary and Heritage Volunteers Representative. Sue has kept the Committee well organised and has a good knowledge of the workings of the Society. The Chairman thanked Sue for her service and said she would now head up Church Recording for the next year. The Chairman presented them with gifts in recognition of their work.

12. Date of the next Annual General Meeting.
Tuesday 16th July 2019 at the Woodlands Centre, Rustington.

13. Closure of the meeting.
There being no further business the Chairman closed the meeting.

Signed.....

Dated

Chairman's Report for 2018 to 2019

I would like to thank your President, Heather Normand and the Committee members all of whom have worked tirelessly on behalf of the Society members, also all those members whose participation in all activities make the Society successful.

Hon Treasurer

Your Treasurer Don Richardson has kept immaculate financial records and reports back to the Committee monthly. I must thank him for keeping us financially secure and contributing to the smooth running of the Society.

Membership Secretary

We have a full membership and a waiting list and thank Liz Atkins for all her work in keeping the membership up to date and dealing with the Mail Chimp circulations. This is all helped by the valued Registration helpers who cheerfully welcome you to monthly meetings.

Hon Secretary

Many thanks to Pat Willcox, the Vice Chairman and Hon Secretary for all her help, advice and minute taking for the Committee, together with her role of Heritage Volunteer representative.

Heritage Volunteers

Our Society Heritage Volunteers continue to work through the Estate Archives at Arundel Castle cleaning the documents while at Worthing Museum the shoe collection has now been fitted with shoe formers and covers to enable easy display and less handling. A reciprocal visit of volunteers was arranged and a tour of Worthing Museum and its costume store by the Curator gave a fascinating insight into the working of the Museum.

Visits Secretary

The role of Visits Secretary has been efficiently and cheerfully carried out by Miek Bell and we have had excellent and varied visits. Two self-drive visits both well attended, one to the Philip Jackson studios and another to Champs Hill for the Newlyn School exhibition. Other visits to Kew Gardens in the autumn and a recent visit to Charleston, Monks House and Berwick Church were very interesting and well supported.

Tickets Secretary

The role of visits secretary would be difficult without the assistance of Margaret Maroney, Tickets Secretary, and we have seen an increase of ticket sales this year.

Social Secretary

Meetings and other social activities have been catered for by Edie Desmond who has quietly and efficiently organised sensible changes in the storage and use of items at the Woodland Centre with Health and Safety in mind. All monies taken are handed over to the Treasurer and a record kept of the proceeds. This has highlighted some interesting trends, which will help inform future events. Edie could not manage all this without the help of Fiona, Vivienne and Joan who cheerfully run the tea and coffee service at meetings, also Pam Childs who has supported Edie with this role. So many thanks to all of those involved.

Programme Secretary

My thanks are due to Carolyne Hazlehurst our Programme Secretary who has ensured that our lecturers have the necessary information to deliver their lectures. We have had a varied programme of lectures this year. King George 111, not just hearing about his health problems which unfortunately labelled him "mad"

but his contribution to the Royal Art collection. From cartoons, the Art of the Bloomsbury set, William Morris, Rossetti and Manet our interests have been enhanced and informed.

We learnt about Botanic art and had a whirlwind tour of Prague." The Story of Wine", littered with surprises and adventures is yet to come. Being the drink of Kings and heroes, this lecture will round off our year with merriment. Our 2020 and 2021 Programmes promise to be just as stimulating.

Special Interest Day

The Special Interest Day in March on Japanese Gardens and tea culture by Suzanne Perrin, this was led by Carolyne and a team from the Committee, so thanks again for the organising of this event.

Technical Team

All lectures depend upon the technical team headed up by Tony Willcox, helped by Hugh Hazlehurst and recently by Roy Allen and we extend our grateful thanks to them for their expertise. Tony also produces the rolling presentation at lectures and maintains the Website: theartssocietyarun.org.

Hall Organiser

Lectures also depend on the arrangement of the Hall by Riitta Scantlebury who took on this role in January this year from Maura Blackburn, who resigned because of ill health. Riitta has embraced this role and has made sure that everything was in place for lectures. Riitta has recently handed over the Young Arts role to Pam Childs as change of personnel at Georgian Gardens Primary School, has meant we had no project to fund. Pam Childs has negotiated with Angmering School to fund a project with older pupils in 2020, this will be drawing workshops, this will promote the Arts Society locally and enhance the school curriculum.

Society Holiday

We have a Society holiday to Northern Ireland planned for June 2020 this promises to be a great visit and I am grateful to Carolyne for negotiating and organising this holiday.

Church Recording

The Church Recording Group has finished the monthly recording at Lyminster Church and the record is at present being compiled and will hopefully be ready later in 2019 for binding. The Group will start recording St Nicholas Church in Arundel in the autumn. My thanks are due to Pat Willcox for the onerous task of compiling and to Sue Richardson for running the group whilst I have been Chairman. Many thanks to all the Church recording volunteers.

The last two years in which I have chaired the Society have flown past and I am standing down in July. I have thoroughly enjoyed being in the Chair of a thriving Arts Society. I wish the Chair elect, Pat Willcox, an enjoyable term of office.

Gillian M. Baxter
May 2019

Treasurer's Report

The accounts for the year ended 31 March 2019 are presented having been audited and certified by Colin Goddard.

The accounts for the year ended 31 March 2019 show an operating surplus of £1,726.16 (2018 £707.79). The budget for 2018/19 was prepared with the aim of achieving a breakeven position for the year. The surplus in the year was largely fortuitous and arose mainly from unbudgeted income and discretionary costs being either withheld or deferred. The main elements of the improvement in the year are :

| | £ | |
|--------------------------|--------------|--|
| Additional subscriptions | 190 | New members |
| Guest Donations | 250 | Budget provision exceeded |
| Raffle | 400 | (net of expenses) |
| Coffee sales | 180 | (net of expenses) |
| Hall set up costs | 120 | (Rustington PC charging introductory rate) |
| Young Arts | 500 | (Budget provision withheld and deferred) |
| Publicity | 200 | (No spend in year) |
| Other costs | <u>(120)</u> | |
| | 1,720 | |

After a thorough review of future costs it was decided to increase the annual membership subscription by £2 to £39. The main cost elements of the annual subscription are:

| | £ | p |
|--|--------------|---|
| Lecture fees and expenses | 13.10 | |
| Hall hire & set up | 4.00 | |
| Expenses of attending National & Area meetings | 1.70 | |
| Admin & sundries | 3.50 | |
| Affiliation fees & insurance | 14.40 | |
| Church recording | 1.00 | |
| Young Arts | 1.30 | |
| | 39.00 | |

Reserves at 31 March 2019 were £14,217.44 (31 March 2018 £12,491.28). This comprises the IT Reserve £1,860.44, the Church Recording Reserve £976.72 and the General Reserve £11,380.28 (which represents approximately 9 months cover against normal running costs)

Gift Aid forms will not be sent out this year unless requested by members as the previously signed forms are still valid.

Questions regarding the accounts should be submitted in writing by 8 July 2019.

Don Richardson, Treasurer
May 2019

THE ART SOCIETY ARUN
Accounts for the year ended 31 March 2019

| | Year to 31 March 2019 | Year to 31 March 2018 |
|----------------------|-----------------------------|-----------------------------|
| Income | | |
| Subscriptions | 9,913.30 | 9,982.60 |
| Guest Donations | 457.00 | 255.00 |
| Fares Pool | 128.15 | 487.60 |
| Visits and Study Day | 5,755.50 | 4,959.33 |
| Gift Aid | 104.00 | 122.00 |
| Raffle | 553.90 | 0.00 |
| Catering Income | 249.10 | 299.35 |
| Other | 200.15 | 1.50 |
| Total Income | 17,361.10 | 16,107.38 |

| | | |
|--|--------------------|--------------------|
| Expenditure | | |
| Lecturer's Fees | (3,623.00) | (3,400.00) |
| Lecturer's Expenses | (513.45) | (811.00) |
| Hall Hire | (497.50) | (498.00) |
| Hall set up costs | (180.00) | 0.00 |
| IT equipment costs | (87.72) | (316.51) |
| National Association Fee | (3,618.00) | (3,402.00) |
| Sussex Area Assoc. Fee | (56.70) | (56.70) |
| Fares Pool contribution | (140.00) | (140.00) |
| Insurance | (115.00) | (118.00) |
| National / Area Meetings | (218.15) | (571.33) |
| Sundries (Inc. Retirement & Christmas gifts) | (322.88) | (171.41) |
| Administration | (234.99) | (360.75) |
| Donations West Dean - Sussex Area Bursary | (150.00) | (150.00) |
| Visits and Study Day | (5,440.12) | (4,899.78) |
| Jubilee event | 0.00 | (250.00) |
| Catering Expenditure | (68.40) | (241.86) |
| Raffle prizes | (150.30) | 0.00 |
| Church Recording | (218.73) | (12.25) |
| Total Expenditure | (15,634.94) | (15,399.59) |

Profit **1,726.16** **707.79**

BALANCE SHEET as at 31 March 2019 **31 March 2019** **31 March 2018**

Debtors **Note 2** 156.05 99.60

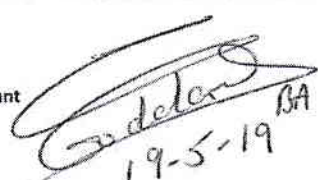
| | | |
|----------------------|------------------|------------------|
| Bank and Cash | | |
| Lloyds Bank | 15,067.44 | 12,624.83 |
| Cash | 96.50 | 55.00 |
| Catering Cash Float | 20.00 | 126.35 |
| | <u>15,183.94</u> | <u>12,806.18</u> |
| | <u>15,339.99</u> | <u>12,905.78</u> |

| | |
|----------------------------|---|
| Creditors | Note 3 (354.55) (214.50) |
| Receipts in Advance | Note 3 (768.00) (200.00) |
| | <u>(1,122.55)</u> <u>(414.50)</u> |
| | <u>14,217.44</u> <u>12,491.28</u> |

| | |
|-------------------------------------|--|
| Reserves as at 31 March 2017 | Note 4 |
| Capital Account | 11,380.28 10,985.99 |
| Church Recording Reserve | 976.72 544.85 |
| IT Reserve | 1,860.44 850.44 |
| | <u>14,217.44</u> <u>12,491.28</u> |

Chairman
Gillian M. Baxter
Certified in accordance with the books of account

Treasurer
M. Richardson

Accountant

19-5-19 BA FEA

Date 19-5-19

THE ART SOCIETY ARUN
Accounts for the year ended 31 March 2019

Notes to the Accounts

Note 1 Visits & Study Days

| | | |
|-------------|-------------------|-------------------|
| Income | 5,755.50 | 4,959.33 |
| Expenditure | <u>(5,440.12)</u> | <u>(4,899.78)</u> |
| | 315.38 | 59.55 |

Note 2 Debtors

| | | |
|-----------------------|--------------|--------------|
| Guest Donations March | 72.00 | 0.00 |
| Fares Pool refund | <u>84.05</u> | <u>99.60</u> |
| | 156.05 | 99.60 |

Note 3 Creditors

| | | |
|--|---------------|---------------|
| Rustington PC Hall Hire Special Interest Day | 190.75 | 156.25 |
| Rustington PC Hall Hire March meeting | 79.75 | 48.25 |
| C Hazlehurst travelling expenses | 60.00 | 0.00 |
| Gillian Baxter | 24.05 | 10.00 |
| Receipts in advance | <u>768.00</u> | <u>200.00</u> |
| | 1,122.55 | 414.50 |

Note 4 Reserves

| | Capital Account | Church Recording Reserve | IT Reserve | Total |
|--------------------------|--------------------|--------------------------------|-----------------|------------------|
| Balance at 1 April 2018 | 10,985.99 | 644.85 | 860.44 | 12,491.28 |
| Profit | 1,726.16 | | | 1,726.16 |
| Transfers | (1,500.00) | 500.00 | 1,000.00 | 0.00 |
| laser measure | 154.80 | (154.80) | | 0.00 |
| digital scales | <u>13.33</u> | <u>(13.33)</u> | | <u>0.00</u> |
| Balance at 31 March 2019 | <u>11,380.28</u> | <u>976.72</u> | <u>1,860.44</u> | <u>14,217.44</u> |
| | | | | 0.00 |