



Annual General Meeting Minutes 10th January 2023

1. **Apologies** – Peta & Richard Moffitt, Anna Dowsett
2. **Approve Minutes of previous meeting and Matters Arising** – accepted as written
Proposed: Hollie; Seconded: Viv
3. **Chairman's Report** - see Appendix 1 – key areas of focus for 2023 are:
 - re-establish the Youth section
 - building and retaining our membership
 - cost-cutting in light of the growing energy costs
 - forward plan our productions for 2024
4. **Treasurer's Report** – see Appendix 2. Sarah was pleased to declare that BVP is in a healthy financial position, having made a profit of £345 in the year, and holding over £7500 funds in the bank. £612.50 from the sale of raffle tickets has been paid to our charity for the year, Andover Foodbank. The Accounts were accepted as presented
Proposed: Derek; Seconded: Lee
Viv commented that we should not feel constrained as BVP's healthy finances should allow us to spend to ensure that props and costumes are the best we can do for our productions
5. **Charity of the Year 2023**
Moira suggested that due to the current cost of living crisis, Andover Foodbank would again be a worthy choice. Hollie suggested the raffle monies go towards the organisation dealing with cleft palates based in Salisbury – the meeting suggested further research be done to ascertain the charitable status of this organisation, for consideration for next year's Charity.
Andover Foodbank was selected: Proposed: Moira; Seconded: Julian
6. **Changes to Constitution and Policies** – none
These can be found under the 'Membership' tab on the BVP website burdockvalleyplayers.com
7. **Future Productions**
Spring 2023 – Viv has agreed to direct the comedy 'Canoeing For Beginners' which was read on 13th December. A final reading and casting will take place on 17th January, with the production planned to be put on 19/20/21 May.
In addition, the Chairman has committed to putting on a Youth production probably the same weekend as the adult production. Andy suggested a Farago for youngsters. Any proposals will be read on Tuesday 24th January



Winter 2023 – no proposals yet received. A date for readings will be put forward in the Spring

8. **Any Other Business** – the meeting discussed areas for the Committee to consider for future spending – **Action:** Chairman

- Andy suggested a further set of steps to replace the old wooden ones
- Jo suggested improving the warmth of the storeroom to make it habitable
- Corin suggested a till/reckoner for use in the bar/kitchen to improve speed of service for customers
- Graham suggested improving BVP marketing to attract members and customers

9. **Election of Committee Members and Safeguarding Roles**

Committee: Of the 2022 Committee, all bar Graham will stay on for 2023. Graham stands down with grateful thanks from for his efforts.

Moira Thompson and Sarah Cogan were appointed to the Committee:

Proposed: Corin; Seconded: Hollie

The Committee now consists of Ash, Sarah G, Jon, Derek, Jo, Lee, Rebecca, Corin, Hollie, Sarah C, Moira

Safeguarding: Deputy Corin has been Interim Safeguarding Officer following Steve Pickett's departure. Hollie has volunteered to help. Jo continues in role.

Consequently, the following appointments were agreed into these non-Committee roles:

- Safeguarding Officer – Corin
 - Deputy Safeguarding Officer – Hollie
 - Childrens' Coordinator – Jo
- Proposed: Andy; Seconded: Rebecca

10. **Dates of Next Meetings:**

AGM – 9th January 2024

Committee – 23rd January 2023



Appendix 1 - Chairman's Report January 2023

As we put a close to the 28th year of Burdock Valley Players, we have seen a year resembling normality compared to the couple of years previous. I don't think we've even had to resort to zoom this year! We've had a successful year and can be proud of what we have achieved and produced this year including 10 sell out performances and a plethora of social events. Congratulations also to Lee and Rebecca for bringing the latest BVP baby into the world.

This past year has seen a lot of members stepping up and trying new roles, be it on stage or directing. They all did fantastically well and I'm proud how the group rallied together and supported them.

My grateful thanks go to the committee who work hard behind the scenes to keep the group running. We tend to forget this is all voluntary work that takes place in our time. I especially like to thank Jon and Sarah for supporting me and giving me guidance this year. Also, thanks to Graham Sumner who has been looking after Front of House and raffle for performances for the last couple of years. He has decided to step down from the committee this year and will be a hard act to follow as he really took the part seriously by making sure the hall and bar were decorated to fit the theme of the show.

At the last AGM I wanted to try and engage more with our talented younger members by keeping them more involved with the group during the first half of the year and retaining their memberships. In response to this we set up a BVP Youth section. Unfortunately, it took a while to get someone on board to run the sessions, so it started later than planned and together with the sporadic attendance we experienced, we decided to stop the BVP Youth sessions prematurely before merging with the main panto. This year I want to re-establish the BVP Youth section but this year work straight towards a production of their own, which will be staged around May.

Our Spring production saw the group pull together and many members step up into new roles. 'A Comedy Double Bill' consisted of two one act comedies both directed by debut directors: 'Flatmates' directed by Corin Poore and 'Last Tango in Upper Clatford' directed by Steven Pickett. The shows were a great success with them playing to capacity audiences. We welcomed Ryan to the group and persuaded Sarah to tread the boards in their acting debuts for the group.

Sandwiched between the two plays was a delicious ploughman's supper. Thank you again to Julian and Sarah Greenwood for organising this, it still gets talked about months later.

Some of the audience feedback was:

'The food was delicious and beautifully presented. Both plays were extremely entertaining and very well acted.'

'Thank you all for a fantastic performance, by all, great fun, good atmosphere and the platters of food was great.'



2022 also saw the return of in person social events and what a busy year it has been! Our group is not just about staging productions, I believe that the social side is just as important. The year started with a General Knowledge quiz in February, written and hosted by Corin Poore. In April a few of us visited the Lights Theatre to watch 'Mary Rose', a ghost story from the writer of Peter Pan. We held our annual BBQ in the Summer, which included the return of the BVP Bake Off competition. Many thanks to the Slingsby's for letting us invade their garden once again.

In the Autumn we took our chances of holding something a bit different and that we haven't done for a while: a barn dance. Unfortunately, I could not attend myself, but I have heard that it was a great evening and enjoyed by all. It was also great seeing new members young and old attend and also members of the local Clatford community. Speaking of community, we also helped run the bric-a-brac stall for the Upper Clatford and Anna Valley May Fayre. This is always a good opportunity to get our name out there, publicise our productions and we also benefit by receiving a funding grant from them.

Hopefully this year we can provide the same varied timetable of social events. If there is something that you would like us to put on, please let a member of the committee know. I would also encourage you to attend the social events if you can as it's all about being part of the Burdock family. Please encourage your family and friends to come along too! A massive thank you to Corin and Hollie for organising the events calendar this year.

Our Winter production last year was already decided by the AGM (unfortunately we are not in the same situation this year). But what a great Winter production it was - 'The Grinch, The Musical'. Produced by another debut director, Hollie Poore supported by other members of the group.

In this production we welcomed new members to the group both on stage and backstage and I hope they had a great experience and will remain with us for future productions.

I'm always in awe of the talent we have in our younger members, and they truly shone through in this show, with great powerful singing, dancing and taking on lead roles. I hope they stay on board for a Spring show.

The choice of the Grinch seemed popular with audiences with tickets selling fast and quickly. We sold out for all seven shows before the run, which hasn't happened since I can remember! As always the show didn't go without some hiccups including some cast members being unavailable for some of the performances (some planned and some due to illness) but the group did what it does best and rallied round to fill the parts.

I think we all should be proud of what we produced and staged, thank you to all involved. Here is some feedback we received:

"Just wanted to let you know how much my husband and I enjoyed your panto yesterday afternoon. Lots of great songs to sing along with and comedy moments. we smiled all the way through it so thank you."



Looking forward to the year ahead, the main points the committee will focus on will be:

- Building and retaining our membership - our membership is the core element of Burdock Valley Players, and it is important to keep our numbers thriving so we can keep the group running. It has always been on the agenda for the committee.
- With growing energy costs, looking at what we can do to cut costs, for example we need to look at replacing our old high wattage stage lighting with LED lanterns. We have already started the first step of our modernisation process by purchasing a new lighting desk to enable us to control these new lanterns.
- Trying to forward plan our productions for 2024 to get things put in place before the end of the year or at least proposals for the AGM.

Overall, I think this year has been quite a successful year. If there is anything you would like us to look at or a social event you would like us to organise, please let us know in the AOBs or drop us an email. Please keep spreading the word about BVP and encourage friends and families to attend our social events and performances.

Ashley May
BVP Chairman (2022)



Appendix 2 – Treasurer’s Report January 2023

The club continues to be in a healthy position financially, with funds of over £7500 in the bank. In 2022 we were able to put on both a spring and winter performance, both making good profits for the club. The handouts show that we made a profit of £1,185.93 in the spring, with The Grinch providing a healthy return of £2,675.90. The raffle profits, as always are donated to our chosen charity, which was the Food Bank last year, and a cheque for £612.50 is winging its way to them as we speak.

Other sources of income for the club is through donations and member’s subscriptions. In the distant past (take that as pre-covid) we have always strived for subscriptions to cover our hall costs on our Tuesday ‘club nights’. With the number of members down and costs forever rising, you will see that we have been unable to maintain this in recent years. However as announced before Christmas, with the current cost of living crisis, the committee had decided to keep subscriptions at the current levels of £42 per person and £84 per household. Please though can we all do our bit and to help the treasurer with their job by paying our annual subscription in a timely manner? There are a variety of ways in which subs can be paid; good old cash or cheque handed to the treasurer, via our website using paypal, or (and the treasurers preferred way) is the setting up of either a one-off payment direct to our bank account for the year or by monthly standing order of £3.50 per month. To join for this year, details of our bank account for either of these last 2 options is shown on the accounts sheet. You could even do it right now for 2022 using your phone and then it’s out of the way for the year, or set-up a reminder to send on payday, as January can always be a bit tight! If you have an existing standing order in place, this can just continue, and you automatically become a paid-up member for the year.

Our help at the village may fayre was very well rewarded this year with a bumper donation of £500, sadly though Ashley has already spent this on a very much needed new lighting desk! I am sure there will be great excitement around the tech desk when it arrives!

So that’s all from me, as always if anyone has any questions please do ask, either now or email me later on.

Thank you.

Sarah Greenwood
Treasurer, January 2023.



Burdock Valley Players Accounts 2022

Profit and Loss

<u>Income</u>	<u>2022</u>	<u>2021</u>
Subscriptions	£ 1,128.36	£ 598.84
Fundraising		
Show raffles	£ 612.50	£ 356.40
Donations received	£ 500.00	
Quiz	£ 41.00	
Show Profit / (Loss)		
Treasure Island		£ 1,519.28
Spring 22 plays	£ 1,185.93	
The Grinch	£ 2,675.90	
Total Income	£ 6,143.69	£ 2,474.52
Expenses		
Hall Costs		
Electric	-£ 66.00	-£ 20.00
Rent	-£ 1,981.93	-£ 949.20
Insurance	-£ 403.20	-£ 352.11
Fixtures and Fittings	-£ 1,853.94	-£ 52.97
Donations		
All Saints Flower Show		-£ 50.00
Salvation Army		-£ 178.20
Amazing Alice		-£ 178.20
Unity Drama Group	-£ 40.00	
Andover Food Bank	-£ 612.50	
Promotions		
Facebook promo	-£ 51.22	-£ 72.00
Zoom subscription	-£ 143.88	-£ 143.88
Other	-£ 36.32	-£ 49.93
Website hosting	-£ 109.19	-£ 103.19
Social		
After-show party - Spring	-£ 50.73	-£ 82.10
BBQ	-£ 42.99	-£ 176.67
Barn Dance	-£ 220.72	
After-show party - Xmas	-£ 36.07	
Quiz 2021		-£ 56.00
Royal Oak 2021		-£ 58.20
Misc		-£ 155.31
Youth theatre	-£ 80.00	
DBS checks	-£ 40.00	
Other	-£ 29.84	
Total Expenses	-£ 5,798.53	-£ 2,677.96
Net Profit/Loss	£ 345.16	-£ 203.44

Bank Reconciliation 2022

Opening Balance 01/01/2022	£ 7,364.60
Net Movement in 2022	£ 345.16
Closing Balance 31/12/2022	£ 7,709.76
Represented By:	
Bank Balance @ 31/12/2022	£ 6,406.24
Unpresented cheques	-£ 878.50
Petty Cash @ 31/12/22	£ 563.24
Paypal @ 31/12/22	£ 1,618.78
Total Funds @ 31/12/2022	£ 7,709.76

Spring 22 plays

Income:		
Ticket sales:		£1,764.06
Clatford Store	£180.00	
The Lights	£170.20	
Door	£60.00	
Website	£1,353.86	
Bar profit		£167.81
Total income:		£1,931.87

Expenditure:		
Set & costume		£79.52
Scripts & licence		£225.60
Printing		£73.80
Supper costs		£284.23
Advertising		£82.79
Total expenditure:		£745.94

Profit/loss		£1,185.93
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Raffle net proceeds: £255.30

The Grinch

Income:		
Ticket sales:		£3,711.18
Clatford Store	£431.00	
The Lights	£461.93	
Door/direct	£136.00	
Website	£2,682.25	
Bar profit		£555.55
Total income:		£4,266.73

Expenditure:		
Set & costume		£768.25
Scripts & licence		£415.00
Printing		£246.19
Electricity		£60.00
Advertising		£101.39
Total expenditure:		£1,590.83

Profit/loss		£2,675.90
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Raffle net proceeds: £357.00