



## Annual General Meeting Minutes 9<sup>th</sup> January 2024

1. **Apologies** – Andy Poore
2. **Approve Minutes of previous meeting and Matters Arising** – accepted as written  
Proposed: Hollie; Seconded: Anna
3. **Chairman's Report** - see Appendix 1 – Chairman's key areas of focus for 2024 are:
  - continue the Youth section after a successful 1st production
  - achieve capacity audiences for all productions
  - improve attendance for social events (2024 dates already diarised – 22/3, 22/6, 20/7, 12/10)
  - find a costume storage facility
4. **Treasurer's Report** – see Appendix 2. Sarah reported a Loss for the year of £2782, largely due to the high licencing fees for The Wizard of Oz, but the club is still in a sound financial position holding Total Funds of £4926. Subscriptions have increased to £5pm (from £3.50) to counteract increased hall operating costs. £525 from the sale of raffle tickets has been paid to our charity for the year, Andover Foodbank. BVP has now moved its main bank account to Lloyds for ease of day-to-day operation  
Derek highlighted that £170 electric running costs from the new meter (serving the lights and store room heater) had inadvertently been accounted for against bar profits.  
The Accounts were accepted as presented  
Proposed: Corin; Seconded: Jo S 6
5. **Charity of the Year 2024**  
Corin suggested that BVP chose the Koala Community Hub which provides support to local autistic and neurodivergent people and their families  
Proposed: Corin; Seconded: Frere
6. **Changes to Constitution and Policies** – none  
These can be found under the 'Membership' tab on the BVP website  
[burdockvalleyplayers.com](http://burdockvalleyplayers.com)
7. **Future Productions**
  - Spring 2024 – Adult production** – 'Bedroom Farce' by Alan Ayckbourn and directed by Frere, has already been cast, and will be performed over the 3 nights of the weekend of 31<sup>st</sup> May
  - Spring 2024 – Youth Production** – Hollie presented 'Frozen' (Jnr), which is the only production currently put forward for 3 performances during a choice of weekend in May. The Committee will review feasibility in the light of high Licencing fees



**Christmas 2024** – Frere presented 'Aladdin', a self-written pantomime which she has put on previously with another group. It is not too late for any other proposals. A selection decision will be made by the Membership at a later date

8. **Any Other Business** – It was highlighted that 2024 is the 30<sup>th</sup> Anniversary of the creation of BVP, and Members were invited to make suggestions for this and/or other social events to be held during the year
9. **Election of Committee Members and Safeguarding Roles**  
**Committee:** Of the 2022 Committee, all bar Sarah G and Rebecca will stay on for 2024. Both were thanked for their commitment and work behind the scenes over the years (see Chairman's Report). No other appointments were made.  
The Committee now consists of Ash, Jon, Derek, Jo V, Lee, Corin, Hollie, Sarah C, Moira

**Safeguarding:** There were no new volunteers from the floor for these roles, but the existing role holders were happy to continue in post vis:

- Safeguarding Officer – Corin
- Deputy Safeguarding Officer – Hollie
- Childrens' Coordinator – Jo V

It was agreed that these roles should be highlighted and emphasized on the notice board at the beginning of each new production

**Dates of Next Meetings:**

**AGM** – Tuesday 14<sup>th</sup> January 2025

**Committee** – Monday 22<sup>nd</sup> January 7.15pm at Jon's.



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## *Appendix 1 - Chairman's Report January 2024*

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We put a close to another year and enter the 30th Year of Burdock Valley Players! A milestone that I think we can be proud of, especially as a lot of small groups have recently diminished during covid. The Committee will look at how we might celebrate this and will pass on details in the next few months. We've had a busy year and can be proud of what we have achieved and produced this year.

As always, my thanks go to the committee who work hard behind the scenes to keep the group running. This year Rebecca is standing down - a big thanks for all your help with social events and social media. Also stepping down after a long period of time on the committee is Sarah Greenwood. After a stint as chairman, Sarah has recently been looking after all our finances as Treasurer. A massive thank you for keeping us in order.

The first production of the year was also our first ever BVP Youth Production. It was great to see our younger members showcase their talents. 'Cinderella' had two sell out performances and was an alternative version of the classic pantomime. Thank you to Sarah Cogan for taking the reins of the production assisted by Hollie and Moira. Hopefully we can keep the BVP Youth sections running for years to come.

Our Adult Spring production was a directorial debut by Viv Slingsby. Canoeing for Beginners is a challenging farce which the cast took in their stride as they produced a fabulous production. Unfortunately, we didn't achieve capacity audiences and the committee are looking at what we can do in the future to improve this.

2023 has also seen a variety of social events. We have tried to put on some different social activities this year. Earlier in the year we hosted a game show evening, hosted by Hollie Poore, it was a fantastic evening and very entertaining.

The Summer BBQ was nearly cancelled due to a weather warning of wind & rain but a last-minute change of venue to the village hall meant that we could still continue. It was a good turn out and congratulations to Jon for his Banana cake and winning the wooden spoon for the Great BVP Bake Off!

Every year we get invited to 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 and publicise our productions. We submit a funding bid each year and this year was successful in receiving £500 to go towards scenic materials.

In the Autumn we again tried to find something different to hold as a social event, an 80s night. We booked an 80s live band and invited you to come dressed in your best 80s attire. Although the uptake wasn't high, a great evening was had.

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. A massive thank you to Hollie and Rebecca for organising the events calendar this year.

I would also encourage you to attend the social events if you can as it's all about being part of the Burdock family. This year attendance to social events has been down, we know a lot



of people had other commitments on these dates. So, this year we have already pencilled the 2024 dates for social events, and I please ask you to put them into your calendar:

- 2nd March 2024
- 22nd June 2024
- 20th July 2024 (BBQ)
- 12th October 2024

This time last year at the AGM we hadn't had any plans in the pipeline for a Winter 2023 production. Luckily Andy Poore put forward the suggestion of *The Wizard of Oz*. There were some initial concerns over the cost, but as we felt in a stable financial position it was agreed to go ahead. Anna Dowsett took on the role of musical director, Hollie Poore as choreographer and directional assistance from Corin Poore.

The show is a technical show with lots of problems to overcome to be able to stage it in a village hall. A big thanks to the production team to help us achieve this.

A special thank you to Sham Jones for her set design work, which really brought the scenery alive. I think it was the first time we have held set painting days; it was great to see all members get stuck in and involved and really enhanced the team camaraderie of the production. I hope we can continue this in the future.

I was lucky to be backstage for the first half of one of the performances and was so impressed by the professionalism of the younger members. There were lots of comments on how well they performed and are a great asset to the group. I hope they continue to stay with us for our 2024 productions.

I think we all should be proud of what we produced and staged, thank you to all involved. John Baxter commented saying he thinks it's the best production we have done.

Here is some other feedback we received:

*"Thank you for an excellent performance. The singing and the set were outstanding. We enjoyed every minute."*

*"We attended your performance of The Wizard of Oz last Saturday afternoon with family and our 3 grandchildren and we ALL loved every minute of your splendid production; the acting; singing; lighting and staging. Thanks also to the front of house and cafe. All round superb and so lovely to so many of all age groups performing so brilliantly. Thank you so much."*

Unfortunately, during this last production we lost our costume storage facility down at the chalk pit. If anyone knows of anyone with some spare storage space or a local business that might be able to help, please let us know.

Overall, I think this year has been a successful year. A reminder, that if there is anything you would like us to look at or a social event you would like us or 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 (2023)



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## *Appendix 2 – Treasurer's Report January 2024*

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This year has been a different year for our finances, we have put on some amazing shows, as always, however the profit and loss look a little different this year to what we would normally expect to see.

In the Spring, Canoeing for Beginners, a hilarious farce, saw a small loss of just over £100. Ticket sales were a little lower than we hoped, however the play was still a great success and enjoyed by those who came out to watch. The lesson that the committee took away for the future was to carefully consider the marketing activities of productions, especially when the title doesn't immediately explain what people are going to get – i.e. not a sailing lesson and definitely no life jackets required!!

The junior section's Cinderella was a great success and strong ticket sales with low costs gave good, albeit unexpected profits of £235. The junior section continues to do us proud, and we cannot wait to see what they do next!

Our finale for the year, the Wizard of Oz, was an extravaganza of music, singing and dancing, what BVP does best. A quality performance such as this however came with high licencing fees as it hasn't long been available to the amateur market. The committee was confident that we it could be a success, backed by strong balances from previous years. The aim, financially, was to try and break even, which was nearly managed with just a small £26 loss.

(As always, our audiences have again been very generous with our raffles and this year, we are sending £525 to the Andover Food Bank, a really worthwhile cause.)

(Our work at the May Fayre was again rewarded with a donation of £500 towards our show costs – please keep supporting this great event in whatever way you can.)

At the end of last year an email came out giving details of the committees plans to move its bank account to Lloyds Bank and increase the membership to £5 a month. This is needed to off-set rising costs elsewhere, rent, electricity etc, but the plan is to hold these fees at this level for at least 2 years. This is to be paid monthly by bank standing order and there is no longer the option to pay in a lump sum. Details of the new bank account to set up your new standing orders are on the accounts hand-out. Just one plea: please please can we all just get our standing orders set up asap to save the constant chasing, which is not only a bit awkward, but also unfair on other members who pay on time every time? Thank you.

Finally, this is my last report as treasurer as I am handing over the money reins to the lovely Moira. Last year with new committee members joining, I had the luxury of being able to do a gradual handover with Moira and she is already up and running with how the BVP accounts work and I thank her for taking this on. Thank you to you all for bearing with me over the years, moaning about unpaid subs, chasing ticket sales etc but I leave you in very safe hands and the club in a good financial position. Here's to 2024...



Thank you.

Sarah Greenwood  
Treasurer, January 2024.



### Burdock Valley Players Accounts 2023

#### Profit and Loss

Income	2023
<b>Subscriptions</b>	£1,245.10
<b>Fundraising</b>	
Show raffles	£525.50
Donations received (May Fayre)	£500.00
Games night	£47.32
<b>Show Profit / (Loss) (2)</b>	
Canoeing	-£111.11
Cinderella	£235.63
Wizard of Oz	-£26.28
<b>Total Income</b>	<b>£2,416.16</b>
Expenses	2023
<b>Hall Costs</b>	
Electric	-£40.00
Rent	-£2,271.52
Insurance	-£457.29
<b>Fixtures and Fittings</b>	
Stage steps	-£312.07
Heater & meter	-£568.20
General	-£178.66
<b>Donations</b>	
Charity of year - Andover Food Bank	-£525.00
<b>Promotions</b>	
Website hosting	-£116.39
<b>Social</b>	
BBQ	-£102.63
After-show parties - spring	-£179.04
80's disco	-£219.68
<b>Misc</b>	
Other	-£228.62
<b>Total Expenses</b>	<b>-£5,199.10</b>
<b>Net Profit/Loss for year:</b>	<b>-£2,782.94</b>

#### Bank Reconciliation 2023

Opening Balance 01/01/2023	£7,709.76
Net Movement in 2023	-£2,782.94
<b>Closing Balance 31/12/2023</b>	<b>£4,926.82</b>
<b>Represented By:</b>	
Barclays Bank account	£2,319.79
Less unrepresented cheque 100549	-£525.00
Lloyds Bank account	£914.00
Cash	£507.69
Paypal	£1,410.34
Stock (1)	£300.00
<b>Total Funds @ 31/12/2023</b>	<b>£4,926.82</b>

#### Notes:

1. £300 wine stock held for productions in 2024
2. See overleaf for breakdown of shows costs



2023 Show profit/loss breakdown:

	Cinderella	Canoeing	Oz
<b>Income:</b>			
Ticket sales:	535.06	832.61	3,310.51
Clatford Store		40.00	335.00
The Lights		85.63	214.00
Website	535.06	706.98	2,761.51
Programme		30.00	-77.87
Bar	48.90	42.58	455.58
<b>Total income:</b>	<b>583.96</b>	<b>905.19</b>	<b>3,688.22</b>
<b>Expenditure:</b>			
Set & costume	220.73	493.97	1,258.43
Scripts & licence	20.00	284.73	2,234.29
Electricity	20.00	50.00	69.00
Advertising & printing	87.60	187.60	152.78
<b>Total expenditure:</b>	<b>348.33</b>	<b>1,016.30</b>	<b>3,714.50</b>
<b>Profit/loss</b>	<b>235.63</b>	<b>-111.11</b>	<b>-26.28</b>
<b>Raffle net proceeds:</b>	<b>£80.00</b>	<b>£121.00</b>	<b>£324.00</b>

NEW BANK DETAILS FOR MONTHLY SUBS:

Bank name: Lloyds Bank  
 Account name: Burdock Valley Players  
 Sortcode: 30 99 50  
 Account number: 14402263  
 Amount: £5 per month per member, max £10 per household.

Please cancel any existing payments to Barclays.