HOLMER GREEN VILLAGE PRODUCE ASSOCIATION
Founded 1944

Annual General Meeting – Thursday 17th November 2022, 8pm

Attendees (Committee Members)	David Avery	*Committee Member*	Meg Brinton	*Secretary*
	James Cadle	*Chairman*	Tony Harper	*President*
	Michael King	*Show Secretary*	Linda Meatyard	*Talks Organiser*
	Terry Owen	*Outings Organiser*		
Other members	20 (see attendance register attached)			

Agenda

1 Apologies for absence
2 Approval of minutes:
- 2021 Annual General Meeting

3 Chairman's review of the year 2022 – James Cadle:
- Overview
- Membership
- Trading Store
- Shows
- Outings
- Talks
- Newsletter
- Catering.

4 Treasurer's report – James Cadle (for David and Jan Cook)
5 Plans for 2023, including subscriptions
7 Election of 2023 Committee
9 Any other business.

1. Apologies for absence
Apologies were received from: Kath Benians; Richard Chantler; David Cook; Jan Cook; Bob Dunning; Brian Fisher; David Kirby; Dorothy Kirby; John Parslow; Brian Rogers; Sue Rogers; Ann Sollars, Tony Sollars.

2. Approval of minutes of 2021 AGM
The minutes of the meeting held on 8th November 2021 were approved by the Meeting and signed by the Chairman.

3. Chairman's review of the year 2021/22 – James Cadle

James presented a review of the VPA's activities in the past two years:

Overview: James reported that the VPA had more or less got back to normal following the COVID-19 pandemic, albeit with a reduced membership and with fewer people entering the shows and attending the talks.

A new website was now operational at www.hgvpa.club and it included such features as the full stock and price list for the Trading Store.

Membership: The membership to date totals 161 households, including 24 new members this year. This compared with a final total of 188 in 2021.

Trading Store: James thanked Richard Chantler keeping the Store going during 2022. James had assisted Richard for most of the year and he thanked other members who had worked in the Store at various times, including John Keeley. Tony Harper, Margaret James, Lesley Shayler and David Avery.

The Store had made a surplus in 2022 and this was described in more detail in the Treasurers' report.

The Store is now closed for 2022 and will reopen for business on Sunday 8th January 2023. James said he would say more about this later.

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Shows and Competitions:	Shows had resumed in 2022, with a Spring Show on 2nd April and the Annual Show on 10th September. The numbers of exhibits were down in both cases from pre-pandemic levels but the quality of exhibits had been high. It was disappointing that so little interest was show in the junior classes nowadays.
Outings:	Only one outing took place in 2022, to the RHS Garden Wisley on 1st June. Despite increased in coach costs, the outing resulted in a small surplus.
Talks:	The talks programme had been resumed in April and had enjoyed reasonable attendances, but down on pre-pandemic levels. The VPA had been forced to find a new venue, the Church Hall in Featherbed Lane because the Chadwick Hall was now hired every Wednesday and Thursday by another organisation.
Newsletters:	Four newsletters had been produced so far in 2022 and another would be sent out before Christmas.
Catering:	The Committee role of Catering Manager remains unfilled, after some five years now. Partly because of this, and also the sheer difficulty of organising it, it had been decided not to stage a Harvest Home Lunch in 2022. Whether it would resume in 2023 remained to be seen.

4. Treasurer's Report – James Cadle (on behalf of David and Jan Cook)

James presented and explained the accounts to the membership. These been examined and approved by Jim Wilkie, a retired Chartered Accountant.

The full financial report is presented as an Annex to these minutes. The key points were:

- The Trading Store surplus of £408.22 in 2022
- Other activities resulted in a surplus of £234.02 in 2022
- The net surplus was therefore £642.24 for 2022
- The Association's funds as at 30th September 2022 amounted to £16,210.14.

Linda Meatyard proposed that the accounts be accepted, this was seconded by Hilary Hide and was carried on a show of hands.

5. Plans for 2023

James outlined the plans for 2023:

Membership:	Members will be asked to pay their subscriptions from January 2023 and the cost will remain at £6 per household.
Trading Store	Richard Chantler is now having to devote much of his time to caring for his wife and therefore in 2023 he will be unable to attend the Store each Sunday. We therefore propose to reintroduce the Trading Store rota and have already had one volunteer to join. A new complication here is that at least one person on duty each week has to be able to operate a smart phone and set up the Zettle link. James can do this, as can Michael King and, ideally, one more such person would be required. Richard will continue to be responsible for ordering stock, sometimes in conjunction with other organisations such as the Hazlemere Gardening Club and the Amersham Allotment Association.
Shows:	The Spring Show will be held on Saturday 1st April 2022 and the Annual Show on Saturday 9th September, both in the Village Centre. Michael King is working on the schedule and these will be available in the Trading Store at the end of January. Because of technical limitations, it is not possible to put the schedule on the new website but Michael can email it to members; contact him on shows@hgvpa.club.

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Outings: Whether the VPA can stage any outings in 2023 depends on someone stepping forward as Outings Organiser. If someone is found, the RHS trip would be to Hyde Hall in Essex and ideas are sought for other destinations. One problem nowadays is that people seem more reluctant to undertake coach journeys of more than an hour or two.

Talks: Linda Meatyard is planning a programme of talks for 2023, again using the Church Hall as the venue.

Newsletters: A Christmas newsletter will be published in December 2022, setting out the plans for the next year. Consideration will then be given to resuming the bi-monthly format, provided there is enough to report.

Catering: The Committee will examine the feasibility of reinstating the Harvest Home Lunch in 2023 but the increased cost of catering may make this uneconomic.

James reiterated the need for someone to step forward and take on the Catering Manager role.

8. Election of 2023 Committee

Tony Harper took the chair and asked for nominations for Chairman for 2022. James Cadle was proposed by Lesley Shayler, seconded by Hilary Hide and duly re-elected on a show of hands.

James Cadle now resumed the chair and announced that all existing Committee Members except Meg Brinton were prepared to stand again, albeit with a change in role for Terry Owen:

Position	Nominee
Secretaries	Terry and Val Owen
Treasurers	David and Jan Cook
Membership Secretary	Richard Chantler
Trading Store Manager	Richard Chantler
Newsletter Editor	James Cadle
Talks Organiser	Linda Meatyard
Outings Organiser	No nomination
Show Secretary	Michael King
Horticultural Adviser	Brian Fisher
Committee Member	David Avery
Catering Manager	No nomination

Sue Edmunds proposed that the Committee be re-elected, it was seconded by Hilary Hide and the proposal was carried on a show of hands.

On behalf of the VPA, James thanked Meg Brinton for her 13 years of service as Secretary.

9. Any other business

James Cadle reported that Dorothy Kirby had asked what had happened to the idea for a 75th Anniversary memorial bench to be placed on the Common. James explained that discussions with Little Missenden Parish Council had been halted by the pandemic and lockdowns and the Committee had then decided to see how the VPA recovered before proceeding. The matter would be considered in 2023 and possibly the VPA might co-sponsor a bench with *Holmer Green Today*.

James also mentioned that, in association with the Holmer Green Village Society, the VPA is planning an Open Gardens event for 2023, probably in June. Work is at an early stage but more information will appear in due course in the newsletter and on the website: www.hgvpa.club.

Lesley Shayler asked why raffles were no longer held after the talks. James Cadle and Terry Owen explained that (a) these had been deemed to be rather old-fashioned and (b) they created accounting problems as they created an unspecified future liability for the Trading Store. However, on a show of hands, it was evident that the majority of members present would like to see the raffle reinstated and James agreed to raise this at the next Committee Meeting.

There being no further business, the meeting was closed at 8:42pm.

Approved ..... **Date** 16/11/23

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Annex: Treasurers' Report for the Holmer Green VPA AGM – November 2022

Following the COVID-19 hiatus of the last couple of years, the VPA was able to resume business as usual this year with the talks programme once again up and running and two shows taking place during the year. The VPA's finances continue to remain stable and the following key points should be noted.

- The first thing to mention is that the Trading Store has instigated the use of card payments through the use of Zettle. This is a simple software system that uses mobile phone technology to enable more flexibility for members buying from the store on Sunday mornings. The costs of taking on Zettle were £22.80 for the purchase of the payment unit (which is included in the accounts under Store Utilities) and then an ongoing commission of 1.75% of sales. Therefore, the Membership income is shown net of the Zettle commission of £6.06 and the Store Sales is shown net of Zettle commission of £62.61.

- Membership now stands at 161 which includes 24 new members this year.

- It is important to show the various aspects of the Association's activities separately and in doing so it is acknowledged that certain items will show a deficit as they are included in the membership fee of just £6 (that's the Talks programme, entry to the Shows and access to the Trading Store). It should be noted however that the cost of refreshments and hall hire for the September show are not included in these accounts as invoices were not received before the year end.

- For obvious reasons the income received from our NS&I investment account is substantially down on previous years - 72p as opposed to £51.57 last year.

- The VPA's previous insurance arrangements were through the RHS who have now outsourced their insurance provision to a company called Sports Insure who provide packages for small gardening associations such as ours and at reduced rates. We have continued to spread the cost of Insurance across the various VPA operations and additionally this year the Committee decided to insure the Store stock (which includes the show cups and trophies) and this additional cost of £70 is shown under the Store Utilities.

- **Trading Store:**
  - Income for the Store this year amounted to £5436, an increase of £637 on last year showing continued growth after the COVID dip in sales.

    - Store Utilities of £352 covers water and electricity costs but also includes the one-off cost of setting up the Zettle online payment system as well as the additional insurance cost, both mentioned above. The utility costs through E-on and Castle Water remain under regular review.

  - The closing stock this year amounted to £2617 after making provision for old stock of £200. Prices have risen across the board this year, in particular the cost of compost which is the Store's biggest seller. For this reason, the gross profit has fallen this year to just over 15% (21% last year).

  - The Store has again shown a healthy net profit of £408 (7.5% of sales) although with increases in prices this is a reduction on last year (14%).

- Turning to the VPA's overall position, the profit on general activities for the year of£234 is represented by the proceeds of the plant sale at Music on the Common in the summer and the small surplus made on the coach trip to Wisley. As mentioned above, members are able to enjoy the monthly Talks programme, including refreshments, as well as being able to take part in the two Shows and access the Trading Store all for the price of their membership fee. The cost of these activities is covered in part by the profit from the Store and this together with the general activities profit resulted in an increase to General Funds of £642.

(concludes overleaf)

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The Association's General Funds now stand at £16210. £7215 of this is held with National Savings and £6318 on the NatWest account. Stock and the small floats make up the rest.

Therefore we are pleased to report that the VPA remains in a healthy financial position. As a result of this the Committee have agreed to maintain membership fees at their current level of £6 for the coming year.

David and Jan Cook
VPA Joint Treasurers

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VPA
THE HOLMER GREEN GARDENING ASSOCIATION
founded in 1944

Meeting attendance register

Event: ANNUAL GENERAL MEETING

Date: 17 NOVEMBER 2022

Name	Name
Pamela Barnett	BARRIE WHITTEH.
Richard Barnett	B. Smith
JAMES CARLE	Michael King
MCG BRINTON	
LINDA HEYWARD	
TONY HARPER	
JANICE HARPER	
Susan Donnelly	
Noleen Owenett	
Peter Overett	
David McMillan.	
Felicity Palmer	
David Avery.	
Lynn Leishman	
Vivienne Dyer.	
Margaret James	
SYLVIA GILES.	
Hilary Hide	
Sue Edmunds	
TERRY OWEN	
Val Owen	
Lesley Shayler	
PETER WILLIAMS	
RITA WHITTEH	

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Holmer Green Village Produce Association

Trading Store Account year to 30 September 2022

30-Sep-21		
4798.82	**Sales**	**5436.39**
	Less cost of sales	
3454.43	opening stock	2332.11
2696.55	Purchases	4885.03
6150.98		**7217.14**
2332.11	Less Closing Stock	2617.89
3818.87		**4599.25**
979.95	GROSS PROFIT	837.14
	Less Store Expenses	
53.37	Equipment purchase and repairs	13.86
248.80	Electricity Water insurance and Sundry	352.45
	Zettle	62.61
677.78	**Profit/loss for year**	**408.22**

Holmer Green Village Produce Association

Income and Expenditure Statement Year to 30 September 2022

	30-Sep-21	**Income**		30-Sep-22
	0.00		Harvest Lunch	0.00
	190.00		Donation	0.00
	84.00		Membership Fees	930.00
	51.57		National Savings Investment interest	0.72
	0.00		Sundry/plant sale	177.20
	0.00		Outings and Garden Party	600.00
			Show income	61.60
	0.00		Talks	0.00
	325.57			**1769.52**
		Expenditure		
	0.00		AGM	49.00
	190.00		Charity Donation	0.00
	0.00		Hall Hire Committee meetings	38.50
	0.00		Harvest Home	0.00
	18.00		Outings and garden party	468.00
	13.50		Postage.	0.00
	0.00		Printing and Photocopying	61.40
	28.00		Professional fees	15.98
	18.00		Show Expenses	323.86
	75.00		Subscriptions RHS	75.00
	25.00		Sundry	0.00
	31.50		Talks including Hall Hire	490.50
			WEB site	7.20
			Zettle on membership	6.06
	399.00			**1535.50**
	-73.43		**surplus/deficit**	234.02
	677.78		**Profit /loss from trading store**	408.22
	604.35		**surplus/deficit for the year**	642.24
	14963.55		Brought Fwd General fund	15567.90
	15567.90		**carry fwd General Fund**	**16210.14**

Holmer Green Village Produce Association

Balance sheet as at 30 September 2022

30-Sep-21		30-Sep-22
	Current Assets	
2322.11	Stock at cost (as per stocktake sheet)	2617.89
7214.34	National Savings Investment Account General	7215.06
5952.88	Nat West Bank Current account	6318.62
48.00	Store Petty cash float	48.00
10.00	Raffle float credited to bank	
10.57	Petty cash	10.57
15557.90		**16210.14**
	Current liability	
15557.90		
	Accumulated Funds	
14963.55	General Fund	**16210.14**

signed on behalf of the Association

James R Gibb

CHAIRMAN

Date 07/11/2022

Examined and reviewed by

James Wilkie

Date 3/11/22