

# Aldbury Garden Club\* AGM

Sunday 29<sup>th</sup> May 2022 at 4pm in the Memorial Hall

## Agenda

1. Apologies for absence
2. Minutes of 2021 meeting
3. Matters arising
4. Ratification of name change and formal adoption of the revised constitution
5. Adoption of reports

Chair's report

Secretary's report

Treasurer's report

6. Resignation of committee
7. Election of committee (3 officers and committee members)

Chair Proposed by ..... Seconded by .....

Secretary Proposed by ..... Seconded by .....

Treasurer Proposed by ..... Seconded by .....

Committee member Proposed by ..... Seconded by .....

Committee member Proposed by ..... Seconded by .....

8. Shows
9. Agenda items from members
10. Any other business

**\* Please note agenda item 4**

## Aldbury Garden Club AGM 29 May 2022

### Treasurer's report for the year so far

Income from subs has gone up this year to £231 as I write, and is still rising as a few more new members join. (Last year no subs were collected and in 2020 £162 was raised).

Routine expenses this year are expected to be over £600 and, like everything else, costs are rising. We have also spent a capital sum of nearly £200 (on banners, an RHS booklet and donations).

The club, however, has a more than healthy bank balance inherited from previous years, \*which is maintained and replenished, despite increased costs, by plant sales. The May Fair plant sale and donations for seed packets raised about £500 and the sale today will of course have raised more money. On the negative side, all other club activities (shows, BBQ, AGM, etc) are run at a loss.

As has been said here in previous years, as essentially a non-profit making organisation, we would welcome members' ideas and proposals for spending some of the money accrued to the benefit of members', the village and gardening in general. However, and this is a big however, it is clear that if plant sales ceased the club would run at a loss until the reserves were eventually used up.

Linda Di Mizio

Treasurer

\* approximately £1400.00 in the current account and a further approximate sum of £1500.00 in the savings account.

### Treasurer's report for 2021

In 2021 subscriptions were waived for 2020 members as garden club activities had not been held that year due to covid restrictions. This represented a loss of about £160.00 on the previous year's income. Expenses for the BBQ and summer show exceeded income and other routine expenses added to the losses in the year; however, this was more than compensated for by the plant sale held in the village in May, which raised a princely sum of nearly £800, leaving a credit balance at the end of the year of just under £500.00.

## **Aldbury Garden Club**

### **AGM 2022**

#### **Secretary's report**

2021 ended with us having 118 members belonging to 83 households. 20 members (17 households) elected not to renew in 2022 which was a shame, but on the plus side we gained 12 new members as a direct result of the Parish Survey and another couple from our presence at the May Fair.

Today we have a total of 112 members spanning 77 households. In a village the size of Aldbury I think this puts gardening extremely high on a list of favourite activities!

Rachael MacRae  
Secretary

# **Aldbury Garden Club**

## **Proposed revised Constitution**

### **May 29<sup>th</sup> 2022**

#### **1. Name**

The name of the group shall be **Aldbury Garden Club (aka AGC or the club)**

#### **2. Aims**

The aims of AGC, as an unincorporated association, are:

- To represent the gardening interests of AGC members, both gardeners and allotment-holders, within the community.
- To foster a spirit of mutual support, sharing of gardening knowledge and co-operation between members
- To promote all aspects of horticulture in a responsible and sustainable manner
- To organise a programme of activities to deliver these aims (eg garden shows) and to seek member benefits

#### **3. Membership**

##### **3.1 Membership is open to anyone who:**

- is aged over 18
- lives in a household within the Parish of Aldbury and Tring Station or is the holder of an Aldbury allotment

Membership runs for the calendar year, January to December. Membership will begin as soon as the membership form and first annual payment has been received.

There will be an annual membership fee per household which will be agreed at the Annual General Meeting (AGM) and will be payable by all member households (currently £3 pa). Any number of adults 18+ within a paid-up member household are entitled to become members at no additional cost and with equal voting rights on the condition that their names are submitted to the secretary when annual fees are paid along with their full details.

A list of all members will be kept by the secretary. Member contact details will be kept subject to GDPR regulation and permission must be granted by members to the club.

##### **3.2 Ceasing to be a member**

Members may resign at any time in writing (inc email) to the secretary.

Any member who has not paid their membership fee for one year will be contacted by the committee, where possible, who will then decide whether that member is considered to have resigned.

Any club member deemed to have behaved in an offensive manner towards any other member may be asked to resign from the club having had a fair opportunity to make their case to the main committee or they may have their membership suspended, temporarily or permanently.

#### **4. Equal Opportunities**

AGC will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

#### **5. Officers and committee**

**5.1** The business of the club will be carried out by officers, elected committee members and, if needed, co-opted members.

The officers and committee members will be elected (or re-elected) at the Annual General Meeting where all paid-up and listed members of the AGC will be eligible to vote.

The term of office for all the above runs from the AGM when they are elected until the following AGM, approximately one year in normal circumstances.

The main committee will consist of 3 officers (Chair, Secretary and Treasurer) and up to 4 other elected members, all of whom must be paid up and listed members of the AGC. Additional co-opted committee members may be made at the discretion of the committee.

The officers' duties are as follows:

- Chair shall chair both general, special and committee meetings, and lead the strategy and development of the club
- Secretary shall be responsible for the taking of minutes and the distribution of all papers, and keeping the register of members and their details
- Treasurer shall be responsible for managing the finances of the club and maintaining accounts

#### **5.2 Arrangements for the election of officers and committee**

Nominations (inc self-nominations) for the 3 main officers' positions and any committee member places may be made by a paid-up and listed member to the Secretary (via email or by hand) no later than two weeks before the AGM or Special General Meeting and must be personally seconded by a paid-up member (via email or by hand). Nominations will be circulated to all members at least one week prior to the AGM.

Election of all main committee members will be made by a show of hands at the AGM or Special General Meeting; however, members who give notice to the Secretary of their inability to attend the meeting may submit their votes in writing no later than one day before the meeting (via email or delivered by hand). The candidate receiving the highest number of votes will be elected, unless there is only one candidate for any position when the candidate will be elected by default. Numbers of pre-submitted written votes will be declared after the show of hands has been made. Neither nominees nor seconders need to be present at the AGM.

In the event of an officer standing down during the year, the Chair will communicate with members to seek nominations for a replacement to be elected at a Special General Meeting.

## **6. Meetings**

### **6.1. Annual General Meetings**

An Annual General Meeting (AGM) will be held within eighteen months of the previous AGM in normal circumstances. It may on occasion be necessary to hold a virtual AGM through video-conferencing.

All members will be notified in writing at least 3 weeks before the date of the AGM, giving the venue, date and time.

Nominations for election will be circulated one week before the AGM.

The quorum for the AGM will be 15% of the membership or 10 members, whichever is the greater number. Each adult 18+ within a paid-up household is entitled to vote.

At the AGM:

- Minutes of the previous year's AGM and the agenda will be circulated two weeks in advance of the AGM to paid-up member households.
- The Chair will present a report of the previous year of club activities.
- The Secretary will present an update on membership numbers during the previous year.
- The Treasurer will present the accounts for the previous calendar year including membership fees paid and unpaid.
- Approval of all reports will be given by a show of hands.
- The officers and committee members for the next year will be elected.
- Any proposals given to the Secretary at least 7 days in advance of the meeting will be discussed.
- Should any vote be split equally, the current Chair will have the casting vote, save in the instance of the vote for Chair where the current Secretary will have the casting vote.

## **6.2 Special General Meetings**

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request. It may on occasion be necessary to hold a virtual SGM through video-conferencing.

All members will be given two weeks' notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 15% of the membership or 10 members, whichever is the greater number.

## **6.3 Committee meetings**

The Committee will meet (inc virtual meetings online) as necessary but not less than twice a year.

Committee meetings may be called by the Chair or Secretary. Committee members must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members

Any committee member not attending a meeting without apology or valid reason will be contacted by the Chair and asked if they wish to resign.

Minutes of committee meetings may be requested by any paid-up club member.

## **7. Rules of Procedure for all meetings**

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement from everyone present.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chair of the meeting shall have an additional casting vote.

## **8. Finances**

The financial year of the club runs from January to December. A current account will be maintained on behalf of the Association at a bank agreed by the committee. A minimum of three cheque signatories will be nominated by the Committee (one to be the Treasurer). The signatories must not be related nor members of the same household.



- Increasingly, the club's finances will be managed online, both receipts and payments. Members will be encouraged to pay their subs via online banking and club payments will be made by the Treasurer primarily, using the club's debit card.
- Any expenditure over £200 will be agreed in advance by the committee and minuted.
- For cheque and other payments (eg cash, BACs, debit card etc) under £200, one signatory (normally the Treasurer) will sign the cheque or organise payments.
- For all payments over £200, two cheque signatures will be required or a requisition note must be signed by two cheque signatories and held by the Treasurer.

If the current account exceeds £1000, money will be transferred into an investment account which will constitute the reserves of the club.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

Annual accounts running from January to December will be prepared and shared with all paid-up members for their inspection and formally approved at the following AGM.

All money raised by or on behalf of AGC is to be used to further the aims of the group, as specified in item 2 of this constitution. This may occasionally include a charitable donation.

All expenditure must be approved by a majority of the committee.

The club currently pays annual membership fees to the RHS which includes public liability insurance. This may be reviewed from time to time.

## **9. Amendments to the Constitution**

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing at least 2 weeks in advance of the AGM. The proposal must then be circulated with the agenda and other AGM papers in advance of the meeting.

Any proposal to amend the constitution will require a two thirds majority of those present (or pre-submitting their vote and eligible to vote) in favour to effect the change.

## **10. Property of the club**

The club owns certain items including trophies, show materials, stationery and a gazebo.

## **11. Dissolution**

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to a local charitable organisation. The organisation will be agreed at the meeting which agrees the dissolution.

This Constitution was adopted by AGC members at the AGM on May 29<sup>th</sup> 2022.

Date ...../...../.....

Chair Name .....

Signed .....

Secretary Name .....

Signed .....

Treasurer Name .....

Signed .....

**End of constitution**

## Aldbury Garden Club AGM

May 29<sup>th</sup> 2022

### Chair's Report

In non-pandemic times, we hold the AGM some time in March or April. During the lockdown, we held the 2020 AGM online and we delayed the 2021 until September, in the hope that we would be able to meet in person, which we duly did.

It is therefore only 8 months since the last AGM, though it feels a lot longer. Hopefully, by 2023, we will be able to revert to a springtime AGM having seen the back of Covid19. So, just eight months on, but the committee has been very busy on your behalf during that time.

One issue that has been resolved during the last 8 months is the relationship of the club with the Parish Council regarding the management of the allotments. The PC finally informed us at the end of last year that it no longer wished the club to help them manage the allotments; this provoked the name change and the revised constitution. The club would like to thank Phil Fido, and Rod Allsworth before him, for taking on the role of allotment rep and working hard to represent the interests of allotment-holders with the Parish Council.

The Parish Survey last autumn was a very useful insight into the usage of and opinions about the AGC. We were surprised to learn that a fair number of people didn't really know that we exist, despite regular articles in the Outlook inviting new members. One outcome was the development of a web presence, through the Aldbury community hub. We debated whether to have a stand-alone website but finally decided that it was important to be seen as part of the community and to be somewhere new residents might 'bump' into us. This microsite has entailed a great deal of work and I'd like to thank our member Paula Anderson for doing so much to get us online, in addition to all the articles that the committee and other members have written for the site. It has material there to help the whole community as well as special content for members only. Please do let us know if you fancy writing anything, whether a month in The Gardening Year or just a blog on a topic that you're passionate about; it's your website.

The committee has also been busy arranging a logo, membership cards, new member discounts, free seeds from Woods, setting up online banking and, as of today, we have also staged 3 events: the spring show - more of which later - and 2 plant sales. All these events require enormous amounts of effort from the committee and I would like to thank them for all they do for the club.

Still to come is the innovation of Members' Open Garden Days, the first on June 11<sup>th</sup>, and the tried and tested annual BBQ on August 7<sup>th</sup>. I hope to see you at one of those.

Thanks for your support.

Tess Alps

Chair

## ALDBURY GARDEN CLUB\* FINAL ACCOUNTS YEAR ENDING DEC 31st 2021

prepared Feb 8th 2022 \*name change agreed & to be ratified at the AGM

<u>Income</u>	<u>2021</u>
Subscriptions (50 members, 5 new)	£15.00 Fees waived for 2020 members
NS&I interest	£0.15
BBQ tickets	£275.00
Plant sale	£794.50
Summer show	£93.30
<b>Total</b>	<b>£1,177.95</b>

<u>Expenditure</u>	<u>2021</u>
Stationery, printing, postage & sundries	£22.00
RHS membership/insurance	£110.00
BBQ costs	£325.14
Summer show	£154.11
All other costs	£72.99
<b>Total</b>	<b>£684.24</b>

<b>Total 2021 Income minus expenditure</b>	<b>£493.71</b>
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<u>Opening balances at Jan 1st 2021</u>	
NS&I	£1,491.56
Santander	£720.35
Petty cash	£281.77
<b>Total</b>	<b>£2,493.68</b>

<u>Financial movements in 2021</u>	
Total club income minus expenditure	£493.71

<u>Final balances at Dec 31st 2021</u>	
NS&I	£1,491.71
Santander current account	£1,411.36
Petty Cash	£84.32
<b>Total</b>	<b>£2,987.39</b>

<b>Final Total Reserves 31/12/21</b>	<b>£2,987.39</b>
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### Summer show in detail

<u>Income</u>		<u>Costs</u>	
Entry fees	£24.00	Judge's fee	£30.00 2 judges waived their fees
Raffle tickets	£59.30	Prize monies	£20.50
Donation	£10.00 (Hithersay)	Kids 'prizes	£4.64
		Printing	£11.00
		Mem Hall hire	£20.00
		Engraving	£67.97
<b>Total</b>	<b>£93.30</b>	<b>Total</b>	<b>£154.11</b>

<b>Profit/Loss</b>	<b>-£60.81</b>
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## **Aldbury Garden Club\*\* AGM Minutes**

**Sunday 29<sup>th</sup> May 2022 at 4pm in the Memorial Hall**

### **Club Officers**

Chair – Tess Alps

Honorary Secretary – Rachael MacRae

Honorary Treasurer – Linda Di Mizio

Committee Member – Chris Fido

Committee Member – Annie Eggar

Chair called the meeting to order, welcomed those present and thanked them for attending.

### **Apologies for Absence were received from:**

Sally Bassett, Jackie Dyett, Anna Hirst, Bill Page, Heather Tyldesley, Jo Stone, Kim Twyman, Julia Kent, Dot O’Gorman, Barbara Gunter-Jones, John Wright, Jean Neill, Clare Juniper, Duncan Eggar

### **Minutes of 2021 AGM**

Minutes were approved.

### **Matters Arising**

- 1 Keith Emmerson asked if the club had pursued any of the spending ideas proposed by members at the 2021 AGM. The Chair responded that this would be covered in the Officers’ Reports, agenda item 5.
- 2 Following last year’s proposal from Chris Fido that all those who have been members of the club for 40 years or more should be eligible to become honorary members, the Chair announced that the club would be awarding honorary membership to Joan Wright, John Wright, Brian Brightman, Pat Quigg, Mary Whittell and Shirley Chamney. She encouraged people to come forward if they qualify or for others to suggest them.

### **Ratification of name change and formal adoption of the revised constitution**

In December 2021, Aldbury Parish Council (APC) confirmed that they no longer wanted Aldbury Garden Club and Allotment Association to have any formal involvement with the allotments. Consequently, club members were asked (by email or letter) if they would be happy for the club to revert to being called Aldbury Garden Club (AGC), particularly as the committee was about to develop a web presence. 45 members responded, 44 agreeing and one disagreeing. Hence, revisions to the Constitution have been proposed to reflect this new situation, plus the addition of online banking.

Rod Allsworth expressed concern that this leaves allotment-holders in a vulnerable position. The Chair assured him that AGC will still represent their views to the APC if asked to by allotment-holders who are members of the club.

The revised constitution was adopted by 22 votes to 2, including those members who were unable to attend the meeting but had expressed their preferences in advance by email.

### **Officers' reports**

The three written reports including final accounts for 2021 had been circulated prior to the meeting and can also be read on the website.

The Hon Sec added that 3 more members had joined the club.

The Hon Treasurer had written an additional interim report for 2022 and this too can be read on the website.

All three reports were unanimously adopted by a show of hands.

### **Resignation of Committee**

The Committee all resigned.

### **Election of committee (3 officers and committee members)**

#### **Chair**

Tess Alps                                      Proposed by Tess Alps                                      Seconded by Barbara Gunter-Jones

#### **Honorary Secretary**

Rachael MacRae                                      Proposed by Julia Kent                                      Seconded by Juanita Mann

#### **Honorary Treasurer**

Linda Di Mizio                                      Proposed by Linda Di Mizio                                      Seconded by Sylvia Wren

#### **Committee member**

Chris Fido                                      Proposed by Keith Emmerson                                      Seconded by Jean Emmerson

#### **Committee member**

Annie Eggar                                      Proposed by Alex Pearce                                      Seconded by Clare Juniper

The above volunteers were unanimously voted in by a show of hands and from votes previously submitted by email. There remain 2 positions open on the committee if any members wish to get more involved which would be very welcome.

### **Shows**

The committee sought the views of members on shows. Chair said that the club shows are a traditional part of Aldbury village calendar of events, but they cost the club a lot of money to stage. Only 13 people exhibited in April out of a club membership of 112. AGC wants to be sure that members think the expenditure is worth it, particularly for the smaller spring show. The Treasurer outlined what the major show costs are: hall hire, judges' fees, and cup engraving.

Ted Bianco asked why the judges are paid for their services. The Chair responded that some judges sometimes waive their fees and that one (the RHS judge) lives a considerable distance away so his fee would little more than cover his transport costs.

Alex Pearce raised the point that now the club has an online presence we can market the shows much more effectively.

The Chair asked if there is anything the club can do to make the idea of entering the shows more appealing. Fay Allwood thought that the complexity of the daffodil categories could be off-putting for many. The Chair agreed and said that above the website explanation of daffodil classes and on the schedule itself we could write prominently that the priority is to bring blooms and not worry about what category they fall in to. The committee can help people with that.

Other ideas were classes for tastiest tomato and most fragrant rose. Many were keen on the idea of classes for first submitters or novice classes so that the shows are more welcoming and accessible to all rather than leaning towards members who are more experienced. Show dates vs school holidays were also briefly discussed but these are hard to move because of harvest/flowering seasons.

A broader range of simpler domestic classes was raised as were ways to interest more children and young people. The Chair suspected that shows were not the most appropriate way to try and engage kids. Experience has shown that a dialogue with the school is a surer way to interest children in gardening. In the past, the club has spent considerable money providing the school with seeds and bulbs plus compost and pots, but this was very dependent on the interest of teachers. This will be followed up by Annie Eggar and Angela Phillips once a new head teacher is appointed.

Overriding opinion was that we should let the spring show run for at least another year as COVID may also have played a part in poor participation for 2022. The Chair invited members to email us with any further ideas. The committee will take the suggestions made this afternoon and any others which are forthcoming and see how they can develop them before the next show.

### **Agenda items from members**

None submitted

### **Any other business**

Fay Allwood suggested the idea of a large herb planter in the allotment area for residents to use. If space could be found, the Chair felt this was a good idea but might be more successful if planted directly in the ground as tubs and pots were hard to maintain. We would need to be given a space by the Parish Council. To be investigated.

The Chair said the club has already been invited to take part in a similar initiative - to plant up Tring Station - by Tring in Transition. The approach initially came from West Midland Trains who say that all their stations to Euston have been 'adopted' by the local community, apart from Tring and Kings Langley. The AGC and the Aldbury Sustainability Club are just two

of the local organisations to have been invited to contribute ideas and practical help. At an initial meeting, the Chair had promised help from the AGC by way of a planting list and possibly producing some of the plants once agreed. Various bodies were being approached for funding including the Aldbury Parish Council. Given the enthusiasm in the room, the Chair proposed that the club donate up to £200 on plants for the project once we were satisfied with the plan. This was unanimously approved.

Lesley Bianco would like to see a question-and-answer section on our webpages. This is something the committee are already addressing, but we can't use a forum format within the AGC pages so are looking for another solution. The Chair emphasised that any questions from members are always welcome to be submitted to [alburygc@gmail.com](mailto:alburygc@gmail.com) and we will do our best to answer them.

The Secretary encouraged members to submit articles for the blog, news, and gardening year sections of our webpages.

The Chair thanked members for their attendance and closed the meeting.

In attendance:

Vimisha Patel, Rose Allen, Annie Eggar, Chris Fido, Tess Alps, Rachael MacRae, Linda Di Mizio, Philip Fido, Juanita Mann, Jill Timms, Alex Pearce, Sue Justice, Janet Joynson, Andy McClarnon, Ann Allsworth, Rod Allsworth, Keith Emerson, Jean Emerson, Fay Allwood, Elizabeth Wells, Sylvia Wren, Joan Wright, Shirley Chamney, Ted Bianco, Lesley Bianco

**\*\* See Ratification of name change minute**