



## **SOPER HALL COMMUNITY CENTRE LTD**

### **NOTICE OF TENTH ANNUAL GENERAL MEETING**

To: All members

13<sup>th</sup> August 2021

The Company's Tenth Annual General Meeting will be held at Soper Hall, Caterham, Surrey, on Friday 24<sup>th</sup> September 2021 commencing at 7.00pm. Light refreshments will be available from 6.30pm.

Business to be conducted will be:

- To receive the Accounts & Directors' Report for the year 1<sup>st</sup> December 2019 to 30<sup>th</sup> November 2020
- To receive the Chairman's Report
- To re-elect **Matthew Baker** and **Andy Parr** who, in accordance of the Articles of Association, Retire by Rotation and who have indicated that they are willing to stand for re-election
- To ratify the appointment of **Gina Miller**
- To elect a Chairman for the forthcoming year
- To elect a Vice Chairman the forthcoming year
- To determine the Membership Subscription

Please find attached:

- Nomination of Director Form
- Minutes of the Ninth Annual General Meeting

If you would like to nominate a Director for the Board of Directors please complete the Nomination of Director Form and return it to the Chairman – Beverley Connolly - at the address on the Form no later than **Wednesday 1<sup>st</sup> September 2021**. Please note that any nominee should sign the Form consenting to act as a Director, with their relevant details, duly proposed by the Member, with his/her details also completed.

If you are unable to attend the meeting and you would like to appoint a proxy to vote at the meeting please either (a) advise me in writing to the address below, or by email, or (b) advise the Chairman at Soper Hall, no later than **Wednesday 1<sup>st</sup> September 2021**.

Yours sincerely,

John Howarth

Company Secretary: For and on behalf of Soper Hall Community Centre Ltd.

Address: 16 Dorking Road, Great Bookham, Leatherhead, Surrey KT23 4LX

Email: [qvldhow@tecres.net](mailto:qvldhow@tecres.net)



**TENTH ANNUAL GENERAL MEETING  
NOMINATION FOR DIRECTORSHIP**

Name of Nominee (Block Capitals)

Contact Details (Address, Tel., Mobile, e-mail)

Signature of Nominee

Name of Proposer (Block Capitals)

Contact Details (Address, Tel., Mobile, e-mail)

Signature of Proposer

Please describe why your Nominee would be a suitable Director for Soper Hall Community Centre Limited and the role they would be most suitable to undertake.

**Please return the completed form to:**

Beverley Connolly,  
Chairman,  
Soper Hall Community Centre Ltd.  
Soper Hall, Harestone Valley Road, Caterham, Surrey CR3 6HY

Email: [admin@soperhall.co.uk](mailto:admin@soperhall.co.uk)



**Minutes of  
the Ninth Annual General Meeting of  
The Soper Hall Community Centre Ltd  
held by ZOOM on Tuesday 10<sup>th</sup> November 2020 at 7.00pm**

**Participants:**

**Directors:** Beverley Connolly (Chair), Andy Parr (Deputy Chair), Matthew Baker, Michael Cooper, Lisa Fisher, Hilary Hopkinson.

**Company Secretary:** John Howarth

**Volunteers & Members:** Irene Keefe, Jackie Servant, Terry Servant, Bessy Smythe, Graham Stevens

**1. Chair's Welcome & Introduction**

Beverley Connolly welcomed everyone to the meeting in these strange COVID restricted times and thanked them for taking part. She said she hoped that things would be back to normal for the next AGM so that it could take place at the normal time in Soper Hall. She also said that it was the intention of the Board to arrange a General Meeting of members in Soper Hall as soon as HMG restrictions were relaxed.

**2. Apologies for Absence**

No apologies had been received.

**3. Minutes of the Eighth Annual General Meeting**

3.1 Accuracy

These were **ACCEPTED** as a true record of the meeting.

3.2 Matters Arising

There were no matters arising that would not be covered on the agenda.

**4. Finance Director's Report**

Matthew Baker resented the following report:

*It is important to note this report covers the year to November 2019. Clearly this current year we are in has been difficult with lockdowns and low hall hiring, but fortunately we still have a strong rental income from our office and room tenants.*

*Income remained strong in 2019 and we were able to return an £11,893 surplus after spending £37,287 on building maintenance. £20,000 of the maintenance was the build of the new disabled toilet area between the Memorial and Garland Halls which we had been fundraising for some time previously.*

*We have maintained cash balances above £50,000 and that has continued throughout 2020 despite reduced income due to COVID measures which has given us great reassurance that the company operates from a sound financial platform.*

*We still have ongoing plans for building maintenance going forward including new windows delivered in the Autumn of 2020 and some asbestos removal in some parts of the building.*



*The company finances remain strong for the foreseeable future.*

It was proposed by Michael Cooper and seconded by Bessy Smythe that the Finance Director's Report be accepted. On being put to the vote this was **AGREED**.

## 5. Chair's Report

Beverley Connolly noted that 2019 had been a good year with plenty of events as had been noted in the Finance Director's Report. However she did comment that the restrictions imposed by COVID had a serious impact on activities in 2020. She began with a quote: *"Challenges are what makes life interesting, overcoming them makes life worthwhile."*

On a sad point the meeting noted the passing of one of the Soper Hall tenants – Paul Johnson – and there was a minute's silence in his memory.

She thanked her colleagues on the Board for their efforts in keeping the Hall operational: Michael Cooper for his work with the tenants and users in keeping the revenues flowing; Hilary Hopkinson and Lisa Fisher for their work in keeping the S.H. COVID regulations up to date, for their work in marketing and promotion and for the external garden; Matthew Baker for keeping a close eye on the finances and Andy Parr for his general support as her Vice Chair.

She also thanked Gina in the office and Russel Fisher - the caretaker – for their efforts. Finally she thanked all the volunteers for their enthusiasm, dedication and hard work.

In closing she said she was looking forward to when COVID restrictions were lifted and a celebratory General Meeting could be arranged for everyone.

It was proposed by Matthew Baker and seconded by Hilary Hopkinson that the Chair's Report be accepted. On being put to the vote this was **AGREED**.

## 6. Directors' Reports

**Hilary Hopkinson** reported that in this strange year there had not been the opportunity to arrange as many fund raising events as there had been in the previous year. For example the Christmas Fair in 2019 had been the biggest ever with over 1200 people coming through the door. However some "socially distanced" events had been arranged, e.g. a "Home Grown" market and regular Farmers' Markets and she expressed her thanks to the stallholders who had taken part. She said arrangements were in hand for a slightly smaller scale Christmas event this year – children were being invited to write to Santa c/o Soper Hall and she said that every letter received would be acknowledged. She also said a Christmas Video had been prepared.

**Michael Cooper** reported that revenues had been hit because some of the regular hall hirers had been unable to continue. He also said that occupiers of the office spaces – now formally leaseholders - had been able to continue and pay their rents.

## 7. Election and Resignation of Directors

### 7.1 Retirement by Rotation

Michael Cooper and Hilary Hopkinson retired by rotation in accordance with the Articles of Association and offered themselves for re-election. On being put to the vote this was **AGREED**.



#### 7.2 Ratification of Appointment

Lisa Fisher had been appointed to the Board during the year and required that her appointment be ratified by the meeting. On being put to the vote this was **AGREED**.

#### 7.3 Nomination of new Directors

There were no nominations.

#### 8. Election of Chairman

It was proposed by Hilary Hopkinson and seconded by Lisa Fisher that Beverley Connolly be appointed Chair for the following year. On being put to the vote this was **AGREED**.

#### 9. Election of Vice Chairman

It was proposed by Beverley Connolly and seconded by Michael Cooper that Andy Parr be appointed Vice Chair for the following year. ON being put to the vote this was **AGREED**.

#### 10. Determination of Membership Subscription

It was unanimously **AGREED** that the Membership Subscription be set at £12 (£10 plus VAT) for the following year.

#### 11. Any Other Business

There were no further items of business.