

# **HIGHCLIFFE HORTICULTURAL SOCIETY**

## **NOTICE**

### **OF ANNUAL GENERAL MEETING MONDAY, 4 DECEMBER 2023 at 7:30pm**

Members, and anyone wishing to join the Society, are invited to attend.

For members, the Treasurer will note your attendance by ticking the Membership List as you enter the hall. The Hall doors will be open at 7:00pm in order that the Meeting can start promptly at 7:30pm.

Attached to this Notice are:

- The Agenda for the AGM to be held on 4 December 2023
- Minutes of the AGM held on 5 December 2022
- Report of the Chair
- Report of the Treasurer, including Income and Expenditure Accounts for the financial year 1 October 2022 to 30 September 2023
- Report of the Show Secretary
- Proposal by the Committee to alter the Society Rules to change the financial year end
- Proposal Form for the use of any member wishing to submit a proposal prior to the AGM
- Nomination Form for the election of officers and Committee members of the Society

The only money collected during the evening will be for the Raffle.

The Programme for 2024 cannot be completed until after the AGM because of the possible changes to the Rules and Committee members.

The next meeting will be held on Monday, 8 January 2024. It is the Committee's intention that the Year Book Programme for 2024 will be available at that meeting.

Subscriptions for the year remain at £12 per person and are due to be paid from 1 January 2024.

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**HIGHCLIFFE HORTICULTURAL SOCIETY**  
**ANNUAL GENERAL MEETING**  
**TO BE HELD AT ST. MARK'S CHURCH HALL, HIGHCLIFFE**  
**ON MONDAY, 4 DECEMBER 2023**  
**COMMENCING AT 7:30pm (DOORS OPEN 7:00pm)**

**AGENDA**

1. Present and Apologies for Absence
2. Minutes of the AGM held on 5 December 2022
3. Matters arising
4. Report of the Chair
5. Report of the Treasurer, including the Income and Expenditure Accounts for the financial year 1 October 2022 to 30 September 2023
6. Report of the Show Secretary
7. Proposal regarding an alteration to the Rules of the Society:  
    Rule 6 Change the Society's financial year from 1 October to 30 September  
    to 1 January to 31 December
8. Any other proposals submitted in writing before the AGM
9. Election of Officers: Chair, Treasurer and Membership Secretary, Show Secretary, Secretary and up to six Committee members
10. To note the appointment of Debbie Steel as Independent Examiner
11. Any Other Business

**THE MEETING WILL BE FOLLOWED BY THE CHRISTMAS SOCIAL EVENING**

**NOTES REGARDING THE CHRISTMAS SOCIAL**

With COVID still with us, the Committee has decided to keep the format the same as last year, for the safety of the organisers and members.

Tables will be set out with six chairs to each table. Please bring your own food and drink, together with any utensils such as cups, glasses, spoons etc., to consume at the table where you sit.

Lynda, Lesley and Judy have volunteered to make teas and coffees for everyone at no cost to members.

Michael has arranged a Christmas-themed quiz. Each table will form a team and prizes will be awarded to the winning team.

We will also be holding a Christmas raffle. The tickets will cost £1 per strip or £5 for seven strips. Donations for the raffle are always welcome.

## AGENDA ITEM 2

# THE HIGHCLIFFE AND DISTRICT HORTICULTURAL SOCIETY

## MINUTES OF THE ANNUAL GENERAL MEETING

HELD ON 5 DECEMBER 2022 AT ST. MARK'S HALL, HIGHCLIFFE

for the year ended 30 September 2022

	Patrick was nominated as Chair for the meeting.
<b>1</b>	<p><b>Present:</b></p> <p>Treasurer, Acting Secretary and Acting Membership Secretary: Patrick Law Show Secretary: Lynda Whyte Committee: Mary Clements, Michael Clements, Wendy Ewing, Lesley Mitchell, Judy Spratley Members: 32. Visitors and helpers: 4 Total attendance: 43</p> <p><b>Apologies for absence were received from:</b> Sheila and Barry Cabbage, Nigel and Margaret Hicks, Julie Melvin, Isabelle Mueller, Jackie Peterson, Maureen Smith</p>
<b>2</b>	<p><b>Minutes of the AGM held on 6 December 2021</b></p> <p>The minutes, previously circulated to all members, were accepted as accurate.</p>
<b>3</b>	<p><b>Matters arising</b></p> <p>There were no matters arising from the minutes.</p>
<b>4</b>	<p><b>Accounts and Treasurer's Report for the year ended 30 September 2022</b></p> <p>The Treasurer's written report had been circulated with the Agenda. It was noted that the bank balance at the start of the period, 1 October 2021, was £2,322 and, at the end of the financial year, 30 September 2022, was £2,492 plus £40 cash floats, making total cash of £2,532. There was an excess of income over expenditure of £210 for the year ended 30 September 2022.</p> <p>The accounts for the year ended 30 September 2022 had been approved by Sue Wintle, Independent Examiner, and had been circulated to all members. No questions were raised by those present. The accounts were accepted and signed on behalf of the Society by the Treasurer.</p>
<b>5</b>	<p><b>Secretary's Report</b></p> <p>The Secretary's written report had been circulated with the Agenda. The Report had been prepared by Patrick, as Acting-Secretary. No questions were raised by the members present.</p>
<b>6</b>	<p><b>Show Secretary's Report</b></p> <p>Lynda Whyte reported that her written report had been circulated with the Agenda and contained full details of the three shows held during 2022, with facts and figures. Lynda said that the shows had been well-supported and would continue to be supported in 2023. The Programme for 2023 was currently being prepared and there were several changes to classes. Lynda thanked all those members who had contributed to the shows and said she would welcome any ideas and suggestions from members.</p>

<p><b>7</b></p>	<p><b>Chairman’s Report</b></p> <p>Patrick reminded those present that no Chair had been elected last year and the Committee had not been able to co-opt a Chair during the year. On behalf of the Committee, Patrick thanked Brian Cooke who had kindly become Acting Chair for the shows and meetings.</p> <p>Patrick also thanked Lynda Whyte for Chairing most of the Committee meetings during 2022. Patrick gave a special thank you to Lynda Whyte for organising the three shows in 2022 with great success, especially after a two-year absence, and said that the amount of work undertaken by Lynda to deliver the shows should not be under-estimated.</p> <p>Patrick reported that the Society’s website had been running for over a year now and, together with our Facebook page, it was hoped we had widened the Society’s profile and showcased our activities.</p> <p>Patrick reminded those present that at the 2021 AGM he had said that 2022 would be a challenging year for the Society and that the new Management Committee would have to work hard to ensure that our Society flourished and thrived. Patrick said he hoped members had been pleased with the programme for 2022 and that the Committee had communicated with members regularly keeping them informed. Members of the Committee all deserved thanks for getting the Society up and running again.</p>
<p><b>8</b></p>	<p><b>Proposal regarding alteration to the Rules of the Society</b></p> <p>The Management Committee’s proposal regarding alterations to Rules 1 and 3 of the Society, together with the reasons for the changes, had been circulated with the Agenda, in accordance with the Rules.</p> <p><b>Rule 1. NAME</b> Proposal to amend the name of the Society by deleting the words “The” and “and District”, following which, the name of the Society would be “Highcliffe Horticultural Society”. There were no objections to the proposed amendment. Following a show of hands, the proposal was duly carried.</p> <p><b>Rule 3. OFFICERS</b> Proposal to replace the existing rule 3 to read “The Management Committee of the Society shall consist of up to ten members to include the positions of Chair, Secretary, Treasurer, Show Secretary, Membership Secretary and other committee positions. No person should fulfil more than three positions.” There were no objections to the proposed amendment. Following a show of hands, the proposal was duly carried.</p>
<p><b>9</b></p>	<p><b>Any other proposals either in writing or from the floor</b></p> <p>Patrick reported that no written proposals had been received. There were no proposals from the floor.</p>
<p><b>10</b></p>	<p><b>Election of Officers: Chair, Secretary, Treasurer and Membership Secretary, Show Secretary and up to six committee members</b></p> <p>Following approval of the amendment to Rule 3, the following members were elected:</p> <p><b>Chair:</b> Chris Killen. Nominated by Brian Cooke and seconded by Patrick Law. There being no other nominations, Chris was duly elected.</p> <p><b>Secretary:</b> Linda Law. Nominated by Lynda Whyte and seconded by Lesley Mitchell. There being no other nominations, Linda was duly elected.</p>

	<p><b>Treasurer and Membership Secretary:</b> Patrick Law. Nominated by Lynda Whyte and seconded by Doreen Walder. There being no other nominations, Patrick was duly elected.</p> <p><b>Show Secretary:</b> Lynda Whyte. Nominated by Doreen Walder and seconded by Patrick Law. There being no other nominations, Lynda was duly elected.</p> <p><b>Committee Members:</b> Mary Clements. Nominated by Lynda Whyte and seconded by Michael Clements. Michael Clements. Nominated by Lynda Whyte and seconded by Mary Clements. Wendy Ewing. Nominated by Linda Law and seconded by Patrick Law. Sonya Gargaro. Nominated by Linda Law and seconded by Doreen Walder. Lesley Mitchell. Nominated by Patrick Law and seconded by Lynda Whyte. Judy Spratley. Nominated by Patrick Law and seconded by Linda Law. There being no other nominations, Mary, Michael, Wendy, Sonya, Lesley and Judy were duly elected.</p>
<b>11</b>	<p><b>The appointment of Sue Wintle of Oak Accounting as Independent Examiner</b></p> <p>The appointment of Sue Wintle as Independent Examiner was noted. It was reported that the Independent Examiner’s charge for the 2022 accounts would be £80.</p>
<b>12</b>	<p><b>Any Other Business</b></p> <p><b>12.1</b> Patrick said that the Society would again be participating in the Highcliffe Food and Arts Festival on 10 and 11 June 2023. It was also intended that the Society would assist at St.Mark’s Church Green Fayre in May 2023. Lesley Mitchell led the Society’s participation at the Highcliffe Food and Arts Festival in 2022 and had offered to lead the Society on both these external events. Lesley thanked all those who had helped at the Arts and Craft Fair and invited members to contact her should they wish to help at either, or both, events in 2023.</p> <p><b>12.2</b> Patrick advised that Valerie Day, who retired as Secretary this year, had offered to arrange day trips to visit gardens, which was something the Society had done regularly in the past. Patrick said the trips would be open not just to members but also to their friends and family. Approximately 30 people would be needed to fill a coach. A show of hands indicated that there would be sufficient interest for Valerie to go ahead and make some enquiries.</p>
<b>13</b>	<p>The Meeting closed at 7.50pm.</p> <p>There followed a Christmas-themed quiz organised by Michael Clements and a Christmas raffle, which was very well-supported.</p>

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**Chair – Patrick Law**

## **AGENDA ITEM 4**

# **HIGHCLIFFE HORTICULTURAL SOCIETY**

## **ANNUAL GENERAL MEETING - 4 DECEMBER 2023**

### **REPORT OF THE CHAIR**

It is now just one year since I was asked to stand as Chair of the HHS and then duly elected at the AGM last December. It has been pleasure working as part of the Committee and Chairing the meetings through 2023.

This year has been a busy one, with a full programme of talks, three shows, a trip to Wisley Gardens, a stand at the St Mark's Church Green Fayre and involvement in the Highcliffe Food and Arts Festival. All have been well-supported although numbers are a little below those of last year. Two other trips were planned but cancelled before costs were incurred due to insufficient interest.

The talks covered a variety of topics with most being of direct horticultural interest. We have had some excellent speakers. The speaker whose talk was not related to horticulture was Ron Taylor, who gave a very interesting talk on the early history of the area at the April meeting and then a follow-on talk at the August meeting, when the booked speaker was not able to fulfil the commitment. We were very grateful to him for stepping in at short notice.

The Green Fayre was held on Sunday, 14 May. It was a great success. Members of the Society were encouraged to grow vegetable or flower seedlings for the Fayre in as 'green' a way as possible. These were then available for visitors to the Fayre to take, many made donations to the Society. Thank you everyone who grew the seedlings and those who manned the stall.

The Highcliffe Food and Art Festival was held on 10 and 11 June and members of the Society helped support activities, including making bird feeders and potting on seedlings with children at the Festival. Thank you all members and friends of the Society who supported the activities.

Thank you all who helped set up and take down for our own meetings and to Doreen and Valerie who looked after refreshments so well for us. All these contributions are greatly appreciated. A very big thank you to all my fellow Committee members who have done so much to make the Society run smoothly, doing so much behind the scenes. And, lastly, thank you to all who have attended activities and supported what we do. Without you, the Society could not continue.

Chris Killen

## **AGENDA ITEM 5**

# **HIGHCLIFFE HORTICULTURAL SOCIETY**

## **ANNUAL GENERAL MEETING - 4 DECEMBER 2023**

### **REPORT OF THE TREASURER**

The financial year began on 1 October 2022 with a bank balance of £2,493 and cash floats of £40 making a total of £2,533 and ended on 30 September 2023 on £2,625 plus £50 cash floats making total cash of £2,675.

The Income and Expenditure Accounts for the current year and prior year are shown on the next page. For the year ended 30 September 2023, there was an excess of income over expenditure of £142. Debbie Steel, an Independent Examiner, had checked the accounts and verified that they matched relevant paperwork.

As I mentioned in my Report last year, members will be aware of the ongoing financial challenges for everyone from Governments, businesses, individuals and, of course, small societies. The Committee has discussed proposing an increase in subscriptions for 2024 but has decided not to do so. There is still a reasonable cushion of money in our bank account for the forthcoming year.

Our on-line banking is working well, with the majority of payments made by bank transfer. Details for the payment of the annual subscription of £12, which is due on 1 January 2024, will be provided after the AGM and I encourage you all to pay by bank transfer to the Society's bank account. Cash and cheques can also be accepted on or after 1 January 2024.

Patrick Law  
Treasurer 2023

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**HIGHCLIFFE HORTICULTURAL SOCIETY**  
**INCOME AND EXPENDITURE ACCOUNTS**

	YEAR ENDED 30.09.2023	YEAR ENDED 30.09.2022
<b>INCOME</b>		
Subscriptions	884	900
Raffle and Tombola	518	345
Plant Sales	285	337
Visitors (door entry)	249	159
Coffee and Tea	317	201
Sponsorship	146	302
Donations	395	153
Books	66	10
Spring Show	63	31
Summer Show	-	-
Autumn Show	105	33
Coach Trips	696	-
<b>Total Income</b>	<b>3,724</b>	<b>2,471</b>
<b>EXPENDITURE</b>		
Affiliation Fees	138	170
Insurance	175	175
Speakers and Judges Fees	774	383
Programmes	195	220
Hire of Hall and Storage	832	626
Printing	121	20
Independent Examiner	80	60
Postage	4	37
Administration and Miscellaneous	305	8
PA System	-	215
Spring Show	89	103
Summer Show	27	62
Autumn Show	158	182
Coach Trips	684	-
<b>Total Expenditure</b>	<b>3,582</b>	<b>2,261</b>
<b>EXCESS INCOME OVER EXPENDITURE</b>	<b>142</b>	<b>210</b>

**RECONCILIATION OF CASH AT 30 SEPTEMBER 2023**

DATE		BANK	CASH	TOTAL
01.10.2022	Opening balances	2,493	40	2,533
30.09.2023	Closing balances	2,625	50	2,675
	<b>MOVEMENT IN THE YEAR</b>	<b>132</b>	<b>10</b>	<b>142</b>

Accounts checked for the year ending 30 September 2023, and independently verified, matching to relevant paperwork.

D STEEL

Independent Examiner 30.10.2023

## AGENDA ITEM 6

# HIGHCLIFFE HORTICULTURAL SOCIETY

## ANNUAL GENERAL MEETING - 4 DECEMBER 2023

### REPORT OF THE SHOW SECRETARY

We had our three shows in 2023 – the Open Spring show, the Members' Summer show and the Open Autumn show. They were well-supported both by members and visitors and hopefully enjoyed by all.

The Spring and Autumn shows were challenging as ever as the blooming flowers choose their own sweet time to blossom which is not always in step with the show dates. Despite the inclement weather, our members produced many lovely entries, the hall looked very colourful and the smell was divine. Note that some of the classes were changed this year to make it easier to select the correct class for your entry and hopefully you found this simplified the entering system.

Well done to everyone who entered each and every one of the classes, the beautiful entries created a lovely looking hall and fun atmosphere. And the well-supported floral art, home produce and photographic classes added more colour, interest and variety to the shows.

All the entries were a credit to the Society and received much praise from the judges. Well done and my own extra special thanks to you all.

Also, much credit and thanks go to those who manned the stalls and provided tombola prizes, cakes for the refreshments stand, books for sale and the excellent plant stall. All the proceeds from these stalls go towards paying the expenses of the shows, which include hall hire, judges' fees and sundry other expenses.

The Summer show was great fun and included a photographic section this year. Many beautiful roses and sweet peas decorated the tables, together with some lovely flower displays. Outstanding – thanks to everyone who contributed in any way to make it a very pleasant evening.

Appreciation must be given to your hard-working Committee who throughout the year organise the show days (as well as the normal meetings) and against all odds make everything run as smoothly as possible (well, most of the time!).

Perhaps most important of all, thanks to the Society's members who came and helped set up the hall and displays. Without any of the many helpers and indeed without all who attended, there would be no shows.

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## AGENDA ITEM 6

# HIGHCLIFFE HORTICULTURAL SOCIETY ANNUAL GENERAL MEETING - 4 DECEMBER 2023

## REPORT OF THE SHOW SECRETARY continued

Below is a table showing the entry statistics for 2023 compared to 2022.

Most categories are either equal to or higher than before. The Committee had decided to let members submit more than one entry in some of the classes, which has increased the number of entries, creating a better show for all.

	<u>Spring 2023</u>	<u>Spring 2022</u>
Number of persons entering classes	22	24
Number of horticulture entries	87	80
Number of photographic entries	45	34
Number of home produce entries	11	11
Number of floral art entries	6	5
	<u>Summer 2023</u>	<u>Summer 2022</u>
Number of persons entering classes	21	15
Total number of entries horticulture	36	39
Total number of entries photographic	20	-
	<u>Autumn 2023</u>	<u>Autumn 2022</u>
Number of persons entering classes	32	26
Number of horticulture entries floral	118	64
Number of fruit and veg entries	45	33
Number of photographic entries	61	39
Number of home produce entries	14	17
Number of floral art entries	8	7

## AGENDA ITEM 7

# HIGHCLIFFE HORTICULTURAL SOCIETY ANNUAL GENERAL MEETING - 4 DECEMBER 2023 PROPOSAL REGARDING AN ALTERATION TO THE RULES OF THE SOCIETY

The Management Committee proposes the following Rule changes:

### **Rule 6**

Delete the last sentence "The Society's financial year shall run from 1 October to 30 September."

### **New Rule 7 Financial Year**

Insert a new Rule "The Society's financial year shall run from 1 January to 31 December."

### **Reason for the change of financial year**

The reason is to simplify the accounting of the membership fees with the membership year. At the moment, membership fees received are accounted for in the financial year in which they are received (1 October to 30 September) whereas the membership year runs from 1 January to 31 December (calendar year). Thus, the figures for the fees received and the number of members do not relate to each other and cannot easily be compared on an annual basis.

Following the introduction of new Rule 7, the current rules would be re-numbered (from 7-13 to 8-14).

**AGENDA ITEM 8**

**HIGHCLIFFE HORTICULTURAL SOCIETY  
ANNUAL GENERAL MEETING - 4 DECEMBER 2023**

**PROPOSAL FORM**

**SUBMIT A PROPOSAL FOR THE AGM ON 4 DECEMBER 2023**

This Proposal Form is to be received by the Secretary, Linda Law, **before Monday, 4 December 2023** by email to [lindarosslaw@hotmail.co.uk](mailto:lindarosslaw@hotmail.co.uk) or by post to 6 Studley Close, Highcliffe BH23 5LD.

**PROPOSAL:** State the nature of the proposal in full

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.....  
.....  
.....

**REASONS FOR THE PROPOSAL:**

.....  
.....  
.....  
.....

**PROPOSED BY:** .....

*Print your name*

Signature: .....

**SECONDED BY:** .....

*Print your name*

Signature: .....

**DATE:** .....

# AGENDA ITEM 9

## HIGHCLIFFE HORTICULTURAL SOCIETY ANNUAL GENERAL MEETING - 4 DECEMBER 2023 ELECTION OF OFFICERS AND COMMITTEE MEMBERS NOMINATION FORM

This Nomination Form is to be received by the Secretary, Linda Law, **before Monday, 4 December 2023** by email to [lindarosslaw@hotmail.co.uk](mailto:lindarosslaw@hotmail.co.uk) or by post to 6 Studley Close, Highcliffe BH23 5LD.

I, ..... (**insert name of Proposer**) being a fully paid-up member of the Society and entitled to vote at the above meeting, propose that

..... (**insert name of person being nominated**) be nominated as Chair, Secretary, Treasurer and Membership Secretary, Show Secretary or Committee Member (delete options not required)

Signed by the Proposer ..... Date: .....

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I, ..... (**insert name of Seconder**) being a fully paid-up member of the Society and entitled to vote at the above meeting, second the above proposal that

..... (**insert name of person being nominated**) be nominated.

Signed by the Seconder ..... Date: .....

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I, ..... (**insert name of person being nominated**) am willing to be elected as Chair, Secretary, Treasurer and Membership Secretary, Show Secretary or Committee Member (delete options not required) of the Society.

I am eligible to be elected as an Officer and/or a Committee Member and have the skills and experience relevant for the work. I will respond promptly to all communications, including email and telephone, and will consider being a signatory for online banking. The Society's Rules require four Committee Members to be signatories. If necessary, I am prepared to take part in online meetings. I will declare any conflicts of interest and undertake to work in the Society's best interests. I will act in a collaborative manner as a member of the Committee: applying and accepting collective, democratic decision making. I will respect and uphold confidentiality as required.

Signed by the person being nominated ..... Date: .....