

MENDIP CAVING GROUP

27th March 2004



www.m-c-g.org.uk

Founded 1954

MENDIP CAVING GROUP ANNUAL GENERAL MEETING 2004

The Annual General Meeting of the Mendip Caving Group will be held on Saturday 27th March 2004 starting at 10:30 am in Back Room of the Hunters Lodge Inn.

To assist the smooth running of the Meeting, please submit motions (but not for the Constitution and Rules) to the Hon. Secretary prior to the meeting.

THE COMMITTEE MAY GRANT A POSTAL VOTE TO ANY FULL MEMBER WHO APPLIES IN GOOD TIME TO THE SECRETARY

AGENDA

Chairperson: T B A

1. Apologies for absence.

2. Minutes of the previous AGM held on 5th April 2003

MINUTES OF THE MENDIP CAVING GROUP ANNUAL GENERAL MEETING HELD ON 5TH APRIL 2003, AT THE MCG COTTAGE

The Mendip Caving Group is registered charity No.270088
Chairman: Wayne Hiscox Present: (list not available)

1. Apologies for absence Marcus Ward, Nick Gilson, Pete Matthews, Geoff Beale, Peat Bennett, Denise Knibbs, Pete Goddard and Roger Wallington.

2. Minutes of AGM held on 13th April 2002 at the Hunter's Lodge, Priddy. Copies of these minutes were circulated to all members with newsletter no .

3. Agreement that the minutes are a true record of that meeting Yvonne Rowe proposed that the minutes were a true copy of the meeting. Ben Cooper seconded the proposal.

4. Matters Arising It was asked whether the accounts had been examined. They have been examined by Charlie Allison.

5. Officers reports These were circulated with the newsletter except for the Recorder/Librarian's, which was handed out at the beginning of the meeting. Each officer gave a brief summary of their report.

Secretary John's point about the geographical spread of the Committee and the problems associated with being able to hold quorate meetings was raised. John was asked for his ideas on what he thought the solution to the problem would be. In the past meetings have been held in officers homes, or the Hunter's. It is thought that distance does not seem to be the problem but that other commitments are cited as the reason for non- attendance. Once a meeting is missed things start to slip, for example new members are not approved for membership. Fewer meetings was put forward as an option but was dismissed as un-workable. It was asked whether the membership numbers are increasing. Our membership remains static. Payment of subs and how far do we chase members for money was also a question asked. Linda Mime proposed a vote of thanks to John for his work during his time as Secretary.

Treasurer Mike Lovell praised Richard for a job well done as the task is onerous. He thought the cottage booking sheets were much improved. It was asked whether our investments going down is consistent with other investments. The response was that because we invested for the long term it shouldn't be a problem. No one can predict what the future holds but as we have no immediate need to draw on the investments

we just need to sit tight. Malcolm Cotter commented that the Telegraph report recommending the Credit Suisse and other funds that we have invested in are not doing too badly. As all investments have taken a knock, and we didn't buy at the top of the market it is hoped that our investments will recover in 3-4 years. The income from our investments went up last year. Wayne Hiscox asked whether inflation had been added on to the valuation for the land and property. It is only relevant to add it on to the insurance value as the cottage can't be sold. Issuing membership cards was proving difficult now that members receive e-mailed newsletters. Richard will be standing down as Treasurer in July as he is going to Argentina to work. He asked for volunteers to take over his post at that time.

Caving Secretary Tim was asked whether there was a meet programme planned for this year. The response was that none is planned. The next point that was raised was regarding new members, which sparked off a whole debate. Linda wants to get new members together, so that they can go off and explore. It seems that "bonds aren't being forged" at the moment, which isn't encouraging new members to join in. The active cavers felt that the new members had a mentality of wanting to be "led" everywhere, which then limits the active cavers in their own activities. It was asked whether caving was the "in" thing and how do we "sell" caving. It was suggested that we ask new members what they expect from the club. Apparently most new enquiries about membership don't get beyond the probationary stage. The responsibility for new members needs to be shared so that not just 1 or 2 core members are left to take people underground. The most popular solution was to give new members copies of the surveys and let them go!

Cottage Warden Ben was asked where the new radiator in the lounge is going to be positioned. It has not yet been decided. There are only 30 amps to heat the whole cottage so the heating system is not being upgraded yet, just improved with more efficient storage heaters as the old ones are not as effective as the new models. The question of upgrading the electric cable was mentioned. 8 years ago this was quoted as costing £15,000 and there is no easement across the Fry's land just an agreement with Jim. Joan Goddard thinks that if we were cut off from the supply the electricity board would be obliged, at their cost to supply the same amount of electricity. Ben will be able to stay in his post until August when he wants to stand down. Thanks were given to Ben for a job well done.

Tackle Master There were no questions.

Editor Yvonne was asked how many members receive their newsletter by e-mail. The response was 45-50. It was suggested that we e-mail all the newsletters and anyone who wants a hard copy could request one. There was also a suggestion of a reduction in subs for those who had their newsletter e-mailed by possibly £5. It was finally decided that the cost of the newsletter probably is not an issue and to leave things as they are. Thanks were given to Yvonne for her dedication to the job.

Recorder/Librarian No questions were asked.

Social Secretary Linda was asked the whereabouts of the rounders bat. As she did not know others chipped in with suggestions such as was it put on the fire or is it now a trophy? Mike Lovell put forward an alternative idea to a formal 50th dinner. How about a buffet in the Hunters? The Star was also put forward as a venue as it had been popular in the old days. However this has now closed or been renamed. Linda asked for some kind of indication of what members would be prepared to pay for a meal for the 50th reunion/get together. It was also asked whether the Group would/could subsidise the event. The response was that the charitable status does allow a subsidy, but the covenant would be invalid. On the whole it was felt that value for money was more important than the cost. The venue should have a "wow" factor. It was agreed that a lot of work would have to be put in to tempt members to attend the function. A list of past and present member is available which is to be distributed to longer serving members to contact anyone they think might be interested. Proposed 50th celebrations have been drawn up by Linda, as per the attached schedule. August was decided as a good time for the Slovenia trip.

Gift Aid Administrator All the investments have been transferred into the names of the Custodian Trustees due to legislation by the government re terrorism.

Custodian Trustees It was asked whether the Custodian Trustees ever meet. They communicate once in a while.

6. Election of Honorary Officers for 2003/2004 There were no objections to those standing for the posts.

Secretary There was a big discussion about the Secretary's job. Such a high profile job cannot remain unfilled. Lee Hawkswell was put forward as a good candidate. After thinking about it for a while he agreed to take the Job on. His appointment was proposed by Malcolm Cotter and seconded by Linda Mime.

Treasurer Jacky Ankerman volunteered for the post of Treasurer. Tim Francis proposed her and Yvonne Rowe seconded.

7. Election of Gift Aid Administrator Malcolm Cotter was proposed by Richard Carey and seconded by Jacky Ankerman,

8. Election of Rescue Warden Keith Knight was proposed by Dave Tooke and seconded by Brian Snell.

9. Election of Conservation and Access Officer. Peat Bennett was proposed by Tim Francis and seconded by Julie Hesketh.

10. Election of the Examiners Mike Lovell was proposed by Wayne Hiscox and seconded by Linda Milne. Ben Cooper was proposed by Tim Francis and seconded by Wayne Hiscox,

11. Motions

Amendments to the Constitution and Rules

1. Proposal to alter Paragraphs 3(c.) and 4.

3 (c.) ASSOCIATE MEMBERS i.e. persons who wish to be associated with the Group but do not wish to be full members, and who have been approved by a majority of the Committee.

4. PRIVILEGES OF MEMBERSHIP

- a. Use of the Group's cottage at reduced rates
- b. Use of Group equipment
- c. Use of the library
- d. Free publications
- e. Advice of meetings and activities
- f. Stand for election to the Committee
- g. Vote at general meetings
- h. Public liability insurance
- i. An annual Charterhouse Caving Company permit
- j. Hold a key to the Group's cottage
- k. Hold a key to the library
- l. Hold a key to the tackle store

FULL MEMBERS: are entitled to all privileges of membership.

PROBATIONARY MEMBERS: are entitled to privileges (a), (d), (e), (h), (i), (j) and (b) and (c) only under the supervision of a full or honorary member.

ASSOCIATE MEMBER: are entitled to privileges (a), (d), (e), (f), (j).

HONORARY MEMBERS: are entitled to all privileges of membership.

The aim of the proposal was to tighten up the categories of membership and lay down the exact privileges of each category of membership. Martin thanked the Committee for the work they had put into the wording, however he is against the wording being introduced. The categories of probationary and full membership are to stay. Ben cooper suggested that a category called affiliate should be used to replace Associate, and that anyone could be an affiliate member. It was noted that there are currently 20 people in the Associate category of membership. Lee Hawkswell proposed that b and c only under the supervision of a Full or Honorary member be added to Associate/Affiliate member. This was seconded by Dave Tooke. The thorny issue of whether Associate/Affiliates require liability insurance and if so whether their current level of subs could sustain this. It was decided to discuss liability insurance as separate issue in respect of the whole Group later in the meeting.

A vote was taken on whether there should be an Affiliate category of membership. The results were, 21 for, 3 against and 1 abstention. So the motion was carried. A second vote was taken on whether the wording proposed by Lee Hawkswell should be added. The results were, 21 for, and 4 against. A third vote was taken to decide whether after point (f) to add "as not more than one can be on the Committee at one time". The results were, 25 for. A fourth vote was taken whether to accept the amended motion. The results were, 16 for, 8 against, and 1 abstention, As any vote requires a four-fifths majority the motion failed.

2. Proposal to substitute Para 7 for the new Para 7. Proposed By M Cotter and seconded by N Cotter.

7(a) The Groups jobs to be undertaken by the following elected Honorary job holders: Secretary; Treasurer; Caving Secretary; Cottage Warden; Property Maintenance Agent (Land Agent); Tackle Master; Editor; Recorder (Minutes); Librarian; Social Secretary; Rescue Warden; Access and Conservation Officer; Tax Claimant; Web Master.

(b) The Groups business shall be regulated by a committee of 7 members. They will normally be elected at the annual general meeting to serve until the next annual general meeting. The secretary, treasurer and recorder will automatically be members of the committee. The four remaining members shall be chosen from the elected job holders by a secondary ballot in the way specified under para 9 (e), (f), (g). Each full member may have one vote for each contested post up to a total of four cast in the secondary ballot. Should two or more candidates for different posts receive equal votes all may serve and the committee expanded to accommodate (c.) All co-options can be made at a general meeting. (d) If a job falls vacant, at a time other than a general meeting, the committee may co-opt a new job holder. (e) If the committee numbers fall below seven, at a time other than a general meeting, the number may be made up by co-option by the committee from the elected job holders. A job change will be required in the case of resignation by the secretary, treasurer or recorder in order to co-opt an elected post holder. (f) Failure to fill the three posts from elected job holders will need to be resolved by calling a general meeting.

Arthur Spain wondered what was wrong with the current system. Tony Knibbs thought the idea was OK. Lee Hawkswell didn't based on his experience with a similar system. Dave Tooke wasn't in favour of the system. Julie Hesketh thought the system was a good idea because it allowed flexibility for smaller jobs to be available for members who can't commit huge amounts of time. The up shot of it all was that the motion was withdrawn and an agreement was made to discuss it at the half yearly. Comments to be sent to Malcolm who will do an article for the newsletter.

10. Any other business

BCRA Insurance The BCRA insurance is now £5 and potentially could go up to £20 per head in the next few months. The question was raised whether we should keep public liability as part of the subs or do we work out another way to charge members. One suggestion was maybe split those who cave and those who don't. Another question asked was whether members have to be insured to be a member. It was decided that we would need to seek legal advice on this. Jonathon Roberts thinks we should separate out the cost of liability insurance from the subs Ben Cooper proposed that the subs next year should be £25 with the insurance cost on top. This was seconded by Lee Hawkswell. It was finally decided to hold a general meeting in the Autumn to discuss this, because by then we should have a better idea of how much the insurance is likely to be and therefore the implications to the Group. The Committee is to decide the date for the meeting. A vote was taken and the results were, 21 for, 1 against, and 3 abstentions.

Date and venue of the next AGM 27th March 2004, at 10.30, in the Hunter's Lodge.

3. Agreement that the minutes (above) are a true record of that meeting.

4. Matters arising from the 2003 AGM

5. Officers reports 2004 and matters arising from those reports (below)

Hon. Secretary's Report 2004 *Lee Hawkswell*

Having been co-opted into the Secretary's post after the last AGM, a baptism by fire was inevitable..... and it came in the form of Public Liability Insurance. UK caving, which has never really recovered from the effects of Foot and Mouth was dealt a second blow by the lack of PLI leading to the closure of many access controlled caves. Eventually a new PLI policy was negotiated and cavers who buy into this scheme are now able to go caving with peace of mind and without access restrictions. However, this would not be the case if it were not for the tireless work of a small but dedicated band of BCRA/NCA volunteers to whom we owe our grateful thanks.

Similarly, the MCG Committee and Trustees work hard on behalf of members to keep the club running smoothly and effectively and they too deserve support and gratitude.

Over the past few months, there has been a noticeable improvement in Members Weekends. We have had some communal meals – including our own in-house Christmas Dinner - which have been thoroughly enjoyed and have put emphasis back on the social side of the Club. We hope during 2004 to reinstate some more social events such as barbeques and rounders tournaments and maybe revisit some cottage games!! We are very fortunate to have such a well located and equipped cottage and it would be nice to see more members enjoying these facilities.

And so, into our 50th Year. Membership is still strong and I am receiving regular enquiries about joining or re-joining. Club members – past and present – and have been invited along to join in the celebrations that have been organised. Our 50th Anniversary promises to be an interesting mix of memories, current issues and a positive kick start to the next 50 years! Let the festivities begin.....

MENDIP CAVING GROUP

Income and Expenditure sheet for Year ending 31st December 2003

| Cottage income | | Cottage expenditure | | | |
|-------------------|-------------------------|---------------------|---|----------------------|-------------------|
| 2002 | | 2003 | 2002 | | 2003 |
| £ 175.00 | Cotag deposits | £ 100.00 | £ 781.64 | Building Insurance | £ 845.45 |
| £ 36.00 | Day fees | £ 9.75 | £ 53.70 | Coal | £ 25.20 |
| £ 169.42 | Donations | £ 73.31 | £ 376.02 | Cotags/keys | £ - |
| £ 1,964.50 | Guest fees | £ 1,301.50 | £ 666.65 | Electricity | £ 467.24 |
| £ 394.50 | Members fees | £ 462.00 | £ 34.50 | Gas | £ 34.50 |
| £ 90.00 | Season tickets | £ - | £ 4.78 | Household | £ 61.97 |
| £ 502.50 | Subs (40% cottage) | £ 1,155.43 | £ 443.24 | Maintenance | £ 771.37 |
| £ 91.05 | Telephone | £ 78.75 | £ 166.06 | Mendip Council rates | £ 168.72 |
| | | | £ 430.39 | Rubbish collection | £ 213.37 |
| £ 3,422.97 | Sub totals | £ 3,180.74 | £ 115.41 | Telephone | £ 119.39 |
| | | | £ 193.92 | Water rates | £ 198.69 |
| | | | £ 3,266.31 | Sub totals | £ 2,905.90 |
| General income | | General expenditure | | | |
| £ 18.40 | Access/keys/permits | £ 17.40 | £ 30.00 | Access/keys/permits | £ 25.00 |
| £ 1,082.50 | Annual dinner | £ 749.50 | £ 130.39 | Administration | £ 74.49 |
| £ - | Shop | £ 6.00 | £ 1,108.75 | Annual Dinner | £ 790.25 |
| £ 2,512.50 | Subs (60% general) | £ 1,759.57 | £ 575.00 | BCRA insurance | £ - |
| £ 4.00 | Surveys/journals | £ - | £ 121.60 | Caving equipment | £ - |
| £ 1,277.75 | Tax refund (GAD) | £ 786.94 | £ 334.98 | Cooker | £ - |
| £ - | 50th Dinner | £ 1,225.00 | £ 10.00 | Donations | £ - |
| | | | £ - | Goodwill | £ 27.82 |
| £ 4,895.15 | Sub totals | £ 4,544.41 | £ 30.00 | Key deposit refund | £ - |
| | | | £ 255.70 | Library books | £ 359.46 |
| | | | £ 221.08 | Library extension | £ - |
| | | | £ 538.45 | Newsletter | £ 261.65 |
| | | | £ 74.20 | Periodicals | £ - |
| £ 79.26 | Credit Suisse | £ 75.54 | £ 142.00 | Subs to others | £ 171.00 |
| £ 21.51 | Div. Bristol Water | £ 22.60 | £ - | Website | £ 11.37 |
| £ 0.06 | Giro Savings interest | closed | £ - | 50th Dinner | £ 238.95 |
| £ 127.44 | Interest COIF General | £ 86.50 | £ 3,572.15 | Sub totals | £ 1,959.99 |
| £ 53.44 | Interest COIF Cotag | £ 53.23 | | | |
| £ 25.16 | Interest COIF Cottage | £ 35.40 | £ 6,838.46 | Grand totals | £ 4,865.89 |
| £ 87.85 | Interest COIF Trus-tees | £ 120.79 | | Net Gain* | £ 2,859.26 |
| £ 191.91 | M & G Dividend | £ 196.69 | | | |
| £ 36.45 | New Star | Reinvested | | | |
| £ 79.05 | NPI Global | £ 81.79 | | | |
| £ 75.20 | Rathbone | £ 78.32 | | | |
| £ - | Solus | £ 14.55 | | | |
| £ 777.33 | Sub totals | £ 765.41 | 2003 Total Income | | £ 8,490.56 |
| | | | 2003 Total Expenditure | | £ 4,865.89 |
| | | | 2003 Total Gain | | £ 3,624.67 |
| £ 9,095.45 | Grand totals | £ 8,490.56 | *NB. £986.05 is pre-paid 50th Anniversary tickets | | |

MENDIP CAVING GROUP

BALANCE SHEET YEAR ENDING 31 DECEMBER 2003

INVESTMENTS

| | 2002 | 2003 |
|--------------------------------|--------------------|--------------------|
| Bristol Water | £ 353.60 | £ 469.60 |
| Credit Suisse | £ 1,608.00 | £ 1,827.71 |
| M&G Charifund Acc | £ 3,075.23 | £ 3,787.77 |
| M&G Charifund Inc | £ 3,226.72 | £ 3,753.75 |
| New Star (+ £70.19) | £ 1,597.58 | £ 1,928.09 |
| NPI Global Unit Trust | £ 2,189.22 | £ 2,469.13 |
| Rathbone Income Fund | £ 1,614.14 | £ 1,915.76 |
| Schroeder US | £ 1,463.49 | £ 1,825.35 |
| Solus UK | £ 1,096.36 | £ 1,281.63 |
| Bristol Water increase | £ 116.00 | |
| Credit Suisse increase | £ 219.71 | |
| M&G Charifund Acc increase | £ 712.54 | |
| M&G Charifund Inc increase | £ 527.03 | |
| New Star increase | £ 330.51 | |
| NPI Global Unit Trust increase | £ 279.91 | |
| Rathbone Income Fund increase | £ 301.62 | |
| Schroeder US increase | £ 361.86 | |
| Solus UK increase | £ 185.27 | |
| Total investments | £ 19,258.79 | £ 19,258.79 |

Other Accounts

| | | |
|---------------------------------|--------------------|--------------------|
| Giro statement 31st December | £ 670.97 | £ 2651.47 |
| Uncleared debits | -£ 268.74 | -£ 289.80 |
| Uncleared credits | | £ 27.00 |
| Effective giro account balance | £ 402.23 | £ 2,388.67 |
| Giro Deposit Account | £ 0.06 | closed |
| COIF Deposit Account | £ 2,506.01 | £ 2,592.51 |
| COIF Cotag Account | £ 1,486.56 | £ 1,639.79 |
| COIF Cottage Account | £ 517.18 | £ 1,008.01 |
| COIF Trustees Account | £ 3,332.12 | £ 4,239.85 |
| Cash total as at 31/12/02 | £ 8,244.16 | |
| Balance of Income & Expenditure | £ 3,624.67 | |
| Total Other Accounts | £ 11,868.83 | £ 11,868.83 |

Other Assets (insurable value)

| | |
|------------------|--------------|
| Cottage and land | £ 213,369.00 |
| Cottage contents | £ 38,000.00 |

Hon. Treasurer's Report 2004 *Jacky Ankerman*

Financially we've had a very comfortable year, largely due to savings instigated last year and with good investment and Gift Aid income. Thanks must go to Richard Carey and Malcolm Cotter for initiating these.

This year we have made a surplus of £1873.21 (£2859.26 - £986.05 for pre- paid 50th Anniversary tickets). A lot of money has been saved through newsletters being e-mailed, reduced waste collection and an accrued credit for electricity. There is a marked decrease in Guest Fees (although a 2003 payment of £210 isn't shown as it wasn't received until 2004) but a welcome increase in Members Fees. The storage heaters have been replaced with more efficient ones this year, but other than that it has been a relatively inexpensive year. The 50th Anniversary celebrations will incur some expense, but hopefully some events will be self-financing or even produce income.

As the finances are healthy, I suggest no increase in Subs for 2005 to help buffer the cost of Public Liability Insurance – although this could be reviewed at the half-yearly if necessary. I would like to see Guest Fees increase to £3.00 per night so that they are more in line with other Mendip clubs but suggest no increase in Members Fees so as not to discourage the recent upward trend!

The post of Treasurer is very time consuming and widely underrated. The difficulties of the post are compounded by people submitting late receipts and payments, as further time and costs have to be spent chasing debtors. It also leads to end of year accounts which can't accurately reflect that years income and expenditure. Thank you to all the members who deliver on time, maybe the others could consider the extra work and expense they are costing the club. Members also need to be reminded that any spending must be authorised by a Committee member before purchase if at all possible.

I was thrown into the deep end as Treasurer this year – especially with the added work caused by the 50th celebrations and the separate PLI issue. I will attempt another year in the hope that things can only get better.....

Hon. Editor's Report 2004 Yvonne Rowe

This seems to have been a rather unsettled year, mostly due to the uncertainties of the BCA Public Liability and cave access issues, the results of which you will now be aware. Thanks to Lee for all the hard work and personal grief he's endured throughout. It has also been a busy year, especially for Linda, with our special anniversary that has so long been prepared for and has now finally come. We now pray that the planning and work for our 50th anniversary will all be worthwhile and that everyone thoroughly enjoys the events, whichever they choose to take part in.

Since the AGM last April I have managed to produce 7 newsletters and the 2004 AGM document. I have also attended 7 of 10 committee meetings. One was missed due to my annual holiday at the beginning of August and the other two because I was working and couldn't swap my shifts (one members' weekend had been changed to one of these weekends for practical reasons).

As I have only received positive comments about the new layout of the newsletter I assume everyone finds it acceptable. I think it looks much nicer now with text boxes, graphics, photos etc. I have to thank Martin for setting it all up for me and his continuing help as I haven't quite got to grips with 'Publisher' yet. I also feel there has been an interesting and varied mix of articles and snippets, thanks of course to all of you who sent me regular reports and information. It makes a big difference now you all send articles and other information already formatted and via e-mail as it can then simply be imported straight into the Publisher document.

We finally had to give up on our laptop. It crashed so often, and got harder and took longer to set up again each time, and with no-one to turn to for help (thanks, Tiny!), so we bought a whole new system in the January sales with all the guarantees and back-up we should have had first time. It has cost us dear but at last we have a system we can use confidently (so far!) without worrying about constant crashing and long-winded back-ups.

Sincere thanks as always to Mick Lovell for printing the newsletter and Linda Milne for enveloping, stamping and posting it. I certainly appreciate your help and couldn't do all the work by myself – thanks again.

I look forward to seeing members old and new at the various 50th Anniversary events and celebrations. There's some serious eating, drinking and reminiscing to do!

Hon. Cottage Warden's Report 2004 Wayne Hiscox

The Reluctant Cottage Warden's Report. I'm not the man you want! I only took this job on because there was no one else that would do it. It would be much better if an enthusiastic younger member gave it a try. It's not difficult, you have to keep cottage booking up to date, send keys to guest groups and organise cottage maintenance. As I've said it's not difficult but it does require time and that's something I don't have much of to spare. I'm also aware that I have served on the committee, as cottage warden, recorder and again cottage warden for a total period of over 20 years, surely that's enough for anyone!

All I've contributed this year was maintaining guest bookings and sending keys, and a small amount of cottage work. My attendance at committee meetings has been erratic! I'm prepared to continue in this half hearted way for one more year but that will be it and it would be much better if somebody else took on the job.

| | | |
|--|--------------------|---|
| Hon. Tacklemaster 's Report 2004 | Dave Tooke | } |
| Hon. Recorder / Librarian's Report 2004 | Tim Francis | } |
| Hon. Caving Secretary's Report 2004 | Vacant post | } |

} Reports will be given at the meeting

Custodian Trustee's Report 2004 *Malcom Cotter*

CUSTODIAN TRUSTEES TRANSACTIONS 2003: REPORT TO THE 2004 AGM

The Custodian Trustees are required to hold the groups real property (land and buildings), Shares, unit trusts and such bank accounts and other investments as the Committee shall decide

In 2002 all our investment values were down but in 2003 all our investment values were up! The slide in equity prices continued rapidly in 2003 until a low point was reached in mid March. Amid the gloom some discerning members at the AGM have been proved correct in their view that the time was ripe for investment since values subsequently rose. Our holdings with the exception of Solus UK Special Situations have recovered most of their lost values. It must be remembered that our purchases were well below the peak values at the close of 2000 and the history of investment suggests an eventual return to that high level.

Eight out of nine of our investments fared better than the 13.6% gain of the FTSE 100 index. NPI was only marginally below. Solus UK Special Situations, a fund which one would expect to incorporate rising stars, remains a cause for concern having only risen 1.7% when the small cap index rose 36.8% and the fledgling index rose 66.3%. In the case of Schroder US Smaller Companies a rise in US share values was offset by a lower exchange rate for the dollar. Our dividend paying investments all increased their rates and Solus paid a dividend. Although the dividend rose from NPI the overall yield decreased slightly because of a lower tax rebate. Except for Solus and Schroder US Smaller companies a non dividend UT, all yielded above the interest available from National Savings. The overall yield on outlay was above the end year yield mainly because of the increase in value of the Charifund Accumulation. We must hope that all our individual investments will show a higher yield on outlay than on current valuation.

The dramatic effect of reinvestment was demonstrated in November when our holding of the M&G Charifund Accumulation overtook our holding in the Charifund Income in value. We started the Accumulation fund with £1000 so in 13 years we have nearly quadrupled our investment. The effect that dividends and tax credits have on an investment is indicated by comparing the values in the column V/S RPI % since bought, which shows the gain or loss of the holding by the end of the year, to values in the column V/S RPI % - interest + tax credits which shows the total return. The COIF Deposit Fund increase derives from dividends, interest and Gift Aid rebates. Average annual interest on the COIF Deposit fund is quoted as 3.41%.

New Star Higher Income Fund Units were added instead of cash dividends.

| CUSTODIAN TRUSTEES INVESTMENTS | 31/12/03 | 31/12/02 | CHAN GE ON PERIO D | CHAN GE ON PERIO D | % OF TOT AL | RANK / SAMPLE NUMBE R | DIVIS/ NT 2003 | DIVIS /INT SINC E BOU GHT | 2003 TAX CREDI TS T.B.C. | TOTAL TAX REBATE D TO BOUG HT | VS RPI% SINCE BOUG HT | VS RPI +INT + TAX CRED ITS | END YEAR YIELD | COST OF INVEST MENTS | YIELD ON OUTL AY |
|--|----------|----------|--------------------------------|--------------------------------|----------------------|--------------------------------|----------------------|--|--------------------------------------|--|-----------------------------------|---|----------------------|-------------------------------|---------------------------|
| | £ | £ | £ | % | % | | £ | £ | £ | £ | % | % | % | £ | % |
| 32 Bristol Water to 160 shares 25 July * | 470 | 354 | 116 | 33 | 2 | | 22.60 | 104 | 0.64 | 1318 | -19 | 5 | 5.1 | 487.40 | 4.9 |
| 1334 Credit Suisse Monthly Income Fund OEIC | 1828 | 1608 | 220 | 14 | 8 | 41/76 | 75.54 | 179 | 2.28 | 11.36 | -15 | -5 | 4.3 | 2000.00 | 4.0 |
| 350 M&G Charifund Income | 3754 | 3227 | 527 | 16 | 16 | | 196.69 | 502 | ** | ** | -12 | 1 | 5.2 | 4000.00 | 4.9 |
| 47 M & G Charifund Accumulation Note 4. | 3788 | 3075 | 713 | 23 | 16 | | N/A | 58 | ** | ** | 234 | 240 | **** | 1000.00 | **** |
| 3801.96 New Star Higher Income Fund OEIC | 1856 | 1598 | 258 | 16 | 8 | 44/76 | 69.52 | 106 | 5.56 | 2.92 | -12 | -7 | 4.0 | 2000.00 | 3.8 |
| 3210 NPI Global Care OEIC | 2469 | 2189 | 280 | 13 | 11 | 49/76 | 81.79 | 471 | 3.27 | 58.86 | -20 | 0 | 3.4 | 2625.00 | 3.2 |
| 367.56 Rathbone Income Fund UT | 1916 | 1614 | 302 | 19 | 8 | 21/76 | 78.32 | 170 | 3.13 | 8.12 | -10 | -1 | 4.3 | 2000.00 | 4.1 |
| 320.518 Schroder US Smaller Companies UT | 1825 | 1463 | 362 | 25 | 8 | 9/10 | 0.00 | 0 | 0 | 0.00 | -15 | -15 | 0.0 | 2000.00 | 0.0 |
| 31 0.848 Solus UK Special Situations OEIC | 1282 | 1096 | 186 | 17 | 5 | 266/282 | 14.55 | 15 | 0.58 | 0.00 | -42 | -41 | 1.2 | 2000.00 | 0.8 |
| Sub total shares/units held one year or more | 19186 | 16224 | 2962 | 18 | 82 | | 539.01 | 1604 | 15.47 | 94.45 | | | 2.9 | 18112.40 | 3.1 |
| New investment | | 2003 | | | | | | | | | | | | | |
| 55.93 New Star Higher Income Fund OEIC | 27 | 24 | 3 | 13 | 0.1 | | 0.67 | 1 | 0.03 | | 12 | 15 | | 24.12 | |
| 92.3 New Star Higher Income Fund OEIC | 45 | 46 | -1 | -2 | 0.2 | | | | | | | | | 46.07 | |
| Sub total shares/units held less than one year | 72 | 70 | | 3 | 0.3 | | 0.67 | | | | | | | 70.19 | |
| End year totals Shares and units | 19259 | | | | | | 539.68 | | | | | | | 18182.59 | |
| COIF Deposit Fund | 4240 | 3332 | 908 | 27 | 18 | | 120.79 | 128 | *** | | | | | | |
| End year totals | 23499 | 19556 | 3943 | 20 | 100 | | 660.47 | 1732 | 15.49 | 94.45 | | | | 18136.52 | |

Notes

- * Capital reorganisation. 25 July Ordinary £1 shares sub-divided into 5 ordinary shares of 20 pence. 26 November 20 pence ordinary shares converted to 90 pence ordinary shares.
- ** Tax reclaimed by fund managers
- *** Tax free to charities
- **** 171 Income units bought 19/07/90 converted to Accumulation units 4.2.91

Abbreviations

- COIF Charities Official Investment Fund
- DIVIS Dividends
- VS Versus
- NPI National Provident Institution
- INT Interest
- OEIC Open Ended Investment Company
- T.B.C. To be claimed
- UT Unit Trust
- RPI Retail Price Index
- INC Including

The yield was calculated as the percentage of the dividend plus years tax credit and the value of the holding at the end of the year. Where the investment was held for less than a year the yield given in the Financial Times (FT) has been shown. The yield on outlay was calculated as the percentage of the dividend plus years tax credits and the total purchase cost of the holding.

OTHER MATTERS

Title deeds and licences continue to be held, through the good offices of Ron Saunders, at the offices of Reynolds-Jones and Crawford. Custodian Trustees minutes and certain reports are to be kept in the library. The Custodian Trustees are Peter Mathews, Jonathan Roberts, Patrick Walsh and Malcolm Cotter.

Malcolm Cotter February 2004

Giftaid Administrator's Report 2004 Malcom Cotter

TAX RECOVERY FOR THE PERIOD 6 APRIL 2002 TO 5 APRIL 2003

REGISTERED CHARITY NUMBER 270088

REPORT TO THE 2004 ANNUAL GENERAL MEETING

The period under review was straightforward since only one year was involved.

Claims were made on declarations for 85 members, 2 less than in the previous tax period although one late claim will eventually bring the numbers to 86 and 1 respectively. Even so the claim was greater because payments of 8 members over two calendar years fell into one tax year.

Yet again the overall amount of the claim was enhanced by the generosity of members making additional donations. The donation rebate was £768.37 of which £32.22 arose from additional gifts. Tax relief on dividends was reduced from 13% available in 2001/2002 to 8% resulting in a smaller dividend rebate than previously. Dividend tax relief was £18.57. The total received was £786.94 the highest annual rebate to date.

Claims for tax-paying subscribers can be back dated for periods when tax was paid but a declaration not made. A member not signed up can contact me to join or rejoin the scheme. An annual renewal is not necessary.

Altogether a good years result with thanks due to Richard Carey for passing on the required information.

Malcolm Cotter February 2004

Notes