



**SEAFORD BONFIRE SOCIETY**

**Minutes of Open Committee Meeting (OCM) and Annual General Meeting (AGM) – 7 December 2023**

<b>Date / Time</b>	7 December 2023, 19:50		
<b>Venue</b>	Seaford Rugby Club		
<b>Attendees</b>	Directors	Committee	Officers, Coordinators, Events Team, Pioneers, Membership Administrator, Members
	Adam Briggs Mark Patton Kevin Start	Andy Bishop (Treasurer) Adam Briggs (Head of Ops) Jay Childs (Chair) Bradley Digby-Clarke (Vice Chair) Emmeline Ravilious (Secretary) Kevin Smith (Coordinator)	As per signing in book
<b>Apologies</b>	Ben Robinson		
<b>Absentees</b>	None		

**Annual General Meeting started at 19:50**

**CHAIR**

- Welcomed those attending to the 2023 Annual General Meeting (AGM)
- Requested confirmation Minutes from the 2022 AGM had been read and no queries or amendments outstanding. Confirmation received. The 2022 AGM minutes were signed off.
- Extended thanks to the 2022/23 Committee and all members who have taken on roles and/or volunteered for events for all their work and time over the past year.
- 2022/23 has been a phenomenal year for SBS winning Best Society and Barrel Run; and being invited to march with Cliffe Bonfire Society, which had been a key aim when taking on the Chair role. Acknowledgement of support and work done by Emmeline Ravilious – Secretary in making this become a reality.
- Recognition of the success of new events put on by SBS such as the Summer Fayre, camping weekend and Car Boot sales. Thanks extended to the Events Team for all their hard work in running these new events and to the volunteers who helped support them.
- Focus this year is to work on building on the successes of last year to make our event even better.
- Congratulations to the Events Team who raised £10,000+ for the Society.

**VICE CHAIR**

- Advised on feedback from the Public on our event which included: the fire works display, the content and presentation of the SBS Programme, the number of members and visiting Societies taking part in the procession; and members work throughout the year to put on another great event for Seaford.
- Presented the SBS Challenge Cup for the Team or member who has given above and beyond for the Society this year. Cup was awarded to the Programme Team – Val Bamping, Charlotte Woodgate and Gavin Wragg.

**TREASURER**

- SBS spent £3,000 more on this year's event than in 2022.
- An increase in fundraising events raised £1,500 more this year than in 2022.
- £1,650 charged for Newhaven Storage Unit (required to house merchandise for Car Boot sales). However, sales from these events far exceeded the outlay costs of the storage unit.
- Majority of funding is spent on costs we cannot avoid, if we wish to put our event on. These include: Insurance (£3,900 2022/23), Medics, Event Infrastructure and Security.

- Firework display this year cost £8,400 (inc VAT). SBS can not avoid Vat costs by registering as a Charity – should it do so, it would be required to give away 100% of any profits made each year leaving it with starting balance of £0 each season – which is not sustainable.
- Additional costs this year included: Kerosene (£300), Ska Band (£400), field hire for new events, Insurance (£600) for Fire Site and Operations Team use of Telehandler and provision of a Welfare Cabin - Whilst new additions this year, these provided the Teams with a safer working environment and welfare provision suitable for all weathers. SBS will be looking to include these provisions as standards moving forwards.
- December 2022 spend equalled c£26,000. December 2023 spend currently stands at c£29,000.
- Noted that in the event fund raising cannot achieve the level raised this year, SBS may need to cut back on spend in areas such as the fireworks display.
- Spreadsheets detailing incoming and outgoing expenditure were available for members to look at following the closure of the AGM.
- Shoreline Accounts Limited currently provide their services for free to SBS (would normally cost c£450 p.a to prepare SBS Accounts for submission).
- Accounting Year-end date is 31/01/24. Following which Shoreline Accounts Limited submit SBS Financial Statement to Companies House. Members can view these by searching under SBS on Companies House website.
- Pleasure in awarding the 'Best Dressed member of SBS' on our night, as decided by the Mayor Of Seaford – Olivia Honeyman. Award presented to Amanda Whiteford.

## **SECRETARY**

Requested update from Membership Administrator.

- Membership Administrator confirmed: Membership as of December 2023 stands at 230 members (11 more than last year). This includes 44 new or re-joining members and 35 leavers.
- If any member becomes aware of anyone wishing to join SBS, please advise them to contact the Membership Administrator via [seafordbonfire@gmail.com](mailto:seafordbonfire@gmail.com).
- Secretary extended thanks to all members who had volunteered their time to help with events held in Seaford over the past year – our willingness to assist goes a long way with continuing our good relationship with Seaford Town Council and supporting our annual bid for funding from them, to help put our event on.
- Pleasure in presenting Ethan Davies with this year's SBS Outstanding Juvenile Award.

## **COORDINATOR**

- Thanked the Committee for their hard work this year and thanked members for all the time and effort they had put in to help keep SBS running.
- During time in the Coordinator role has found it eye-opening the range of skills and experience we have within the Society.

## **HEAD OF OPERATIONS**

- Took on role around 12 years ago and has worked closely with Committee members throughout this period to deliver the SBS 10 year plan.
- Thanks given to the Events Team, those fundraising on our night and throughout the year; and those who volunteer to help with Marshalling events. SBS presence in town, via our marshalling, shows we are reliable; we turn up (in numbers) and do a good, professional job. This leads to the Council and other organisations looking to SBS as their first choice when needing support. In the case of some externally funded events SBS will receive a donation in recognition of their support.

## **CHAIR**

- Thanked the 2022/23 Committee and requested members now step down from their roles.
- Directors invited up to lead meeting.

## **DIRECTORS - Adam Briggs; Mark Patton; Kevin Start**

- Thanks given to the 2022/23 Committee and all their work over the past year.
- In 2019 SBS became a Limited company and appointed a Board of Directors accordingly. Two of its current Directors, David and Sue Hayes, have decided to step down. The Directors thank both for all the time and work they have put in over the years to support the running of SBS.

- Confirmation the following have now been appointed as new Directors of SBS – Paul Gibson and Marina Rogers.
- The Board clarified that it holds responsibility for the running of SBS, via the SBS Committee – any suggestions, ideas or issues members may have should be raised with the Committee in the first instance. Where members feel they are unable to do this they may approach the Board of Directors.
- The following changes will be made to the SBS Constitution Rule book, which following amendment, will be emailed to all members and be available via the SBS website: (1) Section 6.1 – Head of Operations role will now continue as a non-Committee one and is replaced on the Committee by the new Social Events Liaison role; (2) Section 16.3 now obsolete and will be deleted.
- Confirmation Vice Chair role will now hold responsibility for the following Teams: Programme, Costume, Merchandise, Collection Buckets and pots.
- Directors confirmed elected members of the 2023/24 Committee as follows:

**Chair** - Jay Childs  
**Vice Chair** – Bradley Digby Clarke  
**Treasurer** – Andy Bishop  
**Secretary** – Sarah Dove  
**Coordinator** – Jon Davies  
**Social Events Liaison** - Ben Robinson

- Board of Directors invited new Committee to take up their positions and lead the remainder of the AGM meeting.

## 2023/24 COMMITTEE

### CHAIR

- Welcomed the new Committee and confirmed appointments to the following SBS roles for the 2023/24 season:

Role	Appointed 2023/24 season
Captain of Fire Site	Toby Franks
Vice Captain for Fire Site	Aaron Bray
Captain of Procession	Cameron Patton
Vice Captain of Procession	Nick Randle
Head of Operations	Adam Briggs
Vice Coordinator	<b>VACANT</b>
Office of Fiery Things	Neil Young
Officer of Torches	Mark Patton
Officer of Torch Barrels	Jonah Patton
Office of Collection Buckets	Chelsea Noakes
Officer of Memorial	Kieran Beale
Officer of Banners	Alfie Whitehead
Officer of Tabs	<b>VACANT</b>
Officer(s) of Welfare	Lydia Patton & Amanda Whiteford
Officer of Collection Pots	Charlotte Woodgate
Officer of Digital Media	Rachel Beardsworth
Officer of Merchandise	Diane Peacock
Officer for Sponsorship	<b>VACANT</b>
Officer for Publicity	<b>VACANT</b>
Pioneer of Saxons	David Gibbon
Pioneer of Pirates	Amanda Whiteford
Pioneer of Smugglers	Lydia Patton
Events Team	Lead Members: Sally Reeve, Lyn Trussler, Carys Reynolds, Amanda Whiteford, Lydia Patton, Diane White, Val Bamping, Paula Childs
Coordinator for Programme	Valerie Bamping
Coordinator for Outmeetings	Amanda Whiteford
Membership Administrator	Tina Start

- Members interested in applying for a vacant role please email the Secretary on [seafordbonfire@gmail.com](mailto:seafordbonfire@gmail.com) or speak to a Committee member.

#### **VICE CHAIR**

- Second year that will be undertaking this role. This year role will also hold responsibility for the following Teams: Programme, Costume, Merchandise, Collection Buckets and pots.
- Looking forward to another great season, building on the successes of last year.

#### **SECRETARY**

- New to role. Has been a member of SBS since 2017 and for past five years has been a member of the Fire Site Team.
- Since joining, has taken part in many of the SBS activities throughout the year such as Torch and Tab making, bucket collection and Barrel Team on SBS nights, attending numerous out meetings!, marshalling at Seaford Magic, Remembrance Sunday, Seaford Marathon, Santa run; and supporting the Events Team at various events.
- Encouraged members (existing and new) to become involved in the work of SBS –even if they are only able to give an hour or so of their time. Great way to get to know other members and the wide-ranging work the Society undertakes throughout the year.

#### **TREASURER**

- Fourth year that will have undertaken the role and may look to stand down next year. Requests Members review the Job Description (available on the SBS website) and anyone wishing to discuss the role to contact the Treasurer via [seafordbonfire@gmail.com](mailto:seafordbonfire@gmail.com) or speak to them direct. Emphasised that this role is essential to SBS and needs to be filled in order for the Society to remain operational.
- SBS recently received a £50 donation (via our website) from Anthea Giles (a member of the public) congratulating SBS on its event this year and the work it does throughout the year supporting Seaford Town. Donations and recognition such as this from members of the public, makes all our efforts worthwhile.

#### **COORDINATOR**

- New to role. Thanks to predecessor (Kevin Smith) who they shadowed last year. Requested members think about what they wanted as next year's theme for our night and send ideas through to the Coordinator via [seafordbonfire@gmail.com](mailto:seafordbonfire@gmail.com) or speak to them. Deadline for submission of theme ideas is 31/01/24.
- Advised that the role of Vice Coordinator remains vacant. Any member wishing to find out more about the role, please contact the Coordinator via [seafordbonfire@gmail.com](mailto:seafordbonfire@gmail.com) or speak to them direct.

#### **SOCIAL EVENTS LIASION**

Ben Robinson sent apologies for being unable to attend and asked the Chair to read out his message of introduction to the AGM:

- Very pleased to have been nominated and looking forwards to working with all to develop and imbed the role.
- Key aim is to have one SBS Members Calendar where dates of events are listed in good time, to enable members to plan ahead so that they may attend or participate.
- Members encouraged to volunteer for anything, no matter how small (one day or a few hours) it makes a big difference to the Teams.
- If there are any events already planned for 2024, please advise of these dates now so they can be added to the SBS Members Calendar, in particular (but not exclusive): torch making, town events (stall and marshalling), stool ball, pub crawl, sponsored walk, programme selling, social events (camping; xmas party, curry nights).

#### **CHAIR**

- Thanked those attending and closed the 2023 Annual General Meeting at 21:30.

#### **AGM RAFFLE**

The evening concluded with a raffle, kindly donated by Tina and Kevin Start.

Having set up SBS (in its current format), Tina expressed both her and Kevin's pleasure in seeing new people take up roles within the Society and their focus in continuing to develop and move SBS forwards as one of the best Societies in the region.