



**MINUTES of the Ninth Annual General Meeting
held at 7:30 p.m. on 25th October 2018 in the Crowborough Community Centre.**

Present:

Chantal Wilson (Chairman) & 7 other directors

Rebecca Gattinesi (Basepoint) - part-time

73 members

1. Apologies for absence

1.1. Apologies for absence were received from Bob Brown, Dave Brooker, Jono Hayward, Steve Isted, Frank Lees, Wendy Scrace, Jeanette Towey, Jerry Townhill, Janie & Alan Hooper. The latter two having lodged proxy votes with the chairman.

2. Previous minutes

2.1. A resolution was put to the meeting, proposed by Hilary Lyon and seconded by Peter Ellefsen that the minutes of the eighth Annual General meeting of the charity held on October 24, 2017, be approved and this was carried unanimously.

2.2. Arising from the minutes action 10.1 - 'Communication with User Groups'. Currently we have two outlets

2.2.1. The Mead House Campaign Newsletter

2.2.2. What's On updates.

2.3. A suggestion was made to consider rebranding the Campaign Newsletter into a regular bulletin for CCC members.

2.4. It was agreed that the Board would explore increasing the £1 membership fee and consult with members. Susanna Way, from the floor, suggested that the Board should find ways to add value to membership. This was generally agreed. Action 2018/2.4

3. Chairman's report

3.1. The chairman introduced Rebecca Gattinesi, area manager for Basepoint who will run the centre. Rebecca then gave a brief presentation updating the situation regarding the Crowborough Enterprise Centre at Pine Grove. Basepoint is now owned by global workspace provider IWG plc. Basepoint has 31 locations in England, the Midlands and Wales. The Pine Grove Centre will be the 32nd.

3.2. Transformation works on Pine Grove into 60 business units (mostly small but including larger suites) with meeting rooms, breakout facilities, coffee areas, etc. will be completed just prior to Christmas. It is planned to open the centre in the New Year with 20% occupancy (80% occupancy is targeted within two years). The official opening ceremony two or three months later.

3.3. Units can be rented on a month-by-month basis but longer contracts also available. She also spoke about events, charity events, coffee mornings, business-to-business networking events with guest speakers, and 'virtual offices'.

3.4. Basepoint expects their clients to include providers of professional services (accountants, lawyers, etc.), digital marketing firms, creative companies, IT services, science & technology start-ups, etc.

- 3.5. She also talked about bringing in professional caterers for special events which prompted a question from CCC chef Alex about use of the CCC facilities to which Rebecca responded very positively.
- 3.6. Responding to a question from the floor, Rebecca confirmed that the current Pine Grove car park would be fully available to Enterprise Centre clients and visitors. Later, after she left, the Chairman suggested that it may be possible to negotiate evening use of the car park for CCC users.
- 3.7. Rebecca also talked about the Enterprise Centre running some 'open days' for Crowborough people and neighbours.
- 3.8. Rebecca was thanked for her presentation, after which she left the meeting
- 3.9. Sound System – The chairman reminded members that last year the Board promised to look at improving the sound system in the room we use for the AGM (Meeting Room 1). She reported that the Centre was now considering how to improve A/V systems across the centre and that this would be done during 2019. Action 2018/3.9
- 3.10. Chantal thanked all the staff and trustees who have gone the extra mile and worked tirelessly to overcome difficulties associated with the loss of the Mead House car park.
- 3.11. She thanked users of the Centre for their loyalty during these difficult times.
- 3.12. It was highlighted that trustees do a great deal of work behind the scenes, supporting staff with complex matters using their considerable professional expertise
- 3.13. Janet Somers was welcomed as Treasurer/Finance Director and was thanked very much for volunteering.
- 3.14. It was noted that GDPR came into force in May which was a considerable additional administrative and legal burden on a small organisation but introduced smoothly and painlessly by Russell Wakefield, our Company Secretary who saved everyone else sleepless nights.
- 3.15. The CCA took over the running of the café in order to ensure being in control. People were urged to use the café and thereby support a small, environmentally aware, local independent instead of supporting large corporates.
- 3.16. People were thanked for supporting the campaign to achieve a compromise on the development of the Beaconwood/Mead House site. Regrettably, Wealden had ignored all comments and had granted planning permission for the developer's scheme and sold the site.
- 3.17. The AGM was updated on the work schedule for development as far as was known
- 3.18. The CCA was currently in discussions with WDC to increase parking on the opposite side of Pine Grove by about 42 spaces; to make a significant tranche of spaces short stay and to encourage the developer to install the pedestrian crossing as part of the comprehensive provision of more parking, rather than leave it until it has to be installed when the development is occupied.
- 3.19. General newsletters updating people will be sent out – the audience were reminded about the importance of completing a GDPR permission form in order to remain in touch.
- 3.20. Questions and responses from the floor arising from the Chairman's report.
- 3.21. Picking up Chantel's report on Wealden's plan to provide an extra 42 short-term car parking spaces in the part of Croft Road car park closest to the CCC and Abbey's responsibility to pay for a zebra crossing across Pine Grove to the CCC, Crowborough's deputy mayor, Martyn Garrett, reported that the Chief Exec of WDC had a "good relationship" with Abbey. He thought this could be exploited to encourage Abbey to install the zebra crossing in the immediate future rather than when the first householder's move into the Mead House development (Abbey's contractual obligation).

4. Report by the Centre Managers

- 4.1. The centre report was given in the form of an illustrated presentation.
- 4.2. Brian introduced Alex Armstrong, our chef, who gave an enthusiastic introduction (and advertisement) for the café.
- 4.3. The Centre assumed control of the café in April following departure of SCDA and Alex was appointed as chef in May
- 4.4. Alex is interested in working with the community and has a passion for preparing delicious meals from high quality seasonal and ethical produce at affordable prices!
- 4.5. A new initiative has been started – a Lunch Club – An opportunity to share conversation over a delicious, healthy and affordable meal; to get out of the house and make new social connections in the warm convivial atmosphere of the Gallery café. Both vouchers and pay-on-the-day available. We are currently taking registrations! Please contact the Centre.
- 4.6. Client bookings in 2018 were up on 2017
 - 4.6.1. 3,622 bookings
 - 4.6.2. 187 different clients
 - 4.6.3. Client spend £10 to £11,130
 - 4.6.4. 8,479 hours sold
 - 4.6.5. including special events such as weddings.
- 4.7. Expenditure
 - 4.7.1. New LED auditorium lights in the Main Hall
 - 4.7.2. Phased replacement of fluorescent lights with LED lamps
 - 4.7.3. Improving our segregation of waste
 - 4.7.4. New on-demand efficient boiler
 - 4.7.5. Café initiative to source food in a sustainable way
 - 4.7.6. Increased use of recyclables in the café
 - 4.7.7. Panic alarms installed for lone working staff
 - 4.7.8. New high-speed fibre broadband connection
 - 4.7.9. New telephone system
 - 4.7.10. Automatic door closures
 - 4.7.11. Improved A/V projection in Hall
- 4.8. For the future, Brian noted that there was still much to do particularly to address issues arising from the Mead House development, such as providing additional parking spaces adjacent to Centre; prioritising use of parking spaces at the Centre as disabled and drop-off spaces; providing additional storage facilities at the Centre and always 'Help you when you need it!'
- 4.9. Brian concluded by thanking all the wonderful staff, the board of trustees and the centre's generous benefactors, but in particular he thanked the CCA members and all those who use the centre.

5. Finance report

- 5.1. The CCA Finance Director addressed the CCA accounts for the year ending 31/12/2017.
- 5.2. The main item of note is that the CCA generated income of £147,389 with costs of £146,327 thus giving an operating surplus of £1,062. In addition, depreciation was charged on the buildings of £68,670 leading to a net deficit of £67,608.
- 5.3. The Sinking Fund remains at £65,000, other unrestricted funds stand at £23,805 with net assets at £2,778,000.

- 5.4. The Finance Director reported on the Charity Commission's requirement for more disclosure and their intention to look in more detail at a company's systems and controls.
- 5.5. A Resolution was put to the meeting, proposed by Roger Bishop and seconded by Russell Wakefield that the Accounts be approved and this was carried unanimously.

6. Appointment of examiners

- 6.1. A Resolution was proposed by Janet Somers and seconded by Chantal Wilson that Taylorcocks Limited be appointed as the examiners of the company for the year ending 31st December 2018 and this was passed unanimously.

7. Setting the Examiner's Remuneration

- 7.1. A Resolution was proposed by Russell Wakefield and seconded by Janet Somers that the directors be authorised to set the level of Taylorcocks Limited's remuneration and this was passed unanimously.

8. Election of Directors

- 8.1. The secretary explained that under the charity's constitution, the longest serving one third of the directors was required to resign at each AGM. This year those resigning were Clive Wilson and David Larkin, and being eligible, each was offering themselves for re-election. A resolution was therefore proposed by Roger Bishop and seconded by Peter Ellefsen that both should be re-elected. This was carried unanimously.
- 8.2. During the year, Janet Somers was co-opted as a director and Honorary Treasurer. As a co-opted director, she is required to resign at the end of the AGM but being eligible, was proposed for election by the members at this AGM. A resolution was therefore proposed by Chantal Wilson and seconded by Angela Suter that she should be elected. This was carried unanimously.

9. Appointment of Additional Directors.

- 9.1. No proposals for additional directors to be appointed were made.

10. Membership fees

- 10.1. A Resolution was proposed by Angela Suter and seconded by Roger Bishop that the directors be authorised to be able to set new membership fees commencing the year following this AGM (i.e. beginning 2019/20) and this was passed unanimously.

11. Special Resolution to amend the constitution.

- 11.1. A Special Resolution was proposed by Russell Wakefield and seconded by Chantal Wilson that the Articles of Association for the CCA be amended to remove the ability of Wealden District Council to appoint a trustee/director and this was passed unanimously.

12. Any other business.

- 12.1. Quentin Burch had submitted a written question: "As the Town Council is currently in the process of having the CCC land freehold transferred from WDC, thereby becoming de facto your new landlord, will your lease need amending or simply be reassigned?"
- 12.2. This question was answered by Peter Ellefsen (CTC appointed director of the CCA). The lease was formally transferred from WDC to CTC for the nominal sum of £1.

There being no other business, the meeting was closed at approximately 9.00 pm

Summary of Actions:

- 2.4 To explore increasing the £1 membership fee and consult with members to find ways to add value to membership.
- 3.9 To consider how to improve A/V systems across the centre.