

# CROWBOROUGH COMMUNITY ASSOCIATION

CROWBOROUGH COMMUNITY CENTRE, PINE GROVE, CROWBOROUGH, EAST SUSSEX, TN6 1FE

## MINUTES of the Third Annual General Meeting

Held at 8.00 p.m. on 31<sup>st</sup> October 2012 in the Crowborough Community Centre.

### Present:

Chantal Wilson - Chairman  
10 other directors  
22 other members of the Charity

1. Apologies:
2. Apologies for absence had been received from Alan Cornish, Jan Cornish, Clare Bates, Carole Place, Malcolm Place, Lynn Page (Crowborough Flower Club).

3. Minutes of the Last AGM:

The minutes of the Second Annual General Meeting of the Charity held on the 6<sup>th</sup> October 2011 were approved. The only matter arising was that at the last AGM, the board had stated that they would consider the best structure of the directorship for the future. Due to the heavy workload associated with the completion of the building and the start-up phase of the new Centre, this had not been discussed. However this will be remedied in the near future and recommendations made prior to consultation with the membership and the wider community.

4. Chairman's Report:

The Chairman thanked everyone for coming and remarked how satisfying and exciting it was to hold the charity's AGM in the new Centre. She outlined the long period of time starting in the 1920s when the people of Crowborough had said they wanted a state of the art community centre and now we were meeting in it.

She introduced all the other directors by name and thanked them for their contributions during the year and also thanked the staff team for working so hard to make the Centre a success so quickly.

The chairman pointed out that, although the building cost was well funded, the only revenue support is the Town Council's grant of £30,000 for each of its first 3 years. By the end of that time, the Centre needed to become self-funding and this will present a significant challenge to trustees and staff alike.

5. Accounts and trustees report for the period ending 31<sup>st</sup> December 2011:

It was RESOLVED to accept the Trustees Report and Accounts for the period ending 31<sup>st</sup> December 2011 which had been prepared by and examined by Russell New Ltd., chartered accountants.

Proposed by Chris Grose, seconded by Jackie Taylor

### Auditors:

It was RESOLVED to re-appoint Russell New Limited as the auditors of the Charity.

Proposed by Chris Grose, seconded by Chantal Wilson

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## 6. Auditors and Examiners Remuneration:

It was RESOLVED to authorise the Board of Directors to set the level of the remuneration for Russell New Limited.

Proposed by Jane King, seconded by Andy Lyon

## 7. Secretary's Report:

Alan Hooper, the Company Secretary, explained the Board structure of the Charity which replicated the Board of trustees of the old CCA. There were 5 permanent directors nominated by different groups, namely:-

- two by user groups
- one by the individual members
- one by Crowborough Town Council and
- one by Wealden District Council.

All the other six directors had been co-opted by the Board and were required by the Articles of association to resign at the end of the AGM. However individually were all willing to remain as directors.

In addition, one third of the permanent directors were required to resign each year, and Sheila Couston had agreed to do so; she also was willing to be re-appointed.

- It was then RESOLVED by the User Group Members to re-appoint Sheila Couston as a User Group Nominee to the Board.

## 8. Report from the Commercial Directors:

Chris Jones, the Commercial Director, then gave a presentation on the development of the Centre since it had opened on the 1<sup>st</sup> June. Since then, over 800 bookings had taken place and notwithstanding that it was newly opened and the holiday period in July and August was quiet. In addition, for the remaining seven months of the first year of the new Centre, a further 1500 bookings had already been taken, making an average of 215 a month, and more were being booked on a daily basis. All this was possible because the Centre was open between 10.00 am and 11.30 pm each day, Monday to Saturday, with management staff being present at all times when the Centre was open. In addition, a church group used the Centre on Sunday mornings. These bookings were from a wide range of users with most during the week being regulars. Most Saturdays were also becoming booked again with a wide range of activities and one booking had already been made for 2014. Indeed if people wanted to book for Saturdays in 2013, they had better hurry!

Two questions were raised by members:

- Was it possible to keep the Centre open and busy all the time so that the Café could be open on a consistent basis:
  - In response, Chris Jones agreed that it was certainly the aim of both the Board and the Café management to make certainty of availability of the café a feature as this was very important to potential customers. However there was no getting away from the fact that it would be very expensive to have paid management staff in the Centre whenever the café was open if no events were taking place at the time.

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- What was being done to ease access to the Centre by the disabled as currently the main entrance door required too much effort to open.
  - In response, Chris stated that this was one of the two major issues about the fabric of the centre that we were being dealing with and that most complaints about the doors came from mothers with pushchairs. Possible solutions under investigation included automating the door or making it possible to open both ways rather than only outwards as at present. It was agreed it was an important and urgent matter that needed resolving. The Chairman added that a group had offered a substantial contribution that might be used to defray part of the cost.

## 9. Questions to the Board:

- Car parking; The possibility was raised of Wealden District Council selling off some of the town centre car parking and the adverse effect this might have on the Centre.
  - David Larkin, both a director of the CCA and a WDC councillor replied that all the groups in Crowborough including the Town Council had taken the strong position that the number of spaces must not be reduced but discussions were continuing. The CCA was firmly of the view that parking must be protected.
- The issue was raised of whether user groups could use the kitchen when the café was open.
  - The issue of deposits for bookings was raised. In response, the Commercial Director stated that this was considered on a case by case basis and that generally deposits were not required from regular users. However for one off events particularly on Saturdays, substantial non-returnable deposits were taken.
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## 10. There being no other business, the meeting was closed.

Note: Immediately after the close of the meeting, the five permanent directors unanimously agreed to co-opt all the previous co-opted directors, namely:

- Chris Jones, Commercial Director
- David Larkin, Project Director
- Frank Lees, risk management Director
- Martin Prestage, Communications Director
- Richard Wilkinson, Finance Director
- Clive Wilson, Project Director