

**MINUTES of the Sixth Annual General Meeting  
held at 7:30 p.m. on 28<sup>th</sup> October 2015 in the Crowborough Community Centre.**

Present:

Chantal Wilson, Chairman

9 other directors

21 other members

1. Apologies for absence:

Apologies for absence were received from the mayor of Crowborough, Cllr Ron Read, Cllr. Greg. Rose, CCA director Frank Lees and from Andrew Lyon and Brian Collins.

2. Last minutes;

A **Resolution** was put to the meeting, proposed by Janie Hooper and seconded by Hilary Lyon that the minutes of the Fourth Annual General meeting of the charity held on the 21<sup>st</sup> October 2014 be approved and this was carried unanimously.

3. Chairman's report:

The Chairman outline some of the major events of the past year which included:-

- The recruitment of a deputy manager, Brian Stockton having joined us in March;
- Brian has implemented a new website. This one is completely updateable by us without external involvement or cost and overall is a very great improvement over what we had before;
- We now have a staff of twelve and are very fortunate to have them; they do a fine job;
- Approximately 56,000 people came through the Centre last year including many more businesses and public sector bodies; the Centre is now very much the meeting place of choice in Crowborough;
- CTC has had its offer for Pine Grove accepted by WDC and we confidently anticipate this protracted issue will now be successfully concluded;
- The board is now ten strong with five new members this year;
- However, unfortunately, this has been the last year for the Crowborough Vale W. I. holding an annual drama production so after 60 years, it will now be no more.

4. Report by the Centre Manager::

- Lin gave a brief report on activity in the Centre. Although bookings continue to run at about three thousand a year, income continues to increase. There was an average 5% tariff increase last year which accounted for some of this but with much being attributable to increased usage of the larger spaces such as the main hall and meeting room 1. Usage of the smaller rooms has therefore not grown but this presents an opportunity for the future. Next year, it is not planned to have a general tariff increase but instead to concentrate on moving similar users onto similar

room rates and unwind some of the more generous tariffs entered into at the outset when the demand for the Centre's facilities was very uncertain.

5. Pine Grove:

David Larkin informed the meeting that with CTC having made an offer for Pine Grove and with WDC having accepted it, the plan was now to exchange contracts by 30 November and complete by the end of January. This was conditional upon WDC, as the local planning authority, granting D.1 planning consent for a proportion of the building equivalent to the former WDC council chamber and other areas of the ground floor on the left of the building (the short leg of the L shape). This was considered not to be a likely stumbling block. In particular, he thanked Cllr. Quentin Burch, who has so energetically pushed the project forward and the town mayor, Cllr. Ron Reed, for his unstinting support. In accepting these thanks, Cllr. Burch remarked that it was hoped that Pine Grove could open as a business centre in August or September next year.

6. Finance report:

Our finance director, Richard Wilkinson, presented the highlights of the statutory accounts for the year ending 31 December 2014. Although these showed a surplus of £31,500, this was only after receipt of the final instalment of the three annual grants each of £30,000 from CTC. However, the CCA had nevertheless more than broken even and in only its second full year of operations. In addition, a sinking fund of £50,000 had been created and the final instalment of the construction costs paid to the contractors. CTC were thanked for funding this.

Richard also mentioned that the high insulation standard of the building means it is very energy efficient., Approximately 25% of our total annual energy costs were being covered by the solar heating panels on the roof.

For the first 9 months of 2015, expenses had reached only 72% of the annual projected total whilst income was running at 76% of budget. Overall, total income is estimated to be £132k for the full year producing a surplus of £15,000.

The meeting noted and accepted the Accounts without objection.

7. Appointment of examiners:

A **Resolution** was proposed by Jeannette Towey and seconded by Roger Bishop that Russell New Limited be appointed as the examiners of the company for the year ending 31st December 2015 and this was passed unanimously.

8. Setting the Examiner's Remuneration:

A **Resolution** was proposed by Margaret Brain and seconded by Hilary Lyon that the directors be authorised to set the level of Russell New Limited's remuneration and this was passed unanimously.

9. Election of Directors:

- 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, David Larkin and Richard Wilkinson but being eligible, each was offering themselves for re-election. A **Resolution** was therefore proposed by Janie Hooper and seconded by Alan Cornish that all three should be re-elected. This was carried unanimously.
- Alan Hooper had also been co-opted as a director during the year and as such, was required to resign at the AGM. However, he too offered himself for re-election and it was therefore

**Resolved**, proposed by David Larkin and seconded by Alan Cornish, that he be re-appointed. This was carried unanimously.

- Cllrs Peter Ellefsen and Jeannette Towey had been nominated as directors of the CCA by Crowborough town Council and Wealden District Council respectively. A **Resolution** was therefore made, proposed by Sheila Couston and seconded by Roger Bishop, that their appointment as directors be confirmed and this was approved unanimously.
- Roger Bishop and Angela Suter had also, since the date of the notice for the AGM, been co-opted as directors during the year. It was therefore proposed as a **resolution** by Robert Brown and seconded by Jeanette Towey that they be appointed as directors and this was approved unanimously.

10. Any other business:

- It was suggested by a member that thanks should be given to the U3A Garden Group who had taken on the cultivation of the strip of land between the community centre and the Pine Grove offices by removing the weeds and subsequently providing soil improver and plants. As a result the Chairman confirmed how good it looked and thanked the member for raising this. Thanks were indeed due to the garden group for doing this work which they had started at their own instigation and also to our caretaker, John Bath, for its frequent watering. It was a good example of community support for the Centre.
- Congratulations were also expressed to Pine Grove Pictures for their continued success and to Lin Lucus its chairman.

There being no other business, the meeting was closed at approximately 8.15 pm