



**MINUTES of the Seventh Annual General Meeting  
held at 7:30 p.m. on 19<sup>th</sup> October 2016 in the Crowborough Community Centre.**

Present:

Chantal Wilson (Chairman) & 8 other directors

34 other members

Note - Before the formal aspects of the AGM, a presentation was given by Alan Paterson of Basepoint, the contractors developing the PineGrove Enterprise Hub.

1. Apologies for absence

Apologies for absence were received from Bob Brown; Jeanette Towey; Ami Culshaw; Carol Place; Mike Brain; Alan & Janie Hooper; Cllr Greg Rose (WDC & CTC); Cllr Rupert Simmons (ESCC)

2. Previous minutes

Resolution was put to the meeting, proposed by David Larkin and seconded by Frank Lees that the minutes of the sixth Annual General meeting of the charity held on the 28 October 2015 be approved and this was carried unanimously.

3. Chairman's report

The past 12 months have seen considerable changes; it has probably been the most changeable year since the first year of the Centre when everything was new.

After 3.5 years Centre Manager Lin Lucas left on 31st December. The chairman recorded the CCA thanks for everything Lin did in her time with us.

In January we welcomed Lorna Dowson-Collins as the new Centre Manager. We were fortunate to have had Brian Stockton (Deputy Manager) to bridge the changeover between Lin and Lorna and I would like to thank him very much for being such a stalwart through all the changes.

One big change this year was the death of our user liaison director, Sheila Couston. Sheila came onto the Board in 2010 with a deep understanding and knowledge of the community, along with years of experience of running the old community hall and her death was a huge shock. We miss her greatly.

Alan Hooper stepped down as a director and Company Secretary. I would like to record my personal thanks to him, and those of the Board for all he did. We were very lucky to have him.

Our new company secretary, Russell Wakefield, will be proposed later in the agenda.

I would also like to record my thanks to Roger Bishop and Angela Suter who have just completed a year as directors of the CCA. Both have increased our capacity enormously in their respective roles as Publicity and Press officer and Human Resources.

Another change has been the arrival of Sussex Community Development Trust to run our cafe. SCDA is a very well respected Sussex charity which operates, as does the CCA, without distributing a profit.

The chairman took the opportunity of thanking the Town Council for purchasing the Pinegrove building and having the foresight to put a small business centre into the long wing. The CCA looks forward to serving the Basepoint tenants and having a close relationship with them, offering them the possibilities of meeting space, activities before and after work, and catering services.

#### 4. Report by the Centre Manager

Brian (Deputy Centre Manager) gave a brief report on activity in the Centre and the income acquired from room bookings during 2016. Following the departure of the former Centre Manager, Lin Lucas, in December of 2015, the Centre was pleased to welcome the new Centre Manager, Lorna Dowson-Collins, in January. Another significant change was the appointment of a new cafe operator (Sussex Community Development Association) who have delivered the cafe service since April. This change has enabled the Centre to offer more flexible and affordable catering options and the new operators are also keen to support special events at the Centre such as the film and meal evenings being run by Pine Grove Pictures later in the year. The Centre has further developed its marketing activities, focussing on the website and social media, the Centre now receives a good volume of enquiries through the website. The Centre is also currently implementing digital signage in the Foyer which will inform visitors of activities in the Centre and also provide an opportunity for advertising by local companies.

The Centre did not implement a general tariff increase for room bookings in 2016, but rather sought to further harmonise the room charges paid by clients of the Centre. Total income from room lettings in 2016 is expected to be approximately 3% up on 2015, although the hours sold during the year are anticipated to be similar to 2015 for the Main Hall and Dance Studio with a small increase for the lower floor meeting rooms. The Centre was delighted to receive over £400 from Waitrose as part of the Community matters Green Token scheme and Brian extended his thanks to all those who had contributed their green tokens.

However during 2016 the Centre's profitability has been impacted due to the additional costs associated with starting up the new cafe operation and some higher than anticipated maintenance charges for the Centre. These factors mean that the Centre will not be making a contribution to the sinking fund in 2016. The Board and Management will focus on a number of areas to effectively manage the business including the development of cafe and other income, a new marketing strategy, implementation of a revised bookings policy and reviewing the current tariff to ensure that the Centre remains an attractive and popular local venue.

#### 5. Finance report

The CCA Finance Director addressed the CCA accounts for the year ending 31/12/2015. The main items of note were the CCA generated income of £129k and costs of £130k thus generating a small loss of £1000.

From the surplus funds held a further £15k was transferred to the sinking fund which now stands at £65k. This still leaves other surplus cash funds available.

On a technical basis the accounts show an overall loss of £75k which almost solely relates to the depreciation of the Centre's building and equipment.

The outlook for 2016 does not look quite so rosy as Brian Stockton pointed out, with more equipment needing replacement and a slowing up of the increase in new bookings, and café charges,

A Resolution was put to the meeting, proposed by Alan Cornish and seconded by Hilary Lyon that the Accounts be approved and this was carried unanimously.

#### 6. Appointment of examiners

A Resolution was proposed by Richard Wilkinson and seconded by Roger Bishop that Russell New Limited be appointed as the examiners of the company for the year ending 31st December 2016 and this was passed unanimously.

## 7. Setting the Examiner's Remuneration

A Resolution was proposed by Richard Wilkinson and seconded by Clive Wilson that the directors be authorised to set the level of Russell New Limited's remuneration and this was passed unanimously.

## 8. Election of Directors

The chairman 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 Chantal Wilson and Frank Lees but being eligible, each was offering themselves for re-election. A Resolution was therefore proposed by Angela Suter and seconded by Jaqi Taylor that both should be re-elected. This was carried unanimously.

Russell Wakefield had also been co-opted as director and Company Secretary during the year and as such, was required to resign at this AGM. However, he too offered himself for re-election and it was therefore Resolved, proposed by Chantal Wilson and seconded by Maggie Brain , that he be re-appointed. This was carried unanimously.

## 9. Any other business

The faulty state of the car park lighting in the upper car park was raised. Unfortunately this is not within the CCA boundary and so the CCA has no formal involvement. Brian Stockton noted that Jeannette Towey (Wealden DC) has been informed but was not present at the meeting to comment. Chantal Wilson offered to speak with Jeanette to determine the current situation. Alan Cornish said he would complain to Wealden DC on the grounds of Health & Safety problems created by the faulty lighting.

Mrs Wilson thanked the town council for buying Pine Grove, for having the foresight to create an enterprise hub, and for providing a secure home for the town's library. She said the CCA would support Basepoint and hoped to come to an understanding with the organisation and the town council to be able to use the Pine Grove car park outside the enterprise centre's business hours.

A member of the public asked whether Mead House car park would be available for the Community Centre. Cllr Kay Moss (a town and WDC councillor) responded from the floor saying that Wealden District Council was selling the Mead House car park, Beaconwood site and the woodland bordered by Mill Lane for housing development. She said she thought that contracts were close to being exchanged.

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