



**MINUTES of the Twelfth Annual General Meeting
held at 7.30 p.m. on 11th August 2022 in the Crowborough Community Centre.**

Present:

Trustees: Chantal Wilson (Chairman), Janet Somers (Treasurer), Russell Wakefield (Secretary), Angela Suter, Gareth, Owen-Williams, Peter Ellefsen, and Kirsty Cairney (CCC Manager)

Guests: Cllr M Cooke (CTC) and Cllr R Hallett (WDC)

10 ordinary members, 2 non-members

1. Apologies for absence

- 1.1. Apologies for absence were received from Clive Wilson (trustee), Roger Bishop (trustee), Frank Lees (trustee), James Partridge (trustee), Katie Parsons (Always Accounting), Hilary Lyon (bookkeeper) and 25 members

2. Previous minutes

- 2.1. There were no questions.
- 2.2. Matters arising from 2021/10.5 - Improvements to car park lighting. Improvements had been made during the past year and the chairman asked if anyone had any comments. No adverse comments were received.
- 2.3. Subject to recognising a typographical error in paragraph 5,1 where 30/12/2021 should have read 31/12/2020, the minutes were agreed.
- 2.4. A resolution was put to the meeting, proposed by Tony Holcombe and seconded by Angela Suter that the minutes of the Annual General meeting of the charity held on September 21, 2021 be approved and this was carried unanimously.

3. Chairman's report for 2021

- 3.1. The chairman began by addressing a misconception that appears to somewhat common within the community; that the community centre is run by the council. It most emphatically is not! It is completely independent, run by an independent local charity, the Crowborough Community Association, which is a non-profit distributing organisation with no money other than what it earns or can obtain in grants. As the chairman said, "There is no money-tree!"
- 3.2. The chairman wished to extend thanks to the following:
 - 3.2.1. Roger Bishop, who couldn't be here tonight. He has done wonderful work as communications director for many years and sadly is not standing again for election as a trustee. He has been a real self starter. As soon as he saw an opportunity to use his skills to the advantage of the CCA and/or CCC, he took it without needing any prompting. He led the communications during the campaigns that the CCA has had to fight, such as preventing the offices next door being demolished and a care home built, and the opposition to the housing development on the other side. I do hope we don't have to fight any more campaigns as it would be daunting task without his input. We will miss him very much indeed.

- 3.2.2. I would like to thank Kirsty, our new manager, for sticking with us for nearly a year now and for the fresh approach she has brought to managing the Centre. She arrived as Kirsty Harman and is now Kirsty Cairney, having got married last month. On behalf of everyone involved with the community centre, I would like to congratulate her on her marriage.
- 3.2.3. Finally, I would like to thank our Secretary, Russell Wakefield, who has masterminded this and every other AGM for years with quiet competence and minimum fuss. It's easy to think that putting together an agenda is dead simple, but there are many regulatory aspects which have to be complied with and it needs someone knowledgeable and experienced to get the agenda and paperwork right. This year is particularly so as the Board is recommending a change in legal structure for the CCA.

4. Report by the Centre Manager

- 4.1. When she started in September 2021, we were still experiencing the consequences of the Covid-19 pandemic. Although bookings had begun to pick up again, the reintroduction of mask wearing, and then the spike of cases over Christmas, meant that we didn't see things return to a type of 'normal' until March 2022.
- 4.2. Since her arrival at CCC she declared that she has been continually impressed by, and proud of, the wonderful Duty Manager team that we have here. She was sure that many of our regular clients would agree that the duty managers they encounter each day work incredibly hard and truly care about not only the needs of our clients, but also the overall success of the Centre. This team has been instrumental in assisting the growth and development of how we work.
- 4.3. One new venture this year was the new booking system. In January, we transitioned over to 'Hallmaster', which has received positive feedback from clients. The system allows clients to see all of their bookings and invoices on an online portal, as well as for them to make booking requests. We have now integrated the diary availability with our website, which should encourage new enquiries, but also benefit our existing clients by allowing people to see what's going on and how they can book to attend.
- 4.4. Kirsty has redesigned the CCC website, giving it a fresher and cleaner style, which we hope will be more user friendly. The presentation and appearance of the Centre from any aspect is important. She has also worked to increase our presence and engagement on social media, having grown our Facebook following by 39%
- 4.5. This year we have had a particular push towards ensuring CCC fills its weekend availability. One key element of this has been children's birthday parties – for which we now have an all-inclusive offer. Since the offer launched at the end of March 2022, 17 parties have been booked on it. CCC is a fantastic children's party venue, with our fantastic lighting in the Main Hall and kitchen access.
- 4.6. With her previous experience as an event coordinator, She has organised a number of events for the year, which CCC will host. These include wedding fairs, quiz nights and Christmas markets. This is something new for the Centre to host, however these events are going well and we hope to continue to grow on this. In June this year Kirsty was asked to arrange a celebration which combined the 10th birthday of CCC with the Queen's Platinum Jubilee. We had a lovely afternoon with many of our users, staff and volunteers attending.
- 4.7. We also did something a little different this year, by assisting in the running and marketing of a Classical Concert for Ukraine. This idea started with a conversation between a Duty Manager and a regular user whose Ukrainian wife teaches classical music. It grew from there and we hosted a concert with world class musicians, and raised over £3,000 for The DEC Ukraine Humanitarian Appeal.

- 4.8. Since the reopening of the Centre after the pandemic, we have taken on a number of new regular clients. There seems to have been a particular uptake in dance and exercise classes, which include the following:
- Happy Me Dance
 - Seated Exercise
 - Wiggle & Giggle Dance
 - Black Cat Yoga
 - Bellydance with Michaela
 - Olivia Grace Piper Dance
 - Adult Charleston Dance Lessons
- 4.9. There have also been a number of groups, such as People Matter and Sussex Community Development Association, who offer practical support and counselling who have begun booking space on a regular basis. This may be a sign of the struggles many people in the community may be suffering post-pandemic.

5. Finance report

- 5.1. The CCA Finance Director addressed the CCA accounts for the year ending 31/12/2021.
- 5.2. The accounts have been approved by the board and signed by the independent examiner. They are available on the website.
- 5.3. The CCA generated income of £126,000, compared to £164,000 for 2020. Lettings continued to suffer due to the Covid enforced closures with very little for the first four months and reduced levels for the remainder of the year as we cautiously reopened. However, we continued to benefit from Covid support grants amounting to £55,000.
- 5.4. We were able to reduce costs to £214,000 from £244,000 giving net expenditure of £(88,000). A significant proportion of the expenditure is depreciation on the buildings and fixtures and fittings of £87,000.
- 5.5. I would like to thank our centre manager, Kirsty, for all her hard work in providing the numbers in record time and the independent examiner, Katie, for producing the accounts swiftly and efficiently.
- 5.6. No questions were raised on the accounts.

6. Appointment of examiners

- 6.1. A resolution was proposed by Janet Somers and seconded by Russell Wakefield that Always Accounting Ltd be appointed as the examiners of the company for the year ending 31st December 2022 and this was passed unanimously.

7. Setting the Examiner's Remuneration

- 7.1. A resolution was proposed by Janet Somers and seconded by Russell Wakefield that the directors be authorised to set the level of Always Accounting Ltd'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 Chantal Wilson, Frank Lees & Peter Ellefsen, and being eligible, each was offering themselves for re-election. A resolution was therefore proposed by Janet Somers and seconded by Jane Clark that both should be re-elected. This was carried unanimously.

9. Appointment of Additional Directors.

- 9.1. No directors had been co-opted during the year.

10. Special Resolution.

- 10.1. Russell Wakefield gave a verbal summary of the written proposal to explain the background and reasons for the proposal to seek conversion of the CCA to become a Charitable Incorporated Organisation.
- 10.2. There were no questions or comments raised from the members.
- 10.3. The special resolution was formally proposed by Russell Wakefield and seconded by Angela Suter and was passed unanimously.

11. Any other business

- 11.1. Rob Clark expressed his thanks for the support given to Pine Grove Pictures in improving the sound system of the main hall.
- 11.2. There was no further AOB.

The meeting was closed at approximately 8.00 pm

Summary of Actions:

None