



**MINUTES of the Twelfth Annual General Meeting
held at 7.30 p.m. on 2nd September 2021 in the Crowborough Community Centre.**

Present:

Chantal Wilson (Chairman) & 8 other directors

36 members

1. Apologies for absence

- 1.1. Apologies for absence were received from Cllr Richard Hallett, Cllr Colin Stocks, Katie Parsons (Always Accounting), Maria Georgiou (Zumba), Roger Bloxham, Sue Ellefsen, Eric Farrell, Pamela Farrell, Gill Taplin

2. Previous minutes

- 2.1. There were no questions.
- 2.2. There were no actions brought forward.
- 2.3. A resolution was put to the meeting, proposed by Hilary Lyon and seconded by Roger Bishop that the minutes of the Annual General meeting of the charity held on August 25, 2020, be approved and this was carried unanimously.

3. Chairman's report

- 3.1. The chairman welcomed all attendees and particularly Cllr Ron Reed, chairman of Wealden District Council and Cllr David Neeves, mayor of Crowborough.
- 3.2. The two current part-time managers of the community centre were about to leave. The chairman thanked them for being an excellent team for the last 6 years and particularly for keeping the Centre in a good state both physically and financially during the Covid-19 pandemic so that it could start to serve the community fully again as soon as the Covid-19 pandemic was over.
- 3.3. The chairman then introduced Kirsty Harman who will become the full-time manager on September 14th.
- 3.4. 2020 had been the strangest year that anyone could remember. Bookings were buoyant at the beginning of the year but by March 17th the severity of the pandemic became critical. Users were cancelling bookings and the CCA formed a Covid-19 task group to deal with the situation. It was decided to close that day because the number of cancellations was making running the centre unviable. National lockdown occurred on March 23rd.
- 3.5. Initially all staff were furloughed except Brian Stockton who looked after the building and background administration which still had to be done. We are very fortunate that he was so dedicated and hard-working at a time when there was very little incentive. After a while it became clear that the café would not re-open for a long time and it was decided, very reluctantly, to make the café staff redundant. Again, we are very fortunate that the remaining members of staff stayed in our employment resulting a well-functioning team for when we could re-open. The chairman thanked the staff for their exceptional loyalty and forbearance during such a difficult and uncertain time for them

- 3.6. We were extremely grateful for the furlough scheme and for the statutory and discretionary grants we received from the government and local authorities, all of which helped to keep the centre viable. The chairman thanked the CCA's voluntary grants officer for all his hard work in achieving the discretionary grants.
- 3.7. During the year one of the longest-standing trustees, David Larkin, resigned and the chairman thanked him many years of dedication to the CCA, starting when the CCA was still running the old hall. The chairman introduced James Partridge, who had very kindly agreed to become a trustee with responsibility for legal matters. He is the recently retired senior partner of Thomson, Snell and Passmore. She went on to thank all the trustees who had been so determined to keep the centre viable and for their time in planning for the phased re-opening. There really couldn't be a better or more suitably qualified group of people to run the CCA and the centre.
- 3.8. Finally, the chairman announced that 2022 will be the tenth anniversary of CCC and will be suitably celebrated, hopefully with a Big Lunch allied to the Queen's platinum jubilee

4. Report by the Centre Managers

- 4.1. When the Centre first closed in March 2020, the Centre Managers contacted all CCC regular groups to update them on the current situation and requested answers to a brief questionnaire with regard to their plans on returning once lockdown was over.
- 4.2. Once the Centre reopened on 25th July 2020 following the first National Lockdown period,

Comparative data for December 2019 and December 2020 (data generated:

	December 2019	December 2020	2020/2019 * 100%
Hours booked	610.75	79.75	13.1%
Room hire income, £k	11.75	1.7	14.5%

the Centre gradually opened its doors for longer periods of time as more clients, which included most of our fitness groups including Yoga group, Pilates, Tai Chi, BalletBesque and toddler activity group, Musical Bumps. In addition to these groups, we saw the return of Crowborough Bridge Club, Crowborough Vale Craft group, Arty Mates, the Arts Society Ashdown Forest and Weight Watchers.

- 4.3. Additionally, we acquired, new clients such as the Crowborough Choral Society, Active Zumba, and the Fire and Rescue Cadets. Business, based on hours booked, reached about 25-33% of typical business for October prior to the second National Lockdown.
- 4.4. At the beginning of November, the Centre closed for a 4-week period and reopened in compliance with Tier 2 Covid-19 restrictions on Wednesday 2nd December 2020. The higher Tier assignment in East Sussex necessitated the Centre to operate in a more restrictive way than was the case prior to Lockdown 2 and permissible activities are therefore limited to exercise, health and fitness classes, supervised activities for under 18s and support group meetings. Groups whose activities fall outside these definitions, and which had formerly returned, such as Crowborough Bridge Club and Arts Society, were unable to return.
- 4.5. Clients whose events fall within the allowed categories of activities and who returned to the Centre during December 2020 are listed below:
- BalletBesque
 - Yoga Crowborough
 - Tai Chi
 - Pilates
 - Zumba Gold

- Active Zumba
- Musical Bumps
- Olivia Piper Dance
- Hookstead Day Centre
- Weight Watchers

- 4.6. Inevitably, the loss of many client groups had a significant impact on the utilisation of the Centre and the room hire revenue. The following table shows relative figures for December 2019 and 2020.
- 4.7. The data in the table shows that business levels were very low running at 13-15% of 2019 December business.
- 4.8. The pandemic prompted several new businesses to enquire at the Centre regarding possible future bookings one of these being from Slimming World, who booked for 2021.

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 will be signed off by the independent examiner. They are available on the website.
- 5.3. The CCA generated income of £164,000, compared to £216,000 for 2019. Inevitably lettings were significantly down due to the forced closure of the centre but we were able to benefit from the Job Retention Scheme and other Covid support grants amounting to £82,000. Costs amounted to £244,000 giving net expenditure of £(80,000). A significant proportion of the expenditure is depreciation on the buildings and fixtures and fittings of £94,000.
- 5.4. I would like to thank our former joint centre manager, Brian, for all his work in providing the numbers and the independent examiner, Katie, for producing the accounts swiftly and efficiently.
- 5.5. A resolution was put to the meeting, proposed by Gareth Owen Williams and seconded by Frank Lees that the Accounts be accepted and this was carried unanimously.

6. Appointment of examiners

- 6.1. A resolution was proposed by Angela Suter and seconded by Frank Lees that Always Accounting Ltd be appointed as the examiners of the company for the year ending 31st December 2021 and this was passed unanimously.

7. Setting the Examiner's Remuneration

- 7.1. A resolution was proposed by Roger Bishop and seconded by Robert Brown 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 Janet Somers and Clive Wilson, and being eligible, each was offering themselves for re-election. A resolution was therefore proposed by Peter Ellefsen and seconded by Jane Clark that both should be re-elected. This was carried unanimously.
- 8.2. During the year, James Partridge had been co-opted as a director. As a co-opted director, he 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 Gareth Owen Williams that he should be elected. This was carried unanimously.

9. Appointment of Additional Directors.

9.1. No other directors have been co-opted

10. Any other business

10.1. The Chairman opened the session by explaining that the Board of Directors had decided to increase the membership fee from £1, a level set in about 1974, to £5. "It seemed appropriate to drag the fee into the 21st Century".

10.2. Car park lighting

10.3. Jennifer Wood, President of Crowborough Vale Women's Institute, raised the issue of inadequate car park lighting following the completion of the Abbey Homes development opposite the CCC.

10.4. Clive Wilson said the one lamppost overlooking the car park had been removed during the Abbey Homes development and had not been replaced. Brian Stockton said that although Abbey had been approached on the issue we were unable to do anything but wait and see how much residual light from the development fell on to our car park.

10.5. Chantal assured Jennifer that the CCC would undertake to improve the car park lighting as soon as possible.

10.6. Technical assistance

10.7. Jennifer Wood raised the need for more technical assistance for microphones, projectors, computer links and so on when setting up rooms for meetings. The problem was particularly acute in the main hall.

10.8. Chantal assured Jennifer that the CCC will respond to all requests for additional assistance .

The meeting was closed at approximately 6.00 pm

Summary of Actions:

None