

**MINUTES OF THE 32<sup>nd</sup> ANNUAL GENERAL MEETING OF  
FLEETVILLE COMMUNITY CENTRE YR 2016/ 2017  
HELD AT FLEETVILLE COMMUNITY CENTRE TUESDAY 22<sup>nd</sup>  
November 2017**

- Those Present:**                      **Trustees:** Valerie Goodyear Burrow (Chair)  
Jackie Brennan (Vice Chair)  
Peter Jones (Treasurer)  
Mary Cormack, Mike Neighbour, Cathy Budd  
Momotaz Rahim, Trevor Parsons, Ellie Hudspith  
**Friends:** Ann Blassberg, Patsy Spaven,  
Pauline Thompson, Liz Bloom, Helen Quick  
**Manager:** Cathie Crowne  
**Handyman/Security** Gordon Burrow, Howard Green  
**New Build and Website** Dave Forbes
- 1. Apologies for Absence:** Jack Easton – user representative
- 2. Approval of Minutes:** Copies of the Minutes of the Annual General Meeting held on 13<sup>th</sup> October 2016 had been previously circulated to Trustees and Friends. Copies were available at the meeting for other attendees. The Minutes were agreed and signed.
- 3. Matters Arising:** There were no matters arising.
- 4. Chairs Report:** The attached Chair's report for the year 2016/17 was read to those present by Valerie Goodyear Burrow (Chair). The Centre remains fully booked and there is a waiting list. Key points of note were the retirement as Trustees of Mary Cormack, Zanna Millicheap and Cathy Budd. Also the retirement of Beryl Hensman as secretary. They were given signed cards of thanks and flowers. Welcome for Trevor Parsons as new Trustee. The Chair's report was accepted.
- 5. Treasurer's Report:** Peter Jones, Treasurer, reported that an unaudited set of the Centre's accounts had been prepared for the year 2016/17 and as soon as the accounts have the approval of the Independent Adviser, copies will be circulated to all trustees. The computer system continues to run efficiently. Peter's full report and the accounts are at the end of the minutes.
- 6. New Building Report:** The attached report had been previously circulated and is attached. Mike Neighbour outlined to those present the progress that had been made over the past year. There was a brief discussion of the report and the report was accepted.
- 7. Election of Trustees:** The following were proposed by Cathy Budd and seconded by Mary Cormack to serve as Trustees of Fleetville Community Centre for the year 2017/2018. Valerie Goodyear Burrow, Momotaz Rahim, Mike Neighbour Jackie Brennan: Peter Jones, Ellie Hudspith, Trevor Parsons. The Friends Group members include: Ann Blassberg, Anita Taylor, Fiona Mackinlay, Patsy Spaven

Pauline Thompson, Mary Gott, Cathy Budd, Helen Quick, Liz Bloom.

**8. Friends Report:**

The Friends held the annual Autumn Fair for 2017 on November 11th. This event has become an established event in the Centre's calendar and is very popular and successful. It raised £614.95. and had a very enjoyable time doing it. We also have another £106.88 from raffle and donations at the moment but that figure may go up as we are still selling Books, jams, cards and plants. In the Summer Larks in the Parks was as successful as usual and brings together the wider community of Fleetville. Other events planned include a Burns night supper on 26<sup>th</sup> January 2018 (Tickets £15 pp) and the annual quiz evening later in the year. They will continue to organize and run the Christmas lunch for the 'Rec for Retired' Group. During 2016/2017 the Friends have raised in excess of £3,500.

**9. Manager Report:**

Cathy Crowne reported that the centre is nearly fully booked and there are still plenty of new users and enquiries. Particularly pleasing to help new ventures start up with a flexible pricing policy which means we can help them get going. Many comments from users about the character of the old building and its personal scale.

**10. Any Other Business:**

Cathy Budd thanked Val and the other trustees for their hard work this year.

Dave Forbes demonstrated the new website as it has been built so far. The next stage will be the training of a small group of people to populate the pages. To that end Dave asks all Trustees and Friends to send him photographs of all events to start the process of data input.

There was no further business to discuss so Val Goodyear Burrow thanked everyone for attending and the meeting closed at 8.45pm.

Reports circulated before the meeting are included here for reference;

**Chairs report to AGM 22 November 2017**

First I would like to say a really big thank you to everyone here for coming to support us. Things have changed at Fleetville Community Centre since last year's meeting. We had our treasurer and her assistant walk out on us leaving us in a really bad mess. We could not pay bills, wages, and or do much with anything, but Cathy Budd and Mary who were signatures to the bank, started a 3 month back and forward with forms and visits, then adding Jackie and myself. A really big thank you to all of those people who spent so many hours sorting it and getting it right.

Then we have a wonderful gentleman, Peter, who offered to help us out, so with super Jackie then spending months and months getting into and sorting the bank accounts. Then we could start to pay people again, a great big thank you to both of you.

At last year's AGM Cathy Budd was the chair, and I was vice chair. We were then so sorry to learn that Cathy became very ill at the beginning of December and asked me to take over as

chair. After a prolonged illness, she had to step down, and I was elected by the Trustees as Chair, along with Jackie Brennan as vice chair.

Where do you start with thank you's!! First to all the users, who come and make the Community Centre alive. To Jason our cleaner who has a good battle with all the leaves at the moments, and keeping us clean. To Gordon who does all the odd jobs, and lots more when ever asked by Cathie. A thank you to Howard who keeps a watch over us and making sure things are locked up EVERY night, he has been with Fleetville along time. A thank you to Barry our building job Trustee who has now moved to Shropshire. We hope he is happy up there. A super thank you to Beryl our lovely secretary who keeps us in line and sends out all our reports. A Great big thank you to all the wonderful friends, without you we would not have new curtains, and lots more and all the events that they put on, raising money for our new building.

(Thanks also to) The Trustees who give up time to come to meetings every other month, and those that go on any of the other groups who have special jobs. To all the extra people who are co-opted onto our groups, like New Build which is just one of a few. To David who has been a Fleetville man for years and now is our Web man, thank you David.

Lastly to our lovely Manager Cathie, words cannot say how great she is. Everyone feels so much at home when they come in to the Centre, she is there to help, make's the place friendly with plants and flowers, and her super smile and passion.

You will see we have been busy having things done to keep the Centre warm and light. The Steiner room has a new heater, new lights in all three halls, fire door repaired, waiting to get the front door sorted, its hard finding someone who can without the cost of a new door. Deep clean of the small rooms, which we will keep up being done, the big store cupboard which was emptied, scrubbed and then painted. We had Kate and her husband give up their afternoon to measure everything that came out of the store room and then give us a great plan for shelving so people can properly store their items and be able to find them when wanted. A freezer for the kitchen. We keep doing things to keep it going, until we get to the part where we will have the money for our new building and then !!!

I do hope you have been able to come to some of our events. Our friends have been so busy this year, trying to do something different each month, so a huge again Thank you to the Friends. We are losing 3 Trustee's and our secretary, so we are really looking for younger people with skills that will help us grow and move with the times, and help in the next stage of the new build. So if you think you might be able to help, please do not be shy. Come up to me afterwards, and we can see what you think, or you might know someone who could help. This year we have had three new Trustees, Peter who came in to help and bless him he has stayed, I think he might like it here, then Ellie our Council rep, and Trevor who is on the New Build. We asked him to join us and he has, so another Thank you to the three.

To close I just want to say, this is YOUR Fleetville Community Centre, and if you love it like we do, please keep coming to our events, if you have a great idea to raise money please let me know, and if you really are thinking " maybe I could help", just smile and come up to me. We will make a good time for you to come and tell us what you think or could do to help. Again Thank you to you all.

### **Treasurer's report to AGM 22 November 2017**

Summary of accounts for the financial year August 2016 – July 2017 were presented. Accounts will be finalised by Howells & Co. – Chartered Accountants and will be available for anyone to view.

The summary of accounts gives a comparison with the previous year 2015 – 2016. (Please ask if you would like a copy)

At end of July 2017 the bank balance was:

Deposit account: £20642.29

Current account: £41065.67

TOTAL: £61707.96

This represents a £4100.51 increase on the balance at the end of the previous financial year

Whilst the Current Account holds more money than the Deposit Account, neither pay any interest. We have investigated moving to other banks but similarly whilst they offer free banking they pay no interest for these amounts of money. We are seeing where else we could securely deposit money and earn interest.

The summary accounts separately show Centre Income and Expenditure and New Build Income and Expenditure.

The Centre Income and Expenditure reflects income and costs of running the community centre.

The New Build Income and Expenditure reflects income and cost which relate to the long-term project of raising funds for a new centre.

The previous Treasurer Jean Blow and Assistant Treasurer Dave Britten both resigned without much notice at the end of 2016. This did cause some problems with bank authorisation and subsequent delay in paying invoices and salaries. In January Peter Jones was co-opted in as a Trustee and became Treasurer assisted by Jackie Brennan. We would like to thank Cathie Crown, Jason Gollick and Gordon Burrows for their understanding when payment of salaries and expenses were delayed.

An accounts summary of the year to date, August, September and October is attached with previous year's accounts. To date the only item of expenditure we believe is likely to increase over the year is building maintenance costs. This reflects the age of the building and replacement and repair of items.

### **New Building Project Development Committee Report to AGM 22 November 2017**

Meetings during 2016-17 have taken place in all months except December 2016 and August 2017.

The New Building sub-committee members during the year 2016-17 have been:

Trevor Parsons – trustee, Katie Lingwood – architectural adviser, Cathy Budd – community representative, Andrew Gardner – community statistics, Mike Neighbour – trustee and Chair, Valerie Goodyear-Burrow – trustee and Management Committee Chair, Zanna Millicheap – trustee and user group representative, Momotaz Rahim – trustee, David Forbes – community representative with responsibility for the website, Ellie Hudspith – ward councillor representative.

We are now, compared with last year, above the minimum number of trustees. We have recently been joined in an advisory role, by Steph Pisharody, who has considerable experience in high level funding mechanisms. Steph's expertise in this area will prove valuable to the Project.

Our role during 2017 has been to prepare for the Trust's submission to the District Council of the evidence documents required to prepare for the Transfer of Assets process.

### **The Friends group**

The Friends Group has continued to accrue funds, some of which will be available to the Project as it further prepares the groundbase for the projected development. This will augment the grants which we will be entitled to apply for when we become freeholders. Details of the Friends' activities during the year are contained in a separate report.

### **Transfer of assets**

In spite of our best intentions our target to complete the Green Folder of evidence documents for the District Council for a Transfer of Assets by mid 2017 was delayed, and completed in time for a Special Trustees' Meeting on October 10th. Both sets of documents contained in the Green Folder were approved, with the amendments agreed at the meeting. These amendments are available for scrutiny and the number of amendments has now been reduced and likely to be cleared by the end of December.

However, the Management Committee decided not to approve the Trust's application to the District Council until such time as the number of trustees had been increased to a near-optimum level. Rather than table a motion which would then not be approved on a vote, the meeting decided to defer the motion.

### **The Green Folder**

There are two copies of the Green Folder, one which will be submitted and the other retained in the office. Both are identical. In addition, the questions, summaries and most of the documents are available on protected pages on [www.stalbansowneastend.co.uk](http://www.stalbansowneastend.co.uk) Please ask for the access key.

### **Larks in the Park**

A further opportunity was taken to share with Fleetville residents the exhibition from 2016, and to engage in conversation about the proposed new centre. Once again the responses were very positive.

### **Concept**

Following on from the concept discussions we engaged in during 2016, the Project Development Committee has created an internal spaces brief for the new centre based on the anticipated building being Option 4 or Option 5 in the document NB33. This makes reference to the business case justifying each of the provisions forming part of the brief, and detailing the anticipated specification for each space. The brief will take some time to complete, making good use of the planning tools at our disposal, but we have at least begun.

### **Website**

It seems that development of the website has been never-ending, considering it was first mooted in 2015. However, Aubergine, the developer and website host, and our own website group, are on the cusp of making the Beta version live for testing.

### **Data**

During the course of 2017 a wide range of statistics has been amassed and analysed by Andrew Gardner. The data are specific to the Centre's amended Area of Benefit and reflect the composition of the community of wider Fleetville. Andrew translated the raw numbers into a series of graphs concerning age distribution, population, gender, household size and nature, deprivation, health issues, employment and economic activity, country of birth, ethnicity and language.

## Reports

Nine reports have been published during the year 2017:

- . NB33 Building Options: analysis of five different development options
- . NB34 Preparing for Community Asset Transfer: analysis of the questions asked
- . NB35 Preparing for preVISIBLE: analysis of the questions asked
- . NB36 Our Vision
- . NB37 The Project and Royal Road: an exploration of the issues
- . NB38 Strategy for Managing Risk
- . NB39 Strategy for Succession Planning
- . NB40 Pre-development Stage Business Case
- . NB41 New Building Operating Costs DRAFT

These, as well as the previous documents, are available both as hard copies and .pdf files on request. Master copies are in a ring binder in Cathie's office, and all the documents are on the Community Centre section of Google Drive.

## Pathway Plan

Of the 21 proposed stages in the Pathway Plan we have completed the following:

1. Decision to proceed and formation of development sub-committee.
2. Initial discussions with District Council, and feasibility.
3. Formal project launch and discussions with existing and lapsed user groups.
4. Early stage engagement with community of Greater Fleetville.
5. Conversion of initial ideas into a first set of requirements.
6. Collection of key research data.
7. Completion of business case and proposals for new building.

We are now working on: 8. Formation of a project team to manage further work 8a. Further the work required for partnership development 11. Development of the plan and an architect's brief.

Note: each stage will require signing off by the Trustees on the Management Committee.