

**MINUTES OF THE 33<sup>rd</sup> ANNUAL GENERAL MEETING OF  
FLEETVILLE COMMUNITY CENTRE YR 2017/ 2018  
HELD AT FLEETVILLE COMMUNITY CENTRE TUESDAY  
13<sup>th</sup> November 2018 7 for 7:30pm**

**Those Present:**

**Trustees:** Valerie Goodyear Burrow (Chair)  
Jackie Brennan (Vice Chair)  
Peter Jones (Treasurer)  
Faye Penford, Mike Neighbour,  
Ashley Walton, Trevor Parsons, David Martin,  
**Friends:** Fiona Mackinley, Patsy Spaven,  
Pauline Thompson  
**Manager:** Cathie Crowne  
**Handyman/Security** Gordon Burrow  
**New Build** Mark Percival, Terry Swain  
**User Groups** Don Stoddart, Sally Ambrose, Zanna Millicheap,  
C Blandford, J Harper, David Dickson, Ruth Saers  
**Minutes Secretary** Grenville Wilkinson

**1. Apologies for Absence:** David Forbes, Ellie Hudspith, Elsa Hulme, Momotaz Rahim

**2. Approval of Minutes:** Copies of the Minutes of the Annual General Meeting held on 22<sup>nd</sup> November 2017 had been previously circulated to Trustees and Friends. Copies were available at the meeting for other attendees. The Minutes were approved.

**3. Matters Arising:** Certain persons not in receipt, but minutes were posted on Website.

**4. Chairs Report:** The Chair's report for the year 2017/18 was read to those present by Valerie Goodyear Burrow (Chair), stating it had been distributed by E Mail or hard copy was available on the night. VGB welcomed 5 new Trustees. The Centre continues to remain fully booked.

The Chair's report was accepted.

**5. Treasurer's Report:** Peter Jones, Treasurer, reported that an audited set of the Centre's accounts had been prepared for the Fiscal year 1<sup>st</sup> August 2017 until 31<sup>st</sup> July 2018, and have been approved by an Independent Adviser, copies were circulated to all trustees, hard copies being available on night. Peter expanded upon his report, see attached report, stating currently i.e from 31<sup>st</sup> August that the income/ expenditure is broken into three streams:-

- a) Community Centre which broke level.
- b) The Friends Group which generated a surplus of over £6k.
- c) New Build Group which generated a surplus of over £8k mainly due to one donation of £7k, donor attaching no caveats to the bequest.

Having, therefore, just completed the first quarter of 2018/2019 and due to above £7k contribution there has been a reasonably good start to the year.

Comment made for further ways of improving spending allocation on maintenance, building enhancement etc. potentially increase users, initiatives to expand fund raising sources.

Don S. asked about groups income/expenditure no identification of finances towards actual New Build of centre, Mike N answered through his report **No** funds had actually been attracted specifically for the New Build, DS further asked if a thermometer of sorts be in place to show what the target was.

**6. New Building Report:** a) Mike Neighbour gave his report that had been previously circulated and combined it with the Treasurers report.

He outlined to those present the progress that had been made over the past year. Comments made were should we be actively raising monies for the New Build, not until plans approved and actual building costs known to know what the target was at which point a Fund Manager would be appointed.

The freehold of the centre would possibly be given 'Free Gratis' by St. Albans City Council.

He finished by thanking all those involved in the project.

Jackie Brennan asked that a vote of thanks be given by the meeting.

b) Jackie Brennan gave details of upgrading/refurbishing/vital checks etc. Approximately £20k needs to be spent on essential repairs, roof especially and enhancements.

Mark P. asked for improvement/increase in communications so all were aware.

Mike N. stated those involved in various fundraising campaigns In the long term as it would be around 2025 so no big events in early years and then several small rather than one big event.

**7. Friends report:**

Pauline T. thanked all Friends who helped raise in excess of £6k and that Saturday's (10th Nov) Autumn Fair raised £652.80 with more to come. All the current elected Friends were happy to continue but would accept more. Two events in 2019 for your calendars were Burns Night on 25<sup>th</sup> January and a Quiz Night on 8<sup>th</sup> April, notifications being issued nearer times.

Valerie GB asked for a vote of thanks for the Friends group and emphasized the need for more to join.

**8. Elections of Trustees:**

The following were happy to be elected/re-elected as Trustees:- Valerie Goodyear Burrows, Jackie Brennan, Peter Jones, David Martin, Mike Neighbour, Ashley Walton, Trevor Parsons, Faye Penford, Momotaz Rahim, all were proposed by Mark P. and seconded by Terry S. a meeting now needs scheduling to appoint/reappoint the positions of Chairperson, Vice Chair, Treasurer etc. and other interested parties wishing to become Trustees.

**Please note** subsequently to above comment a meeting has now been scheduled to take place on 4<sup>th</sup> December 2018 at 6:30pm Fleetville C.C.

- 9. Any other Business:** Valerie GB again thanked all Trustees and Friends for their efforts over the year and that it continues under new leadership, she herself resigning from the post of Chair at which she was presented with a bouquet of flowers as a token of thanks.  
Meeting concluded at 8:40pm.

Reports circulated before the meeting are included here for reference;

### **Chairs report to AGM 13th November 2018**

As always I would like to say a huge thank you to everyone involved with Fleetville Community Centre, and what an honour it has been to be the chair of the Trustee. It is a very special place with people that are so really wonderful. Thank you to everyone who has made the effort to come this evening. Fleetville is always busy, and we are more than lucky to have Cathie Crown as our Manager, she is a super manager, works long hours over what she should do, and never takes all her holidays. She does lots more than her job, it's always has a lovely feel when you came in, flowers, plants all making it so welcoming. Thank you Cathie.

Our Trustees are growing and changing, we now have younger ones and many with skill sets that leave some of us behind, a big thank you to them all, especial those that do so much to help Fleetville. Jackie has been taking all the notes at meetings, thank you Jackie so much.

Our aim is to have us all doing some special job that help move us to getting our new building, then a new world when we get there. We have more sub-committee now, which cover's a lot more work within the building. Like seeing what need doing, and getting it done.

Then we have those that are not Trustee's but Friends and are on some of the sub-committee, and they keep things like the Web site going, and on the new build group. A big thank you, to all those.

We now need more friends to join us, to come on groups or make a new group of friends to help our very over worked group of Friends that do all the fund raising. They are the Angles, and we would never have the funds (which you will hear about from our Tresurer) without them. Even if it just to help putting tables out and away when we have a do like our craft fair, on Saturday, it was a long day for some. So to our very special Friends a great big Thank you.

Fleetville has been very busy as usual, always has its rooms booked, and as normal had lots of things to do to the building. Toilets have been blocked quite a few times, and at last someone has come up with what the big problem is, so hopefully it will not happen anymore. We are having the roof and guttering looked at, and the Tess room needs a new wall. We are getting some money from Tesco towards that, so thank you to everyone who helped us by shopping at Tesco and asking for the token, most of the time the staff need not seem to know anything about it. It will get the job done now. We have had lots of little things done which helps to make the

place nice and warmer. At last, fingers crossed, the store room in the big hall will not have damp any more, next big one is the playgroup store room, but we will need some volunteer to help. Please come and support any of the fun evenings or day time do that our Friends put on, you will hear from Pauline what is coming up. If you have any great idea's on fund raising please come and let us know.

Thank you everyone again for coming this evening. Thank you Friends for doing the food and drinks.

### **Treasurer's report to AGM 13th November 2018( extra over to hard copies provided)**

Audited accounts and first quarter summary provide.

2017-2018 financial year ended July 31<sup>st</sup>.

I split income and costs into 3 sections.

CommunityCentre, Friends fund raising and New build.

Community Centre near breakeven, Cost and income similar.

Friends through various activities raised over £6000

New build over £8000 with one significant donation from a private source of £7000

So over the year we added just over £14500 to the bank balance.

So far this financial year it's the centre income that has really contributed to a further increase in the bank balance.

We will be looking at ways to further increase our spending power to improve the building as it is and to perhaps gain some experience and momentum in new build fund raising.

As a result of this increase in the bank balance over the last 15 months we will be spending some money over the next 6 months on some essential repair and some building enhancement projects.

### **New Building Project Development Committee Report to AGM 13th November 2018**

This report covers the period from December 2017 to November 2018.

Sub-committee

The New Building sub-committee members during the year 2018 have been:

Mike Neighbour – Lead and trustee

Valerie Goodyear-Burrow – Chair of Board and trustee

Cllr Momotaz Rahim – trustee

David Forbes – community representative

Trevor Parsons – trustee

Faye Penfold – trustee

Terry Swain – community representative

Katie Lingwood – community representative

Preparation for the second stage public consultation

As long as we continue to make appropriate progress on planning the new building we are expecting to carry out our second stage public consultation in 2019. In preparation for this, and to ensure our proposals meet the aspirations of existing clients as much as possible, we decided to engage with our current clients early. This decision was made early in 2018 to carry out this process from September. We accordingly made a start by agreeing the kind of face-to-face meetings we would arrange. Initially a team of two, Katie and Trevor, were to manage this process, but in view of the time involved Faye and Terry have now augmented the team.

Fitting a new building onto the site

Early in the year we held detailed discussions on the role of a community centre in providing a range of appropriate spaces for people to use. Using this data two indicative plans were produced. The first was based on the assumption that we would design the building as a single-storey structure. But we also assumed the possibility of extending the accommodation onto a second floor. We are therefore following up two distinct options. While not November 2nd 2018 AGM Report "1

representing designs and layouts we would necessarily commission, the plans were useful in telling us what is possible.

The plans were on display at our stand at Larks in the Park in July, with many visitors using them as a springboard for a discussion with us.

Towards a specification for the new centre

While not there yet, we have used the second half of the year to define the size, design, features and other elements for the type of spaces we actually need, having discussed in more detail how we propose to enable a future centre to function. We now have much more detail about meeting rooms, committee spaces, discrete spaces, a performance space, kitchen and cafe/welcome area. We will present our detailed findings for discussion at a Board meeting early in 2019.

Daytime

Until mid 2018 we have met monthly on a Tuesday evening from 6.30 to 8.00pm. With an increase in the workload and decisions to be made, we have now changed to daytime meetings, initially from 12.00 noon to 3pm.

This move has greatly increased our productivity and improved decisionmaking.

#### Mixed economy

We currently rely on groups and individuals to hire the spaces they need in the current building. While this is our traditional business model it can produce an imbalance in the range of activities on offer and does not necessarily make effective use of the spaces available over the course of a day/week. In designing the future spaces we are intending to propose to the Board that we offer a mixed economy, with the Centre organisation itself offering activities and courses in addition to welcoming the traditional range of independent clients who bring their own offers. This proposal is very much linked to the work we are currently undertaking. We are not suggesting a specification for a Centre to replace the current building; we need to look ahead to the way many other community centres are already being structured, and of course the suggestions Fleetville residents have already made.