

**MINUTES OF THE 34th ANNUAL GENERAL MEETING OF  
FLEETVILLE COMMUNITY CENTRE YR 2018/ 2019  
HELD AT FLEETVILLE COMMUNITY CENTRE TUESDAY  
13<sup>th</sup> November 2019 7 for 7:30pm**

**Those Present:**

**Trustees:** Trevor Parsons (Chair)  
Jackie Brennan (Vice Chair)  
Peter Jones (Treasurer)  
Faye Penford, Mike Neighbour, Valerie Goodyear Burrow  
David Martin, Momotaz Rahim (from 8pm)  
**Friends:** Howard Green, Patsy Spaven, Garry Harvey  
**Manager:** Cathie Crowne  
**User Groups etc,** Zanna Millicheap, Catherine Stemple, Emma Harvey, Maureen Adams  
**Guest Speaker:** Sarah Torrance - SADC  
**Minutes** Grenville Wilkinson

- 1. Apologies for Absence:** Pauline Thompson
- 2. Approval of Minutes:** Copies of the Minutes of the Annual General Meeting held on 13<sup>th</sup> November 2018 had been previously circulated to Trustees and Friends, together with minutes of meeting of 18<sup>th</sup> September 2019, both sets of minutes were approved.
- 3. Matters Arising:** Resignations had been received and accepted by Chair from Zarqa Aslam and Ashley Walton at which point it was decided to elect a Further, to this end Zanna Millicheap was proposed by Cathie Crowne and seconded by Jackie B and Valerie G B with no Opposition.
- 4. Chairs Report:** The Chair stated it had been a busy year with some good and some slow progress, the good being two suppliers of replacement building had been visited, Kingswell being far more acceptable as they were more commercial buildings than Huff-Haus who were more residential.
- 5. Manager's Report:** No report as such but Cathie went on to thanks all those who had given her both help, assistance and guidance throughout the year, Pauline and Patsy of Friends, Zanna with day to day items, Gordon GB gardening/handyman and general factotum, Howard for security and especially all the Trustees.  
The Chair thanked Cathie on behalf of all for her sterling work.
- 6. New Build Report:** Mike N had circulated his report for all to read and digest and clarified that local people were becoming more aware of what was going on at FCC and being carried out by those behind the scenes:- since 2014 time has been spent developing plans etc. the FCC premises replacement project is a once in a lifetime opportunity and it must be ensured that it does not become outdated for a substantially long period of time after inception. Input as to what the users requirements are that need to be built into the design is currently ongoing, all involved will be updated as to the progress of

the design which albeit draft form can be amended to suit. In order to reduce the amount of disruption to the surrounding area and site the prefabricated building will be completed off site and erected on a completed foundation.

Mike then introduced Sarah Torrance of the Communities Dept. of SADC, to the meeting who after he had paid a visit to was more than happy to attend and address the AGM.

#### **7. Sarah Torrance:**

Sarah informed the assembly that her position within SADC was that of Public Realm Manager whose responsibilities included amongst others parks and waste management. In March this year a Green Folder, in accordance with council request, had been submitted to a Conservative controlled council, after May elections this had transferred to Liberal Democrats who have to carry out their own due diligence but wish to become more involved with local enterprises as this new build, Sarah went on to say that both the councils Property and Assets team together with the Legal Department had been asked to expedite the sale and transfer of FCC lease, which she hoped would be prior to Christmas but there are other corporate priorities.

Sarah then went on to describe Section 106 funding which is in essence a premium levied on new residential developments in each and every Council Ward, examples being Beaumont Works and Fleetville Emporium sites in Fleetville Ward, the monies are allocated by the councilors to projects that meet the requirements set down, mainly those that benefit the area as a whole, it was inferred that some of S106 funding from the above two examples had already been allocated to FCC initially to support the current premises but it was felt better for the monies to be used on New Build after project commencement and could be classed as enhancement funding.

The Chair asked if Clarence Park Pavilion project took precedent over FCC's and we could lose S106 funding to it, the intimation was NO. The Chair then thanked Sarah.

#### **8. Treasurers Report:**

Peter J issued audited copies of FCC accounts for year ending 31<sup>st</sup> July 2019, and reported verbally on the year's activities details of both are appended at end of minutes, it should be noted his thanks to both Jackie and Cathy for their help and support.

#### **9 Maintenance and Enhancement**

Jackie B expanded upon her report she had distributed copy appended below, however it was pointed out that the drains were becoming a problem a figure of £500 may be required to check to see if they had in fact collapsed.

#### **10 Data Update**

Faye P very briefly summarized all what had been done and what she had assisted with and pointed out that improvements need to be made around the building and she would have meetings with council on FCC's behalf to access any assistance from them.

## **11 Social Media Update**

Jackie B expanded upon her report she circulated regarding the website stating she had hit the ground running it having been literally dropped in her lap by the previous incumbent and had to learn on the job, report below.

## **12. Elections of Trustees:**

This was taken at a Trustee meeting after the AGM was considered closed.

## **13. Any other Business:**

Jackie informed meeting that the Remuneration Committee met bi-annually and at present were currently in process of agreeing any increases in remunerations which would be reported to the Trustees at their next meeting.

Faye P thanked the Friends, stating new friends were needed to supplement and assist the current ones suggested putting an advert on Nextdoor Neighbour and possibly Facebook.

Trevor P also thanked Friends, but pointed out more Trustees were also required and it was hoped that some would come from local councillors.

FCC has been offered a free table at Fleetville Infants School Christmas Fair to be held on Saturday 7<sup>th</sup> December from 12 to 3pm.

Meeting concluded at 8:40pm.

## **Treasurer's Report for AGM 13 November 2019**

### **1. Annual accounts.**

The key figure in our annual accounts is of course our surplus income over expenditure. For the year ending 31 July 2019 that was £7376.42.

It's lower than the previous year when we had higher contributions to the new build fund including one of £7000.

Importantly however it shows another increase of community centre income from bookings and Cathie Crowne's input in making this happen is worth recording.

You will see from the accounts that to take advantage of the bank starting to pay interest we have the majority of our money in a deposit account.

We are in the process of opening a separate account called the FCC New Build Fund, the paperwork is currently with the bank, and when that has been completed we will come to an agreement with the new build committee and friends of Fleetville what we transfer to that account and maybe the pot of money Sarah Torrance of SADC says is available from Section 106 funding.

### **2. Fund Raising**

In preparation for starting fundraising when we have the ownership of the centre resolved, we have met two professional fundraisers and await a proposal from a third. To raise £1m plus we need to work with professionals experienced in raising that amount of money.

### 3. Constitution

This year we updated our charitable status from an unincorporated charity to a Foundation CIO. CIO means Charitable Incorporated Organisation.

There are a number of benefits to be had from becoming a CIO. For unincorporated charities, a big motivation for making the change is limited-liability protection. Trustees at unincorporated charities are liable if the charity collapses and might have to cover any losses greater than the charity's assets. At a CIO, trustees are protected from this outcome.

The charity has legal personality with the ability to enter contracts and to hold property in its own name - rather than in the name of its trustees,

This is important for when the new build gets going.

Finally thanks to Jackie Brennan for her support in assisting me with the month by month work managing the accounts

# FLEETVILLE COMMUNITY CENTRE

Royal Rd, St Albans, AL1 4LQ

## Summary of Accounts 1/8/18 to 31/7/19

	2017/18		2018/19	
	£	£	£	£
Bank Balance (Year end 31st July)				
Current Account	41,051.89		10,994.16	
Year Variation			-30,057.73	
Deposit Account	35,179.27		72,613.41	
Year Variation			37,434.14	
Total variation				<u>7,376.41</u>
<b>Income</b>				
Lettings:				
Contract	47,633.03		50,307.40	
Ad hoc	8,320.00		8,098.05	
Total	<u>55,953.03</u>		<u>58,405.45</u>	
Miscellaneous	0.00		290.62	
Donations/Grants	690.94		0.00	
New Build	16,239.78		4,022.35	
Bank interest	0.00		76.34	
Total	<u>16,930.72</u>		<u>4,389.31</u>	
Grand total		<u>72,883.75</u>		<u>62,794.76</u>
<b>Expenditure</b>				
Staff	24,756.65		24,953.40	
Contractor Maintenance/Security	455.56		890.21	
Total	<u>25,212.21</u>		<u>25,843.61</u>	
Building Maintenance	8,962.61		10,470.82	
Equipment Repairs	78.00		177.60	
Total	<u>9,040.61</u>		<u>10,648.42</u>	
Utilities:				
Gas	5,887.00		4,438.28	
Electricity	2,692.48		2,094.10	
Water	985.17		633.06	
Telephone/Internet/WEB	2,382.84		1,085.26	
Total	<u>11,947.49</u>		<u>8,250.70</u>	
Rent	1,730.00		1,730.00	
Rates	948.28		975.84	
Insurance	2,460.46		2,638.21	
Licences/Subscriptions	285.00		240.00	
Total	<u>5,423.74</u>		<u>5,584.05</u>	
Cleaning	2,024.18		1,541.79	
Waste & Hygiene	1,947.00		1,242.68	
Total	<u>3,971.18</u>		<u>2,784.47</u>	
New Equipment, Inc office	244.00		480.00	
Resale	0.00		0.00	
Misc, Inc Trustee Misc	35.00		363.97	
Stationary/Printing	251.06		136.67	
Manager Expenses	511.45		328.59	
Training	0.00		0.00	
Maintenance/Security Staff Exp	700.00		0.00	
New Build	478.00		962.87	
Meetings/Events/Fund Raising Exp	546.21		35.00	
Total	<u>2,765.72</u>		<u>2,307.10</u>	
Grand total		<u>58,360.95</u>		<u>55,418.35</u>
Year Surplus/(Deficit)		<u>14,522.80</u>		<u>7,376.41</u>

Auditor

Name Geraint Howells

Signature

*Geraint Howells*

Date

25-9-19

## 2019 AGM Website report

In the spring of 2019 David Forbes ceased working on the Fleetville website and handed over all relevant documents to Jackie Brennan.

Since then there has been some regular updating of the site and we have continued to pay Aubergine for the hosting services they provide.

The main tasks are publishing events and New Build updates. Also uploading meeting minutes when relevant.

There is more that can be done if the management of the site is undertaken by someone with more skills and time. Most of the traffic on the site is from the community trying to find rooms to rent and enquiries that Cathie takes care of.

Upgrades to the site in the future may include an online booking form and active links to social media.

This site must be seen in conjunction with a variety social media platforms which will play a larger part with younger members of the community.

## Report for AGM from Building Maintenance group

The group includes trustees Jackie, Trevor, Val and Peter. Also Cathie Crowne as manager.

Since last AGM there have been 4 building group formal meetings and several informal meetings to progress the improvements to the existing building.

### Formal Meetings

19<sup>th</sup> November 2018

20<sup>th</sup> May 2019

1<sup>st</sup> July 2019

19<sup>th</sup> August 2019

Tasks completed by contractors include:

- Large Hall cupboard:
  - Removed redundant electrical systems from store cupboard
  - Put in 2 double power sockets in store cupboard
  - Repaired light switch and added two lights towards the back of the cupboard
- Kitchen:
  - Replaced all ceiling tiles and repair white ceiling track as required
  - Window edges – clean and repair with silicone or plastic edges as appropriate
  - Wall tiles clean and clean grout – replace if grout appropriate
- Steiner room – repaired the exterior wall
- Replaced 3 hand driers with quieter driers
- Electrical system tested and safety certificate issued
- Playgroup store room has been cleaned and tidied up by the Playgroup staff.
- Roof has been repaired and guttering improved.
- Deep cleaning of toilets and kitchen continued on regular basis
- Limescale removal from the drains done to prevent blockages.

Proposals for 2020 include:

- Paint the outside of the building
- Improve the guttering to increase capacity
- Improve the gardens and flagged areas around the centre to make it more attractive and nature friendly.
- Remove all furniture and materials from the site that serve no purpose – inside and out.
- Replace curtains with blinds or new curtains in main hall
- Install new flooring and skirting boards in main hall
- Make good walls and ceiling and redecorate with appropriate white paint.
- Fix new sign panel at rear of building on metal legs
- Supply and fit new door to cupboard by committee room
- Repair, replace or refix silver threshold strips to all doors off main corridor
- Investigate ventilation and heating in small hall cupboard to reduce mould build up, then clean ceiling and repaint.

New chairs for the committee room are on order and the gas hobs in the kitchen and some electrical switches and sockets will be upgraded shortly in line with professional advice we have received.

A budget of £20,000 has been identified for these improvements which are to benefit current users. Until demolition is imminent we must repair and maintain the current building to an adequate and safe standard.