

MINUTES OF THE TRUSTEES OF FLEETVILLE COMMUNITY CENTRE ANNUAL GENERAL MEETING HELD ON

Monday 24th October 2022 at 6:35pm

Those Present: **Trustees:** David Martin(Vice Chair)
Peter Jones (Treasurer)
Jackie Brennan, Valerie Goodyear-Burrow, Josie Madoc,
Zanna Millicheap, Brendan Murphy, Catherine Semple
Centre Manager: Cathie Crowne
Friend: Ann Blassberg
Attendees: Gordon Burrow
Minutes: Grenville Wilkinson

- 1. Welcome from the Chair:** David Martin chaired meeting in lieu of Trevor P. (indisposed), he welcomed all attendees asking them to switch off their mobile phones, informing meeting that all reports were available in hard copy, all having previously been sent by E Mail, and are appended to these minutes.
- 2. Apologies:** Trevor Parsons (Chair), Victoria Greig, Momotaz Rahim
- 3. Minutes of AGM for 2021:** Minutes of 2021 AGM were accepted as a true copy, with one minor alteration in that there was no s at end of Valerie's surname.
- 4. Nominations and Elections:**

The meeting was informed that both Trevor and Peter were resigning their positions and would, therefore, not be up for re-election. The following took place:-

Chair: Jackie Brennan, proposed by David M and seconded by Valerie G.B.

Vice Chair: David Martin proposed by Jackie B and seconded by Peter J.

Treasurer: Catherine Semple proposed by Peter J and seconded by Valerie G.B.

All the positions were fully supported and accepted by all in attendance giving a vote of thanks to Peter for all his hard work as treasurer..
- 5. Managers Report:** Cathie C. expanded upon her report, appended, pointing out there was good and bad news, good being some 30 ad-hoc bookings and new long term users, bad a couple of long term users no longer wishing to rent space, she identified who these new and leaving groups were.

Comment made by Cathie and agreed upon was that more quiz nights would increase revenues, she also stated that the Fish and Chip lunches held monthly since June were attended by an average of 20 people, the next one being this Friday 28th October. Two items that Cathie highlighted were FCC would

participate at Kings Langley Advent Fair on Sunday Dec.4th, (donations welcome), in lieu of FCC holding a Christmas Fair, and on Thursday 8th Dec. the Recreation for the Retired Christmas Lunch will be held in large hall, any and all offers to help will be appreciated.

A vote of thanks and appreciation was given to Cathie for her hard work and commitment.

6. Financial Report:

Peter J expanded upon his reports, both appended below, the financial year being 1st August 2021 until 31st July 2022, the accounts audited by Geraint Howells.

The accounts show an increase in centre expenditure of around 4.6% to £54340and centre income from room hire only and in a period still effected by Covid, at £51,754 which is getting close to our last pre-pandemic financial year, 2017-2018 at £55948.

We still benefited from grant support which has enabled us to post a surplus over the year of £14359.

We don't expect any pandemic support this year, but our first 2 months, August and September show a £1636 surplus of income against expenditure, this does include £1077 from Larks in the Parks.

FCC has two unconnected bank accounts, one being the current/deposit account for everyday use, the other being the New Build Fund, which receives income from FCC lottery ticket sales.

A contingency fund as suggested by Catherine S. has yet to be agreed and identified.

The accounts have freely been audited by Geraint Howells, as stated above, and to whom a gift voucher will be presented as our token of appreciation.

Peter then thanked Jackie for her help and assistance with financial matters.

Again a vote of thanks and appreciation was given to Peter by the attendees.

7. New Build Update:

Josie M. gave the meeting an update with regard to the new building being based upon two issues :-

1. Funding – this is still being worked upon, as construction prices are still rocketing through the roof, we need to get ahead of these costs. Two other big projects have been put on hold by SADC in favour of FCC replacement building, for which grants have been applied, one ought be confirmed by end of this month , the other by end January 2023.
2. Timing – as the project did not start as initially programmed, preference has now been determined as a July 2023 start, i.e. at start of school six weeks holidays, therefore, user groups can be updated as to new programme which will allow FCC to retain more long term users/hirers. Zanna asked if some costs could be cut by amendeind design, Josie responded that some of these measures had already been implemented.

Peter asked as to what period of notice before July 2023 would be given regarding construction commencing, Josie

responded at latest May/June 2023 but could also be as soon as above funding confirmed, as upon receipt of this funding SADC will be able to give the definite go ahead.

Peter then asked Josie, can SADC keep FCC updated and in the loop even if no progress or anything to report.

David M. then asked Josie that SADC inform FCC as to what is and what is not included in the plans, especially as to the fit out, to enable FCC to organize the funds to be in place to accommodate these responsibilities.

8. Confirmation of sub-Committee structure and updates from them if not covered elsewhere in the meeting:

Jackie B.- workload to be split up between four group headings as sub committees to main, with the exception of New Build wherein all trustees are involved, these sub groups to comprise of small numbers which will be easier to organize, especially in the way of meetings.

Finance Cath S. Chair with David M. covering maintenance and Brendan M.

IT Brendan M. Chair with Jackie B. and Cath S.
Brendan then went through the report he had circulated, attached, stating the requirements of IT needs including a new computer for Cathie C.

All trustees and Cathie C. will have their own personal FCC E. Mail address, there will be access to specific folders relating to their committee with open access to others that all can share. This will enable FCC to adopt/create a more professional approach, ref. report. Comment made by Brendan was that he will want to know what will be installed and where in the new building

HR Vicky G. Chair with Jackie B. and Valerie G.B.

Communications and Marketing and Fund Raising - This group needs to be split into two, members being Momotaz R, with Peter J. Zanna M. Val GB, Cathie C. Ann B. with Josie M. also being liaison between FCC and SADC.

Peter J. commented that all funds raised by Friends would be deposited in New Build account.

Trevor P. to be welcomed onto which ever group he wishes to join

9. Any other Business:

Zanna M. Larks in the Park 2023 could be brought forward to June from July, however there was a lack of enthusiasm to continue doing this as little reward for lots of effort approx. £1k generated, that other ideas were tabled :-

Quiz nights preferred to generate income in lieu of Larks in the Park.

A simple picnic in the recreation grounds.

Car Boot Sales.

Peter's response was the difficulty in recruiting volunteers to

assist/take part, this to be put to HR/Fund raising committee as denoted above.

SADC to be propositioned as to whether council monies for Larks in the Park could be used on alternative projects.

Date of next meetings:- Jackie in favour of and happy to do it by Doodle Poll however it was agreed that the next meeting be:-

Monday 12th December 2022 at 6:30pm with

a proposal for future meetings subject to acceptance and availability of Trustees and Friends, all being the second Monday of alternative months and to start at 6:30pm is as follows :-

Monday 13th February 2023 at 6:30pm

10th April 2023

12th June 2023

14th August 2023

9th October 2023 Possibly AGM

Meeting concluded at 19:43pm



MINUTES OF THE
FLEETVILLE COMMU



Fleetville
Community Centre -



manager's report
24th October 2022.



FCC Foundation
CIO 2019 Oct final (1



FCC AGM OCT
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Finance report FCC
AGM Oct 2022.docx



FCC - accounts Aug
2022 - Sept.doc



IT Subcommittee
AGM Notes.docx