

CROFTON COMMUNITY ASSOCIATION
Registered Charity No. 301794

MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON Monday 11th May 2015

Committee Members present:

Mrs P Lawton	President
Mrs J Holden	Minutes Secretary
Mr M Williams	CADS
Mrs S Coleman	Friday Yoga
Mrs M Sayer	Bramble Badminton
Mrs P Bissell	Lee Players
Mrs J Wingate	Area of Benefit
Mr A Lewis	Crofton Shotokan
Mr S Brickell	J's Short Tennis
Mrs B Felstead	Area of Benefit
Cllr T Knight	FBC representative
Ms N Rayner	Centre Manager

List of attendees available in Centre Manager's office

Ref	Notes	Action
1.0 Chairman's welcome		
11052015-01	The President welcomed everyone to the meeting, which started at 7.00 p.m. in the Crofton Hall with tea and coffee being served from 6.30 p.m. There were 25 members present and 20 are eligible to vote.	
2.0 Apologies for absence		
11052015-02	Ms Hayes, Mrs Melville, Mrs Guest.	
3.0 Accuracy of the AGM minutes of 2014		
11052015-03	None.	
11052015-04	Mr Williams proposed that the minutes be accepted, seconded by Mrs Wingate.	
4.0 Matters arising from the AGM minutes of 2014		
11052015-05	The damp in the nursery was queried. The Centre Manager said that it had been resolved for the time being but was an ongoing issue.	
5.0 President/Chairman's report		
11052015-06	The President provided a written report. Mr Chris Perkins queried how the centre was coping without the two caretakers who were taken ill. The Centre Manager said that one of the caretakers had now returned and the other one will be off until the end of June. Martin and Steve have worked extremely hard for the last two months, a temporary caretaker (who used to work for the Association so did not require much training) has just been employed on a three month contract and we are now back to full capacity.	
6.0 Centre Manager's report		
11052015-07	The Centre Manager provided a written report. Mr Chris	

	<p>Perkins asked what action we were taking on the decreasing membership numbers. The Centre Manager said that some groups do not become members therefore they pay the full rate and this will show in the accounts. We have been working with Fareham College to provide courses but we had virtually no response but we will may try again in September. We have been advertising through leaflets, free magazines and at Fareham College.</p>	
7.0 Financial Report		
11052015-08	<p>Cllr Knight (in the absence of a Treasurer) went through the Annual Report and Statement of Accounts page by page. The accounts have been Independently Reviewed as voted for at last year's AGM. Acceptance of the accounts was proposed by Mr John Guest, seconded by Mr Chris Perkins, 20 members voted for, none voted against and none abstained.</p> <p>As with all employers we received a £2000 allowance to offset against employers NI costs. Less postage has been used and we have a new contract for the photocopier. PPL/PRS licences used to be subsidised by Community Action, London but this has now finished and the costs have risen dramatically. We are planning on fighting these costs hopefully with the help of our MP, Caroline Dineage. Mrs Sue Colman said that groups also have to pay the charges and these are due a year in advance. The Centre Manager said that other community centres are passing on the costs to the hirers, so they are effectively paying twice, this would be impossible to control here.</p> <p>Mr Perkins queried the rise in the magazine costs, the Centre Manager said that there were more pages in the last issue and printing costs have risen. The advertising in the magazine covers the printing costs.</p>	
8.0 2014/2015 Achievements		
11052015-09	<p>For the past year the CCA was running without a Chairman or Vice Chairman but had continued to operate successfully. Finally we managed to get the Crofton Hall boiler up and running. Fareham Borough Council had to install larger gas pipes and meter at their cost.</p> <p>Staffing issues have also been challenging, both the staff members taken ill were sudden but serious.</p>	
9.0 2014/2015 Officers and Council will now stand down		
11052015-10	Mrs Lawton, the CCA President requested the officers and council to stand down.	
10.0 2015/2016 Election of Officers and Full Council		
11052015-11	<p>Mr John Guest has been nominated as Chairman, this was proposed by Mrs Peggy Lawton, seconded by Cllr Tim Knight and unanimously agreed.</p> <p>The new Chairman, Mr John Guest, introduced himself. He was a partner in the legal firm of Churchers Solicitors.</p>	

	<p>He has worked as Solicitor at Churchers until retiring two years ago. He had previously acted as President for another Community Association as well as being a Holding Trustee for the CCA for many years and had attended many of the CCA's annual meetings and also provided legal advice (both formally and informally) to the CCA.</p> <p>The Chairman read out the names of the Committee members and proposed that they are accepted en bloc to serve on the Committee, this was unanimously agreed.</p>	
11.0 Appointment of Auditors or an Independent Examiner for 2015/2016		
11052015-12	<p>The Chairman said that it was agreed in 2010 that we would have an audit every five years, therefore a full audit is due to be carried out next year, unless the members agreed to let the Management Committee make the decision as stated in the constitution. A discussion was held on the pros and cons, including calling for an audit at any time if it is required. The Centre Manager said it was not good for the staff to know that a full audit will be completed every five years, this decision should be decided year by year especially if there have been staff changes.</p> <p>It was therefore proposed by Mr Chris Perkins, seconded by Mr Tom Wingate and unanimously agreed that a Full Audit be carried out on the CCA's year-end accounts 28.02.16.</p> <p>The Chairman said that a structure for the maximum period of time that the next audit would take place will be agreed at the AGM in 2016.</p>	
12.0 Vision for the next year		
11052015-13	<p>The Chairman thanked the Centre Manager, her staff and the committee members for maintaining the centre so well. We will be looking to improve the front entrance as well as other continuous improvements to other parts of the centre as required. Please share your skills with the CCA, architects, builders etc.</p>	
13.0 Any other business		
11052015-14	<p>Valerie Rossiter from the Parkinson's group, said it was a pleasure to hire from the CCA, the staff are wonderful in helping incapacitated members and the caretakers cannot do enough. There are issues with parking and some members do not attend meetings as they cannot park near enough the centre. Cllr Knight said the car park is owned by Fareham Borough Council and they are reluctant to make additional space available, they are trying to encourage people to use other means to travel to the centre. If we shorten the parking time it will be unfair to some people. The car park is patrolled by officers who give tickets to cars not parked within a bay. It was suggested that some spaces could be coned off on certain days for example for use by Parkinson's group. This has previously had a negative response from the council but we can</p>	Cllr T Knight

	approach them again. The spaces in front of the trees are not big enough to use.	
11052015-15	Mr Chris Perkins thanked all the committee members who serve on the committee.	
11052015-16	Cllr Knight thanked the Committee and the President for standing in for the Chairman over the last year. This is the biggest community centre in Fareham and very well run.	

There being no further business the meeting closed at 8.20 p.m.