

CROFTON COMMUNITY ASSOCIATION
Registered Charity No. 301794

MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON Monday 8th May 2017

Committee Members present:

Mrs P Lawton	President
Mr J Guest	Chairman
Mrs J Holden	Minutes Secretary
Mr M Williams	CADS
Mrs S Coleman	Friday Yoga
Mrs P Bissell	Lee Players
Mr M Lewis	Area of Benefit

Ms N Rayner Centre Manager

List of attendees available in Centre Manager's office

Ref	Notes	Action
1.0 Chairman's welcome		
08052017-01	<p>The Chairman 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 members 21 present and 19 are eligible to vote.</p> <p>The Chairman addressed the query regarding voting rules which was brought up at last year's AGM. Entitlement to vote is as follows:</p> <ol style="list-style-type: none"> 1. persons of 18 years and over who live in the area of benefit, which is Stubbington and Hill Head 2. a nominated representative of a group, notified in advance in writing 	
2.0 Apologies for absence		
08052017-02	Mr Tom Wingate, Mrs Judith Wingate, Cllr A Mandry, Mrs Christine Guest, Mr Alan Lewis, Ms Anne Hayes, Mr Peter Appleton, Mrs Sally Appleton, Mrs Rosalind Lee, Mr Alan Scott.	
3.0 Accuracy of the AGM minutes of 2016		
08052017-03	None.	
08052017-04	Mr Malcolm Lewis proposed that the minutes be accepted, seconded by Mr Barry Lee and unanimously agreed.	
4.0 Matters arising from the AGM minutes of 2016		
08052017-05	None.	
5.0 Chairman's report		
08052017-06	The Chairman provided a written report. He reflected on the last year, especially Nicky and her team of eight staff, who do a fantastic job.	
08052017-07	Fareham Borough Council has completed the feasibility	

	<p>study on the Sports Hall. Following a meeting with Cllr Sue Bell, Executive Member for Leisure Services and Mark Bowler, Director of Leisure Services, they estimate that all the work needed would cost £254,000. The Sports Hall provides a third of the income for the CCA and would be a considerable loss if it were no longer available. There would be the possibility of having another big hall on the ground floor which could be let significantly as many enquiries received cannot be met. Decisions will be needed to be made in the future. A new drainage system has been put in by FBC to stop the leaking roof in the Sports Hall.</p>	
08052017-08	<p>The new front entrance is motivated by the need for disabled access. So far Daniels Harrison, design architects, has produced a plan for the front entrance. £45,000 was reserved in the accounts last year which will be brought forward; we are also looking to obtain grant funds.</p>	
08052017-09	<p>The CCA has two sources of income – membership fees and hirings. Membership fees are to increase by 2p a week/£1 per year and we currently have 1630 members. We are aiming to make £15,000 profit in the year 2017/2018. A new boiler was installed with a £3,950 grant from Hammond Memorial Trust Fund. The tubes in the lights in the Crofton Hall were replaced using a £672 grant from ex Cllr Chris Wood, Hampshire County Council.</p>	
08052017-10	<p>The defibrillator, which is to be provided by Fareham Borough Council, is for public use. It will be easy to use, portable and will only work when necessary. Members of the public can use the machine and a notice will be placed on it to say that CCA staff are not responsible for its use. The CCA will advertise the defibrillator in the What's On magazine and expect that FBC will probably advertise too. It was also suggested that it could be put on the Love Stubbington site and that the library is also a good place to raise awareness. All groups have received a letter about it. The Centre Manager has asked FBC to put on training at the centre as some people maybe apprehensive to use it but the emphasis is that as it is for public use it is designed for ease of use. Mr Malcolm Lewis is due to go on a training course this week.</p>	
6.0 Centre Manager's report		
08052017-11	<p>The Centre Manager provided a written report. There are lots of legal requirements that need to be adhered to and we are regularly inspected by the authorities. Hire charges are kept at a reasonable rate. After a lot of research it was found that there is no better administrative process than having members and a discounted rate. There needs to be a compromise between profit and service to the local community.</p>	
7.0 Financial Report – Independently Examined accounts for year end 28th February 2017		
08052017-12	<p>The Chairman (in the absence of a Treasurer) went through the Annual Report and Statement of Accounts page by page. There is a profit of £19,075.00. Staff pensions have</p>	

	<p>been paid from last year. Page 13 of the accounts, item 12, bank loans and overdrafts £947 is in fact unrepresented cheques. Designated funds - for items that need replacing in due course. General funds – redundancy payments if CCA closed. £155,000 not committed, £45,000 expected for front entrance (out of designated funds).</p> <p>J Humphry Associates in the village produce monthly management accounts for the CCA which are then checked in detail by the Centre Manager and then scrutinised by the committee each month.</p> <p>Acceptance of the accounts was proposed by Mr Mike Williams, seconded by Mrs Vicky Melville and unanimously agreed.</p>	
8.0 2016/2017 Achievements		
08052017-13	It is an achievement that the centre is always clean and tidy and well maintained. Always looking to improve whenever possible.	
9.0 2016/2017 Officers and Council will now stand down		
08052017-14	Mrs Lawton, the CCA President requested the officers and Full Council to stand down.	
10.0 2017/2018 Election of Full Council		
08052017-15	The Chairman read out the names of the nominated persons to serve on the Full Council members and proposed that they are accepted en bloc to serve on the Committee, this was unanimously agreed. The Management Committee members would be agreed at the Full Council meeting to follow the AGM. The Fareham Borough Council representative is to be notified by the Council.	
11.0 Appointment of Auditors or an Independent Examiner for future year end accounts		
08052017-16	<p>We only need to appoint accountants at the AGM as the Management Committee will decide on either an independent examination or full audit in January 2018. It is the view of the accountants that if there are no extraordinary transactions, an independent examination will suffice. The cost of an IE would be £1182.00 and a full audit £1914.00, which is the same price as last year.</p> <p>It was therefore proposed by Mr Mike Birmingham, seconded by Mrs Vicky Melville and unanimously agreed that we would appoint Murray McIntosh O'Brien to produce the CCA accounts for the year end 28th February 2018 to carry out a full audit or independent examination as instructed by the Management Committee.</p>	
12.0 Vision for the next year		
08052017-17	Keep going, maintain and improve wherever possible.	
13.0 Any other business		
08052017-18	Mrs Penny Bissell asked about the Crofton Hall floor. The Centre Manager will have a meeting with the caretakers, they probably have one more go at stripping the floor and revarnishing, it is thin in places and we were told five years ago that it needed to be replaced.	

14.0 Date of next year's AGM		
08052017-19	The meeting was set for Monday 30 th April 2018.	
15.0 The Chairman to close the meeting		
08052017-20	The Chairman thanked everyone for attending. There being no further business the meeting closed at 8.10 p.m.	