

CROFTON COMMUNITY ASSOCIATION
Registered Charity No. 301794

MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON Monday 14th MAY 2012

Committee Members present:

Mrs P Lawton	President
Mr C Perkins	Chairman
Mr D Ballard	Vice Chairman
Mrs J Holden	Minutes Secretary
Mr M Williams	CADs
Mrs J Wingate	Area of Benefit
Mrs P Bissell	Lee Players
Mrs S Coleman	Yoga
Mrs M Sayer	Area of Benefit
Cllr T Knight	FBC representative
Miss A Fullbrook	Area of Benefit
Mr A Lewis	Crofton Shotokan Karate
Ms N Rayner	Centre Manager

List of attendees available in Centre Manager's office

Ref	Notes	Action
1.0 Chairman's welcome		
14052012-01	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 25 members present and 19 are eligible to vote.	
2.0 Apologies for absence		
14052012-02	P Appleton, S Appleton, J Pike, J Guest (Holding Trustee) and A Hayes	
3.0 Accuracy of the AGM minutes of 2011		
14052012-03	16052011-21 Third paragraph to read – Last year we created an IT network.	
14052012-04	Mr Williams proposed that the minutes be accepted, seconded by Mr Wingate. All 19 voters approved.	
4.0 Matters arising from the AGM minutes of 2010		
14052012-05	16052011-25 Minutes of the previous AGM were put on the website in advance of the meeting. The minutes were also sent out to all the groups.	
5.0 Chairman's report		
14052012-06	The Chairman provided a written report (a copy is in the office). He said that we have a well run centre with very loyal staff, we often receive comments from people saying how well run it is and how clean it is. We have a multi-skilled caretaking staff who are able to do lots of different jobs for us.	
14052012-07	The Chairman said that pictures were on display of the work carried out during the last year and also of work which is planned for the coming year. He said that all the	

	<p>walls were plastered and painted in the Sports Hall wing. There was a complete refurbishment of the toilets and kitchens and a new electricity supply to the rear of the stage.</p> <p>Looking forward there are a number of projects which include the replacement of ceiling tiles and new energy efficient lights in the Crofton Hall. The fence at the back of the Nursery is to be replaced as it is a safety and security risk. We plan to replace the front entrance to improve access for the disabled, wheelchair users, mobility impaired persons and for pushchairs. We are hoping to bring back into use the lighting booth in the Crofton Hall, this project is in conjunction with the theatre groups.</p> <p>The Chairman said we have had another successful financial year.</p> <p>There were no questions.</p>	
6.0 Centre Manager's report		
14052012-08	The Centre Manager provided a written report (copy in the office). She thanked the staff for all their hard work and said how well they all work together as a team. There were no questions about the report.	
7.0 Financial Report		
14052012-09	We do not have a Treasurer but the accounts are looked after by a firm of accountants on a monthly basis and we are lucky that Cllr Knight (CCA Management Committee Trustee) is also a qualified accountant. Cllr Knight went through the Annual Report and Statement of Accounts page by page. Cllr Knight said that we are self funding, as the building is owned by Fareham Borough Council and the CCA pay rent.	
14052012-10	<p>This year the Annual Report and Statement of Accounts had been independently examined.</p> <p>Acceptance of the accounts was proposed by Cllr Knight, seconded by Mrs Barkham and unanimously agreed.</p>	
14052012-11	Mr Peter Barber raised a question about income from non-charitable activities and should it be shown under a separate heading. Cllr Knight said that the Independent Examiner accepts that it is not significant to warrant a special heading and the local authority are happy that we meet the needs of the local community. The Centre Manager said that there would only be an issue hiring out to commercial hirers if we could not satisfy demand from local community groups.	
8.0 2011/2012 Achievements		
14052012-12	The Chairman said that lots had already been said on this. He also said that last year we did not increase membership fees and only increased hiring rates 3% below inflation. We are looking to use some money to improve the centre. We have a duty to our staff to ensure they are taken care of	

	in the case of the centre shutting for any reason and we therefore have a reserve of money for this purpose. We have also put some money into designated funds for staff pensions which will be starting in 2015.	
9.0 Appointment of Auditors or an Independent Examiner for 2012/2013		
14052012-13	<p>It was proposed that the Annual Report and Statement of Accounts for 2012/13 are checked by an independent examiner, the cost of which will be £1110 inc VAT. Our accounts are carried out by J Humphrey Associates in the village who also do the staff salary calculations. We are very strict on finances and always have a full audit trail.</p> <p>It was therefore proposed by Cllr Knight, seconded by Mrs Wingate and unanimously agreed that the Annual Report and Statement of Accounts for 2012/13 will be independently examined by Murray Mackintosh at a cost of £1110.00 inc VAT.</p>	
10.0 2011/2012 Officers and Council will now stand down		
14052012-14	The Chairman handed over to Mrs Lawton, the CCA President for election of the new officers of the association.	
11.0 2012/2013 Election of Officers and Full Council		
14052012-15	<p>Mrs Lawton read out the names of the Committee members so people could see who was standing for election. She proposed that we accept all these people to serve on the Committee. This was proposed by Mr Burlingham, seconded by Mrs Barkham and unanimously agreed.</p> <p>The Chairman thanked the committee members and especially the new members. He said that this would be the last year that he and the Vice Chairman would serve on the committee.</p>	
14052012-16	Mr Alan Scott asked what is being done to fill the Treasurers post. The Centre Manager said that it has been advertised for many years with no-one volunteering for the position. However, we have the accountant in the village who used to be our treasurer. Full accounts are produced every month independently so we do not necessarily need a treasurer. We have not received any criticism from the Charity Commission that we do not have a Treasurer. Cllr Knight was voted last Thursday to be the Fareham Borough Council representative so that is another independent person and Fareham Borough Council are very pleased with how the centre is run.	
12.0 Vision for the next year and future years		
14052012-17	The Chairman said that we would again have a stall at the fayre in August. He said that two years ago we carried out a survey and less than 50% of people did not know where we were and what we did. We also have our magazine which is produced twice a year which promotes the centre. He said our vision is of good customer service, a clean and safe environment. All the staff and committee members are CRB checked.	

13.0 Any other business		
14052012-18	Cllr Knight said he would like to thank the staff and committee for running the centre so well and for how much work is put in by the committee members and that the centre has such a good reputation.	
14052012-19	Mrs Lawton asked if anyone is interested in becoming the Treasurer please let us know.	
14052012-20	The Centre Manager said that damp had been found in the Hammond Wing and the work is to be carried out in August so please be patient with us during this time. Letters have been sent out to the hirers who will be affected.	
14052012-21	Mrs Wingate said she was please to see that parking charges would not be brought in for the car park and could it possibly be extended. Cllr Knight said he did not think this would be an option. Mrs Wingate also asked about the possibility of restricting people parking all day. Cllr Knight said Fareham Borough Council have the facility to change the times of the car parks but they feel no need to change this particular one. Cllr Knight also mentioned the cycle path planned for Bells Lane.	
14052012-22	Mr Williams asked if something could be done to stop the traffic going the wrong way in the car park i.e. a no entry post. The Chairman said to take it to the committee and they can write to Fareham Borough Council.	
14052012-23	The Chairman thanked everyone for attending and thanked the staff for their work.	

There being no further business the meeting closed at 7.55 p.m.