

CROFTON COMMUNITY ASSOCIATION
Registered Charity No. 301794

DRAFT - MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON Monday 13th MAY 2013

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 S Coleman	Yoga
Mrs M Sayer	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		
13052013-01	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 26 members present and 21 are eligible to vote.	
2.0 Apologies for absence		
13052013-02	Mr John Guest (Holding Trustee), Mrs Judith Wingate, Mr Tom Wingate, Mrs Penny Bissell, Mr Gerry Bissell and Mr Alan Lewis.	
3.0 Accuracy of the AGM minutes of 2012		
13052013-03	None.	
13052013-04	Mr Williams proposed that the minutes be accepted, seconded by Mrs Coleman. All 21 voters approved.	
4.0 Matters arising from the AGM minutes of 2012		
13052013-05	There were no matters arising.	
5.0 Chairman's report		
13052013-06	The Chairman said that he and the Vice Chairman would be standing down at this meeting. The Chairman had been in post since 2008 and he reflected on the work done. He said that the CCA had spent a lot of money over the past few years with help from Fareham Borough Council. He said that fees had not been increased in two years and in real terms had gone down 6%. He said he would like to give a very big thank you to the staff at the CCA who do a superb job looking after the building, hirers and the public. A special thank you to Nicky, Centre Manager and Martin, Head Caretaker. Thanks also to the committee, and the Vice Chairman for his help. He also thanked Cllr Knight who has supported the CCA for many years and looks through the accounts. He also said that he has prepared a five year outline business plan and wishes the new	

	Chairman and committee well for the future.	
6.0 Centre Manager's report		
13052013-07	The Centre Manager provided a written report and there were no questions.	
7.0 Financial Report		
13052013-08	<p>Cllr Knight went through the Annual Report and Statement of Accounts page by page. Acceptance of the accounts was proposed by Cllr Knight, seconded by Mr Brian Pink and unanimously agreed.</p> <p>The Chairman said that the CCA has had another good year without increasing rates, this is due to the good management of the CCA.</p> <p>The Centre Manager said that we do not have a Treasurer so the accounts are looked after by a firm of accountants.</p> <p>There were no questions.</p>	
8.0 2012/2013 Achievements		
13052013-09	The Chairman produced a slide show presentation to show the achievements since 2008. He said our main goal this year was the booth in the Crofton Hall which he said was a fantastic asset. He also mentioned the new wall which has now been built replacing the old wooden fence.	
9.0 Appointment of Auditors or an Independent Examiner for 2013/2014		
13052013-10	<p>It was agreed in 2010 that we would have an audit every five years as we employ an accountant to prepare the accounts on a monthly basis. The price for an Independent Examination would be £1182 inc VAT and the price for an audit would be £1914 inc VAT.</p> <p>It was therefore proposed by Mr Brian Pink, seconded by Mr Mike Williams and unanimously agreed that the Annual Report and Statement of Accounts for 2013/14 are to be checked by an independent examiner.</p>	
10.0 2012/2013 Officers and Council will now stand down		
13052013-11	The Centre Manager presented the Chairman and Vice Chairman with a token of thanks from the CCA for all their hard work. The Chairman then handed over to Mrs Lawton, the CCA President for election of the new officers of the association. Cllr Knight thanked the retiring Chairman and Vice Chairman for all their hard work over the last few years.	
11.0 2013/2014 Election of Officers and Full Council		
13052013-12	Mrs Lawton read out the names of the Committee members and asked that those who were present at the meeting stand up so people could see who was standing for election. She proposed that we accept all these people to serve on the Committee. This was unanimously agreed.	
12.0 Vision for the next year		
13052013-13	The new Chairman, Mr Simon Stevenson, thanked everyone for attending. He explained his links with the CCA and said that it will take time for him to get to know	

	how the Committee and accounts work. He said our vision is to keep the Centre at the current standard and keep our good reputation.	
13.0 Any other business		
13052013-14	Mr Thomas raised a question about the car park. He asked if hirers could park nearer to the Centre to unload their car? The Centre Manager said that if the staff are asked and we can help you would be able to get your car nearer to the building. The Centre Manager explained that the main car park is owned by Fareham Borough Council.	
13052013-15	Mr Chris Williams, Sequence Dancing, queried the blood donors taking over the Crofton Hall on a Monday as they already lose four days to bank holidays. The Centre Manager said that the blood donors are important and in the past it has always been on a Thursday and then those using the Crofton Hall on a Thursday are disrupted along with theatre performances and elections, so they are trying different days each year as it is important for the Community for us to be able to have blood donor sessions at the Centre.	
13052013-16	Cllr Knight said he would like to thank the staff and committee on behalf of Fareham Borough Council for running the centre so well.	

There being no further business the meeting closed at 7.45 p.m.