

**CROFTON COMMUNITY ASSOCIATION**  
**Registered Charity No. 301794**

**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON Monday 9<sup>th</sup> May 2016**

**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
Ms A Hayes	Nursery
Mrs P Bissell	Lee Players
Mrs J Wingate	Area of Benefit
Mr S Brickell	J's Short Tennis

Ms N Rayner                      Centre Manager

*List of attendees available in Centre Manager's office*

Ref	Notes	Action
<b>1.0 Chairman's welcome</b>		
09052016-01	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 19 were eligible to vote. Mr Peter Appleton queried the voting rules (only persons of 18 years and over who live in the area of benefit, which is Stubbington and Hill Head, are entitled to vote). The Chairman will check into this, but for this meeting the rules will apply.	Chairman
<b>2.0 Apologies for absence</b>		
09052016-02	Mrs Vicky Melville, Mrs Christine Guest.	
<b>3.0 Accuracy of the AGM minutes of 2015</b>		
09052016-03	None.	
09052016-04	Mr Derek Ballard proposed that the minutes be accepted, seconded by Mr Mike Williams and agreed by a majority.	
<b>4.0 Matters arising from the AGM minutes of 2015</b>		
09052016-05	11052015-14 – Cllr Knight was not at the meeting but he had reported back that the matter had been considered and no further parking spaces would be made available. Fareham Borough Council would not move the trees and are also not in agreement to allow the CCA to temporary cone off a few parking spaces to the side of the building when we have certain groups with mobility/disability issues. The motorcycle spaces have been moved to the library area making one extra space.	
<b>5.0 Chairman's report</b>		
09052016-06	The Chairman provided a written report. He said we have two major assets, the first being the facilities provided at the centre and is amazed at the amount of space and the	

	<p>condition it is in. The second is the staff. Nicky and her team do a great job, please thank them when you see them. They are flexible, all ‘muck in’ when someone is absent, and they are all to be congratulated. Nicky is the lynchpin of the centre and has been with us for 16 years.</p> <p>Former Cllr Tim Knight had been on the committee for 17 years, he was a great friend of the association liaising with other members of Fareham Borough Council on our behalf. The CCA have sent him a letter of thanks and a small gift to show our appreciation.</p> <p>As an employer of eight staff the association has to provide and offer a pension. This is to come into operation very soon and will cost the CCA 1% of salary in the first year, 2% in the second year and 3% in the third year, staff will also contribute to the fund. This will, of course, increase costs. We have a company helping us, Certus Financial Services, who have given us helpful advice at no charge.</p> <p>Cllr Knight was very keen that the association invest some of their funds and it was decided in principle, by the committee, to invest with Brewin Dolphin. We are also looking to increase facilities at the centre, with a new entrance area which will include a disabled friendly front door and possibly an extra room. In the meantime funds are to be put on deposit to receive a better rate of interest.</p>	
<p><b>6.0 Centre Manager’s report</b></p>		
<p>09052016-07</p>	<p>The Centre Manager provided a written report. Mr Mike Williams queried if we could ask Fareham Borough Council for compensation to cover losses due to the leaking Sports Hall roof. The Centre Manager is logging problems and loss of income and we may be able to put the losses to FBC for them to consider. FBC, as landlords, need to ensure the building is in good order. No long term solution has been achieved, the last repair that was carried out on one of the corners is so far water tight so FBC have repaired the remaining three corners. FBC have tentatively mentioned they plan to do a feasibility study on the Sports Hall floor, roof, ventilation and lights. We will keep pushing for this as there are so many issues that need to be sorted out and we may be able to contribute to this.</p> <p>Ms Jan McCready asked if this would include the outside cladding which is in a poor state. This is also the responsibility of FBC and will be included in the feasibility study.</p> <p>Mr Mike Burlingham asked if the FBC representative was present at the AGM, as the representative and deputy have not yet been appointed there was no one in attendance from FBC. Once appointed the Centre Manager will receive written confirmation from FBC.</p>	

<b>7.0 Financial Report – Audited accounts for year end 29<sup>th</sup> February 2016</b>		
09052016-08	<p>The Chairman (in the absence of a Treasurer) went through the Annual Report and Statement of Accounts page by page. The accounts have been Audited as voted for at last year's AGM and the auditors are very happy with the accounts. There is a profit of £6,511.00. Acceptance of the accounts was proposed by Mr Tom Wingate, seconded by Mr Derek Ballard and agreed by a majority.</p>	
<b>8.0 2015/2016 Achievements</b>		
09052016-09	<p>The Chairman is impressed with what he has seen in the past year. Congratulations to Nicky and her staff. There is a small surplus of £6,511.00 this year but we need to aim for higher profit next year. We had a successful audit of the accounts and the Chairman met with the auditor and was assured that everything is fine.</p> <p>We have been looking into the possibility of an extra room and a new front entrance, hopefully this will have moved on by next year.</p> <p>The staff have a good relationship with the public and are always welcoming, which is a great achievement.</p>	
<b>9.0 2015/2016 Officers and Council will now stand down</b>		
09052016-10	Mrs Lawton, the CCA President requested the officers and council to stand down.	
<b>10.0 2016/2017 Election of Full Council</b>		
09052016-11	<p>The Chairman said he is very happy to continue to serve for another year, this was proposed by Mrs Lawton, seconded by Mrs Wingate and agreed by a majority.</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. The Fareham Borough Council representative is to be notified by the Council.</p>	
<b>11.0 Appointment of Auditors or an Independent Examiner for future year end accounts</b>		
09052016-12	<p>The Chairman said that this issue had been discussed with the auditor and she felt that as the accounts are in good order that an Independent Examination (IE) is more than enough. An audit is normally carried out when there is good reason to do so or when there has been extraordinary income or expenditure. Normally a decision would be made at the AGM whether a Full Audit or IE should be carried out on the forthcoming year. However it was unanimously agreed that in future a decision would be made in the January (month before year end) by the Management Committee. This would mean that the people involved in preparing them would not know in advance whether an audit or IE would be taking place. It was felt that we could appoint our accountants at the AGM.</p> <p>The cost of an IE would be £1182.00 and a full audit £1914.00.</p>	

	<p>It was queried whether the Constitution would need to be changed and would this be acceptable to the Charity Commission. It was believed it was and Mr Ron Smith said he believed what we do is in standard practice with other charities. The Centre Manager added that we have an additional safeguard as we employ a J Humphry Associates who produce monthly management accounts which are checked by the Centre Manager and committee each month.</p> <p>It was therefore proposed by Mr Mike Williams, seconded by Mr Barry Lee and unanimously agreed that we would appoint Murray McIntosh O'Brien to produce the CCA accounts for year-end 28<sup>th</sup> February 2017.</p>	
<b>12.0 Vision for the next year</b>		
09052016-13	<p>The new front entrance and possible building work are planned, as our landlords Fareham Borough Council need to agree to any works being carried out.</p> <p>The income of the association covers expenditure and made a small profit. Staff costs are increasing due to the new pension regulations, also due to local authority cut-backs, we will have a loss of income from one hirer of £7,000. Therefore new hiring and membership fees have been approved by the committee, which are effective from 1<sup>st</sup> September 2016. A letter will be sent out to all groups shortly. The membership has not been increased for six years and will only equate to a 4p increase per week per member.</p> <p>Our gas bills had increased significantly and after investigation from the Centre Manager it was found that, due to a computer glitch, the conversion of units to kw was incorrect and we have been overcharged by approximately £9,000. The Centre Manager is fighting to get the money back from British Gas, although some of it will go back to Fareham Borough Council.</p>	
<b>13.0 Any other business</b>		
09052016-14	<p>Ms Jan McCready asked about the front entrance and building works, would it give us more room? We constantly need ground floor accommodation and in the past we have looked into the possibility of lifts but these are not feasible. We obtained a sketch plan of the front entrance and two proposed locations of possible ground floor rooms from Daniels Harrison at no charge. We are looking at either the front or back gardens, but the room at the front would not be sufficient for 100 people so this only leaves the garden area. It is estimated that a proposed new room would bring in an extra £25,000 per year in fees and provide an extra facility for community activities. This is in the very early stages of planning.</p>	
<b>14.0 Date of next year's AGM</b>		

09052016-15	The meeting was set for Monday 8 <sup>th</sup> May 2017.	
<b>15.0 The Chairman to close the meeting</b>		
09052016-16	<p>The Chairman thanked everyone for attending and said anyone is welcome to help e.g. on the building committee.</p> <p>There being no further business the meeting closed at 8.20 p.m.</p>	