

INGATESTONE & FRYERNING COMMUNITY ASSOCIATION CIO

REGISTERED CHARITY No.1161482

DRAFT MINUTES OF ANNUAL GENERAL MEETING

Wednesday 23rd JUNE 2021 at 8.30pm

PRESENT:

Jenny Fowle	(JF)	Trustee on behalf of Young Expressions & Treasurer
Lilian Hunter	(LH)	Trustee and Chairman
John Galvin MBE	(JG)	Trustee & Hon. Secretary
Des Felton	(DF)	Trustee
Paul Wisbey	(PW)	Trustee

Lee Stevens Centre Co-ordinator

and 20 additional members

1. Apologies:

Apologies were received from the following:

Barry Crane

Claire & John Williams

2. Minutes of last AGM

The minutes of the 2018/19 AGM held on Wednesday 12 February 2020 were agreed.

Proposed: Steve Bearpark. *Seconded:* Brenda Hennessy and a show of hands

3. Matters arising

There were no matters arising from the 2018/19 AGM.

JG took the opportunity to note that the last AGM was held on 12 February 2020 and the IFCA Constitution requires that AGMs must be held at intervals of not more than 15 months. JG acknowledged that tonight is therefore just over 16 months since the last AGM. Due to the coronavirus lockdown, the trustees took the decision to delay the meeting until we were allowed to hold it in person.

4. Annual Report of the General Committee

Chairman's report

Lilian Hunter welcomed everyone. Her report follows, in full.

Welcome to everyone – how nice to see you here after so long. Little did we think when I last reported to you at the AGM on February 12th 2020 that we would be facing such immense changes in our lives. However we are fortunate enough to come through it and here we are, hopefully, getting back to normality again. My report obviously covers more time than it usually does but for so long there was nothing to report.

First of all I would like to pay tribute and thanks to our Trustees, our Centre Co-ordinator, Lee, our office staff, Jacky, Karen and Brenda, who retired in December, our support staff, volunteers and supporters who have worked so hard to conform to all the changing rules and regulations to ensure that our Community Centre has been made as safe as possible. It has been a mammoth task but they have continued to abide by all the regulations and guidance.

When we had to close the Community Centre our sources of income diminished – from the car park, the hall lettings, membership and rent from the bar. We received Government grants and with careful financial management we have been able to keep the Centre in good shape and we will hear from our Treasurer more on this later.

In order to help Peter continue to survive we have helped him in as many ways as we could using grant money to offset his rent and trying to provide more usable outside space for his use. We purchased two new benches for under the canopy, barrels and benches for that area – removing existing bollards to maximise the space. Peter has been serving take-away food and recently bought a coffee van, which has been quite a success – providing a meeting place for friends, a stop off for walkers and cyclists and now providing tasty breakfast food – popular with commuters and local businesspeople alike. His kitchen has just been awarded a 5 star rating again for the 10th year by the Brentwood Council so well done Billy and Peter for that achievement.

In our attempt to make more pleasant and available space for Peter's customers and other users we have replaced our planters and they are in the process of being set up with a variety of plants. To protect our planters we are trying to find ways to direct the cars higher up the car park to turn, to avoid U turns which sometimes result in damage to planters.

On the subject of the car park – unfortunately, our car parking machines were broken into a few months ago, money was stolen and the machines damaged. The incident was reported to the police – we had CCTV footage – but unfortunately we have not heard anything more. The machines were out of action for about 3 weeks. We had been considering introducing card/cash machines but this brought forward our decision and our new machines are in situ. We are going to monitor to see which becomes the more popular option. We can alter one or both to card only if it seems popular. It would save having to empty the machines and bank the cash. We shall see what the outcome is. In order to cover our new machines we have installed 2 new cameras and PIR lighting at the front and back.

The Community Cinema has resumed again. After our showing of Made in Dagenham in February 2020 we had to delay our next – Singing' in the Rain – until May 2021 but our next film showing is to be on July 29th at 7.45- The Good Liar. I would like to thank John for investigating and bringing to fruition this innovation to the Centre. I am convinced it is going to become a popular feature including for TV sports, enjoyed by many. I would also like to thank Jenny for pursuing a grant from Essex County Council which enabled us to buy the screen and projector. She is a shrewd and canny shopper and has also been instrumental in transferring to the Co-op Bank to avoid paying bank charges and also changing our insurance company and saving a considerable amount of money on both.

Jenny's daughter, Ella, is working towards her Duke of Edinburgh Award and offered to conduct an assessment of our energy usage. We were pleased to accept her offer and she provided some useful observations and we are acting on some of her recommendations, including investigating solar panels on the roof. We looked into this many years ago but we

were still in a very tight financial position, the pay in tariff suddenly dropped and we decided we could not afford to go ahead. It may be we can get a Government grant towards the installation so we are investigating that possibility again. Watch this space!

We have been pleased to welcome the Blood Donor service back to our hall after many years away – again at John’s instigation. They report back that they are very pleased with the site and are fully booked each time they come.

During lockdown Trustees meetings have continued electronically. It has been a learning curve for us all and we have had a few teething problems and hiccups but it has been a very useful means of us carrying on with our business.

I am sure you will remember that last year we reduced the membership subscription rate significantly and we attracted a very healthy 686 members. Not surprisingly after a prolonged lockdown it is proving a struggle to match that figure this year. We are hoping that as we open up more we will attract more of last year’s members to re-join.

We were very pleased to be able to reopen our hall on May 17th and resume our popular coffee mornings and exercise classes. Fryerning Parish Room has been closed throughout but is shortly about to open and welcome back their regular users and encourage new people to their very attractive venue. It is a unique place for small celebrations and has been refurbished to high standards. Bookings and enquiries can be made at the office here upstairs.

None of us knows what the future holds but having come this far I know we will continue to endeavour to do our best to continue to maintain the Centre as a very valuable village asset for as many people as possible to enjoy. With our strong team and valuable volunteers and supporters we hope to go from strength to strength.

5. Accounts of the IFCA CIO 2019/20 (report presented by Jenny Fowle)

Report follows in full

I’m going to talk you through the important parts of this year’s report and financial statements but before I get into the detail, I’d like to emphasise that these accounts cover the year from 1st October 2019 to 30th September 2020, which means a couple of things:

- Firstly, as you’d expect, the financial results of the charity are severely impacted by covid, as around half the period was “normal”, up to mid-March say, but everything after that took place under the covid cloud – this will be very evident as we go through the numbers
- Secondly, please bear in mind that the information in the accounts is now 9 months old and a lot has happened in those 9 months. I will therefore talk a little bit about what has happened since September 2020, to explain the impact that covid has had on the current financial year

Turning to the accounts themselves, like last year they were prepared by ourselves, I’d like to say thanks to Brenda, Karen and Lee in the office for all their hard work in compiling the information. Also like last year, the report was independently examined by Jan Stobart from RCCE. Jan was able to complete all her investigations without visiting us this year thanks to

the wonders of video conferencing and has again given us a clean bill of health, there were no adjustments needed to the accounts that we had prepared.

Pages 1 to 3 of the report contains the Trustees Report, and this year we have included quite a lot of detail about the activities, achievements and financial performance of IFCA. Some of this has already been covered by Lilian's report so I will just focus on the key financial information, which I will point out as we go through the relevant pages of the report.

Page 4 is the Independent Examiner's Report, which, as I've already mentioned, highlighted no concerns.

Then if we turn to page 5 you can see the income and expenditure account, I will highlight to you the main points here:

- total income has reduced by 8% (2019 £146,743, 2020 £135,141) which overall is a good result given the circumstances. But when you dig deeper into this number, as shown in note 4 on page 9, there were significant reductions in lettings (51%), rental income (29%) and car park income (24%). Thankfully covid-related grants of £36,095 (broken down in note 7, page 10) boosted our income to near-normal levels.
- if you now turn back to page 5 you can see that total expenditure has reduced by 24% (2019 £122,106, 2020 £92,611). You can see the breakdown of this in note 8 on page 11. If you look at the repairs and maintenance category you can see that this is where we have saved the most money. Due to the uncertainty caused by covid we decided to only carry out work that was absolutely essential. Other savings came from the suspension of business rates and reduced premises expenses at FPR due to their closure.
- back on page 5 again, you can see that income less expenditure = net income for the year which is £42,530 for 2020 compared to £24,637 for 2019. This is a very positive result given the circumstances; however we do recognise that we are still affected by the pandemic today, and we do not expect our 2021 results to be as good as this.

Then if we turn to page 6 which is the statement of financial position. I only want to highlight a couple of things here, which are:

- You will see that the cash balance is a lot higher than last year (£74,847 compared to £44,257). This is because in the past if we had surplus cash we used it to overpay the loan balance. But, this year, due to uncertainty over future cashflows we decided to hold on to the extra cash in case we needed it.
- the bank loan, which is secured on the land and buildings, is included in creditors both less than one year and over than one year, and the total balance at the year-end was £99,882 – you can see the breakdown of this in note 16 on page 14. It felt like a real milestone to finally see the balance below £100k and all the trustees were delighted to have achieved this just in time for the 2020 accounts. We were able to meet all the loan repayments during the year but didn't make any overpayments. Assuming there are no cashflow issues in the future we will have paid the loan off completely within 5 years, or sooner if we make overpayments.

So that's a summary of the annual report and financial statements. I will now just mention briefly what has happened financially from 1 October 2020 to current day.

As there have been various lockdowns almost continuously since September 2020 we have received a number of grants which were available to the hospitality sector. If we add them all up they come to over £50k of which £31k was awarded to the Community Centre, and £19k was awarded to FPR. These grants mean that 9 months after the year end we are still in a strong financial position and there are currently no issues about the viability of the charity as a going concern.

With renewed hope for the future, we have been a bit bolder and have spent some money in the current financial year, as mentioned by Lilian, mainly on improvements to the outside area, upgrading the car park machines and investing in our new audio visual equipment. We are also actively seeking quotes to install solar PV panels on the roof and investigating the installation of electrical vehicle charging points in the car park. So watch this space as we move forward with improvements to your Community Centre!

They are the main points I want to cover - does anyone have any questions on the annual report and financial statements?

In summary it has been another successful year for the Association and I propose the accounts are now adopted by the members.

Proposal to accept

Proposed: Steve Bearpark *Seconded:* Ron Johnson

6. Election/Appointment of Members to the General Committee to serve as Trustees

6.1 Following service of Notice of the AGM no nominations were received for new trustees but JG was pleased to announce that three prospective Trustees had been identified and have offered to stand as trustees.

JG explained that Trustees may be appointed in two ways (1) in the case of groups affiliated to the IFCA, by nomination of one of its members by the relevant affiliated group or (2) by election by the members.

A nomination has been received on behalf of an affiliated group – Ingatestone Musical and Operetta Group and we welcome Jim Donnell as a representative of that group.

There are two nominations of IFCA members to stand as Trustees and JG proposed that Tom O'Connor and Teresa Ravenscroft be appointed at this meeting. Tom's appointment was seconded by Peter Smith and Teresa Ravenscroft and a show of hands and Teresa's appointment was seconded by Jacky Craythorne and Des Felton and a show of hands.

6.2 JG indicated the current trustees were:

- Des Felton
- Jenny Fowle
- Lilian Hunter
- John Galvin
- Paul Wisbey

6.3 JG explained that under the constitution one-third of the existing trustees stand down each year but they are eligible for re-election. The trustees who need to seek re-election this year are John Galvin (previously the nominated representative of the Tennis Club but now standing as an individual member) and Paul Wisbey. JG asked for a proposer and seconder for the re-appointments.

John Galvin *Proposed: John Cavill Secoded: Steve Bearpark*

Paul Wisbey *Proposed: Karen Rayment Secoded: Brenda Hennessy*

Both were re-elected by a show of hands.

7. Election of Honorary Officers

7.1 LH read out the nominations for the position of Hon. Treasurer and Hon. Secretary.

7.2 Hon. Treasurer

Nominee: **Jenny Fowle** *Proposed: Maggie Galvin Secoded: Teresa Ravenscroft*

7.3 Hon. Secretary

Nominee: **John Galvin** *Proposed: Brenda Hennessy Secoded: Teresa Ravenscroft*

The above were elected by a show of hands.

8. Appointment of Independent Examiner:

Following the successful Independent Examination carried out by Jan Stobart from RCCE, JF proposed that RCCE be reappointed as our Independent Examiner. JF reported that RCCE provided a good service and represented good value. The reappointment was agreed.

9. Update on events and activities

JF reported that she was undertaking a review of activities with a view to increasing the use of the hall. What she had found was that we already did a lot but she had prepared a long list of possibilities and was still looking for more ideas. If you have any ideas, please let us know and please consider getting involved. The current team is small and we're always looking for more volunteers so if you want to see something happen, get involved.

The next event is an evening cinema screening of The Good Liar on 29 July – tickets available from the office.

10. Any Other Business (for which due notice had been given)

No formal AOB had been notified to IFCA in advance of the meeting.

Other issues:

1. Raised by Ron Johnson. Ron asked how the Tennis and Bowls Clubs had fared during lockdown and how they were getting on now. JG replied that both clubs had to close during lockdown and although he no longer represented the Tennis Club, he thought that membership was healthy and he could report that two courts

had been resurfaced. Consideration was being given to whether the third court could be hired out to the public.

JG said he couldn't speak for the Bowls Club but it has lost membership in recent years. IFCA promotes the Club where possible. JG suggested Ron should speak to Barry Crane directly for further information.

There were no further questions from the floor.

The meeting closed at 9.15pm.