

NEW MILTON & DISTRICT COMMUNITY ASSOCIATION

DRAFT MINUTES OF 56TH ANNUAL GENERAL MEETING

Held at the Community Centre at 7 p.m. on Friday 9 June 2017

**Present: 63 Members of the Association including
All the members of the Executive Committee and 2 of the 3 Independent
Trustees**

1. PRESIDENT'S WELCOME & ADDRESS

Phyllis Inglis welcomed Members and 2 of the 3 Independent Trustees, Gordon Denson and Richard G. Ferguson, to the AGM and thanked everyone for making the effort to attend.

She said that during the year it had been difficult to attract more members and volunteers and encourage greater use of the Centre, and the hours the café was open had been reduced because of under-use. She thought that the Executive Committee would need to consider new ideas and facilities to attract a wider section of the community. She thanked the members for their support with a special 'thank-you' to the volunteers who made it possible for the Centre to operate on a day to day basis. She encouraged everyone to make full use of the Centre and all it had to offer. Phyllis duly handed over proceedings to the Chairman, Malcom Swan.

2. APOLOGIES FOR ABSENCE

Apologies had been received from the third Independent Trustee Wendy Maund and Derek Sheldrake.

3. APPROVAL OF MINUTES OF 2016 AGM

The Minutes were approved. Proposed by Bob Stevens and seconded by Richard B. Ferguson.

4. MATTERS ARISING FROM 2016 MINUTES

None

5. CHAIRMAN'S REPORT

Malcolm began his report by paying tribute to Phyllis Inglis for her remarkable service to the New Milton community over many years. The Centre owed her a debt of gratitude for taking on more than one responsibility.

Malcolm also thanked Colin Bower for his support and advice throughout the year, in his role as Minutes Secretary and Clerk to the Executive Committee.

In the last Newsletter Malcolm had included a lengthy list of people that he wanted to thank for their support. He now wished to add his thanks to all those attending the AGM which showed that:

- They belonged to the Centre, as a whole, and not just to a small part of it.

- They were concerned for the ongoing success of the Community Association.
- They wanted to show their support to those seeking to run the Centre for the benefit of all.

Malcolm said that the Executive were involved in running a Centre with 1,200 members, some 30 Sections and Activities, 25 Affiliated groups who meet at the Centre and numerous Outside Hirers who used our premises. He said that it had not been an easy year for the Executive and they were aware that they had not solved all the problems.

Steve Hill had left the Executive in September after many years of sterling work on behalf of the Centre and Malcolm asked that thanks to Steve for his huge contribution to the Centre be formally minuted. Malcolm explained that Steve had been doubling up as Centre Manager and Maintenance Manager and this, together with health issues, led to his sudden departure.

The Executive were most grateful to Richard B. Ferguson who agreed to take on a Maintenance role in addition to his existing role as Technical Officer. The remaining Executive members had had to pick up as many of Steve's other tasks as possible, putting additional pressure on the team. Particular thanks were due to John Revill who spent many hours at the Centre.

Malcolm was particularly encouraged by four trends:

- Membership had been maintained and visits to the website had increased under Nigel King's management.
- Chris Lynott, our Lettings Officer, had worked very hard to achieve a balance between new enquiries from groups wishing to make use of the Centre and accommodating existing users.
- With Marie Morgan's encouragement, the Publicity Team has been updating the Centre's literature and involving it in Town Events.
- We have been forging closer links with local organisations such as the Town Council, the Residents' Association, the Town Partnership and the Memorial Centre.

With some Executive members having to multi-task, Malcolm was sorry to report that again no new names had been nominated for Executive positions, except, of course, for his proposed successor as Chairman, Michael Minton.

Malcolm said that Michael had had a highly successful business career. Although a new member, Michael has already given a considerable time to listening to each office holder and asking very pertinent questions! Though we were proud to be a Volunteer-led Community Association, he sensed that Michael would want us to be more business-like in our affairs.

Malcolm said that rightly or wrongly he would not be disappearing into the sunset; he hoped to remain on the Publicity Team and find time to take part in some of the activities at the Centre.

In conclusion Malcolm thanked everyone again for their past support and wished the new Chairman every success in the future.

Tribute to Malcolm Swan

Former Association President Ken Clark paid tribute to the way in which Malcolm had shown willingness to get involved over many years and work hard on behalf of the Centre, pouring oil on troubled waters where necessary. In particular Ken highlighted Malcolm's enthusiasm to bring forward new ideas and extend the Centre's involvement in the wider community.

6. TREASURER'S REPORT

John Revill began his report by saying that the annual accounts had met legal requirements and had been examined and passed by the Independent Trustees. The final accounts would be published on the Association's website.

He went through the 3 pages of accounts that had been handed out to members:

Statement of Financial Activities as at 31 December 2016 (page 10 of the annual accounts)

John explained that this was a high level summary of Income and Expenditure.

He pointed out 3 key figures in the Statement:

Total Incoming Resources (Income)	£94,446
Total Resources Expended (Expenditure)	<u>£79,429</u>
Operating Surplus	£15,017
Gains on Investments	<u>£14,534</u>
Net Movement of Funds	<u>£29,551</u>

Summary of Income & Expenditure Jan – Dec 2016

John then went through in detail his additional summary that had been presented to the Executive:

Operating Income	£58,641
External Hirers	£28,120
Solar Array	£ 6,506
Other Income	<u>£ 1,179</u>
Total Income	<u>£94,446</u>
Unavoidable Costs (e.g. maintenance)	£55,249
Variable Costs (e.g. gas & electricity)	£13,014
Financial Costs (e.g. depreciation)	<u>£11,166</u>
Total Costs	<u>£79,429</u>

John provided a number of explanations in his presentation including:

- The importance of all streams of income
- Income since the installation of Solar Array was £17,526 and the cost of the plant should be recouped in 6 ½ years

- The costs of running the Centre had reduced from £91,857 in 2015, following the introduction of full preventative maintenance and efficiencies

John said that at present because Sections and Activities either paid towards a target of 50% of the commercial room rate or members paid a £1 head, it was possible to maintain the level of membership fees and room rates and earn a small surplus. Accordingly there would be no increase in 2018 for:

- The joining fee
- The annual membership fee
- The attendance fee of £1 a head
- Room rates

Balance Sheet as at 31 December 2016 (page 11 of the annual accounts)

Finally John went through the Association's Balance Sheet:

Fixed Assets (the building)	£236,863
Current Assets (e.g. investments)	<u>£182,779</u>
Net Assets	<u>£419,642</u>

John explained that one of the main reasons that the Association's Assets had risen from £390,091 in 2015 was the increase in the value of the Association's investments and bank balances which are variables.

John's presentation stimulated a number of questions including:

- Christopher Fradd sought clarification of the calculation of the depreciation figure and John pointed out that this took into account the purchase of new assets in 2016.
- In answer to David Mullinger's question, John explained that the £1 per head from some Activities did not meet the target of 50% of the commercial room rate but was acceptable, and some Sections and Activities charged additional fees, for example the cost of tuition, in addition to their attendance fee.
- Members suggested imaginative alternatives to save bank charges on cash handling of approx. £1,000 a week!

MOTION TO ADOPT THE 2016 ACCOUNTS

The motion was proposed by John Chambers, seconded by Ken Clark and approved unanimously.

APPOINTMENT OF ACCOUNTS EXAMINERS

As mentioned at the previous year's AGM, John recommended that Terry Smith & Co of Station Road, New Milton become our accounts examiners, on rotation of examiners. In answer to Christopher's Fradd's question John said that audit costs would be expected to remain at the relatively low level of approx. £750 per annum. The appointment was proposed by John Revill, seconded by Jill Ferguson and approved unanimously.

ALTERATION TO THE CONSTITUTION

John explained that it was necessary for the Association to have a corporate credit card and though the Constitution gave the Association borrowing powers, the bank

required additional and specific wording. The proposed alteration had been duly published on the noticeboard as required. In answer to James Brown's question, John said that he accepted personal liability in the case of malfeasance for future payments using the credit card, whereas cheques required 2 signatures. The alteration was proposed by Bob Stevens, seconded by Barbara Matthews and approved unanimously.

7. MOTION TO ADOPT THE 2016 ACCOUNTS

The motion was adopted as part of the Treasurer's Report

8. APPOINTMENT OF CHAIRMAN

Malcolm Swan said that the only nomination received was for Michael Minton to take over as Chairman and this had been approved by the Executive Committee as required. The appointment was proposed by Sylvia Smith, seconded by Colin Evans and approved unanimously.

ACCEPTANCE ADDRESS BY NEW CHAIRMAN

Michael Minton added his thanks to Malcolm Swan to those expressed by Ken Clark earlier. His initial impression of the Centre was that there was a lot going on and the Executive Committee had achieved a great deal and raised its profile in the community. As Malcolm had said, Michael had business/club experience and hoped to put it to good use. He had talked to the people running the Centre, some of whom had been volunteering for a number of years, and found them enthusiastic. Michael undertook to work hard and offer support. He planned to visit as many activities as possible and hoped that people would not hesitate to approach him either to ask what was going on or to suggest areas that could be looked at. He aimed to continue to raise the Centre's profile and his aim was to increase membership and attract more volunteers. In conclusion he hoped that the members present would continue to enjoy the Centre's facilities and consider volunteering.

9. ELECTION OF PRESIDENT

Michael was pleased to say that Phyllis Inglis had been nominated as President of the Association and was willing to continue in the role. Phyllis was duly voted in. Proposed by Janet Trow and seconded by Barbara Matthews.

10. ELECTION OF TREASURER

Michael reported that John Revill had been nominated to continue in the key role of Treasurer. This was proposed by Malcolm Swan and seconded by John Chambers and agreed.

11. ELECTION OF SECRETARY

Michael was grateful that Phyllis Inglis had been nominated to continue in the important role of Secretary once again. Phyllis was duly voted in. Proposed by Bob Stevens and seconded by Richard B. Ferguson.

12. ELECTION OR OTHER EXECUTIVE POSTS

Michael said that 6 existing members of the Executive Committee had also been nominated. The following nominations were duly accepted en bloc:

Marie Morgan, Publicity, Nigel King Membership Secretary and Webmaster.

Chris Lynott, Lettings Officer, Betty McNie, Catering Manager

Brian Barton, Reception Manager, Pam Badcock, Social Secretary

with Phyllis Inglis continuing as Newsletter Editor

Proposed by Ken Clark and seconded by Colin Evans

13. APPOINTMENT OF ACCOUNTS EXAMINERS

The appointment was made as part of the Treasurer's Report.

14. PROPOSALS FOR CONSTITUTIONAL CHANGES

The one proposal sought was also covered in the Treasurer's Report.

15. RESOLUTIONS OF A NON-CONSTITUTIONAL NATURE RECEIVED

None had been received.

16. RECOMMENDATIONS FROM MEMBERS

The following questions posed and the responses given were as follows:

- John Revill said that the taster vouchers were being used successfully (question from Sylvia Smith)
- John explained that at present a radiator was being used to allow the boiler to cool down but was to be looked at by Town Gas (question from James Brown)
- The caretakers were not contracted to come in at lunchtime to set rooms up and members were expected to move tables and chairs as required and put rooms back as they found them. After discussion, the Chairman said that the Executive Committee would look to see if there were any insurance and health and safety issues (question from Bob Stevens)
- Genevieve Sagar was thanked for her efforts in the garden which looked beautiful (Richard Main-Smith)
- Richard B. Ferguson confirmed that:
 - o a Syntronics deck in the Jubilee Room was no longer working and offered to train users to use the other 2 decks and
 - o repairs to some of the Centre's chairs were on the maintenance list requiring attention (question from Dave Mullinger)
- John understood that the number limitations were 80 for the Jubilee Room because of the one exit and 110 for the Common Room as it had 2 exits (question from Janet Trow)

17. DATE OF THE 2018 AGM

Tuesday 12 June 2018 at 7 p.m. was proposed, to be confirmed

The Chairman thanked everyone for coming along and their participation.

The Meeting closed at 8.23 p.m.