

# CAPEL COMMUNITY ASSOCIATION

Registered Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

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## **Agenda for the Annual General Meeting of Capel Community Association at Capel Village Hall on Wednesday 17<sup>th</sup> January 2018 at 8.00pm**

1. Apologies
2. Agree Minutes of last AGM 24<sup>th</sup> October 2016
3. Matters arising
4. Chair's report from June Darbyshire
5. Treasurer's report from Carol Mackonchie
6. 100 Club report from Simon Hebborn
7. Pre-School report from June Darbyshire
11. Appoint Auditor
12. Appoint Trustees
13. Appoint Honoraries / Officers
14. Parish council Representatives
15. Elected Members of the General Council
8. Report from Charles Mackonochie on the Hall
9. Report from Trevor Sawyer on Possible Improvements
10. Report from Paul Kerslake on Change to CIO Charity and Constitution
16. Members
17. Any other Business

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## Minutes of **AGM** held at Capel Village Hall at 8pm, **17<sup>th</sup> January 2018**

Attendees: Chloe Teacher, June Darbyshire - Chair, Paul Kerslake, Carol Mackonochie, Terry Edwards, Invitees: Trevor Sawyer, Charles Mackonochie, (also Members & Regular Hirers).

Apologies: Simon Hebborn, Debbie Marsh.

1. Welcome, Apologies and Agreed Minutes of the last CCA AGM of 24<sup>th</sup> October 2016.
2. Matters arising from last year's agenda: JD: Following legal advice and discussions a new constitution, following a new charity model set-up by the Charity Commission, has been drafted and is awaiting endorsement by the Charity Commission. This will require approval prior to adoption. Awaiting more final quotes for toilet improvements, cost reduction discussions taking place with those who have supplied quotes. Toilets and storage are covered in later reports.
3. Chair's report from JD. Lettings good but need for more weekend/holiday bookings. More children's parties are taking place. The 100 Club continues to help us. Thanked all Members and General Council. Importance of hall remaining as a benefit for the local community.
4. Treasurer's report from Carol M; £3,969 added to reserves, largely due to colleagues sourcing cheaper alternatives and skills for free. Budgeting for upcoming costs, re-roofing £25k, heating system +20k, toilets £25k but working on it! Reserves for long term improvement projects. Noted recent unexpected costs: New immersion heater £820 (in this year), waste water pump £450. Loss of hirer, SE Golden Retrievers this year. New curtains now up, good reviews received - Trevor's wife Penny did excellent job. Explained new charity model and constitution.
5. 100 Club report from Simon H; Charles read report;- The club continues to give a good income for the CCA, but as always, new members would be welcome. At last draw a regular hirer group won. Details explained and asked members to tell friends about 100 Club.
6. Pre-School report from June D, Ofsted demands are increasing – record keeping extended to 50 years. A Secretary is now employed. Treasurer and auditor continue to offer their time and help. I understand the final figures are very satisfactory.
7. Mark Wilde, our current auditor, was proposed by June D and seconded by Celia W as auditor for the coming year. Mark was thanked for his help.
8. Trustees stood down and were re-appointed; Chloe T, Simon H and June D, Carol M proposed, Paul K seconded.
9. Elected Honary / Officers: Honary role; President – Chloe T, proposed by Carol M and seconded by June D. Officers (who will also be on the General Council), who stood down and were re-appointed: Chair – June D proposed by Terry E and seconded by Wendy Ellis; Treasurer - Carol M, proposed by Terry E and seconded by Celia W. Secretary Caroline Exon has left and was thanked for her hard work. The role is vacant and temporarily covered by Carol M and June D.
10. Capel Parish council Representatives: Charles M and Trevor S explained that both currently attend General Council meetings as CCA invitees, offering their technical skills. The Parish Council had withdrawn their representatives due to issues with liability. (Jim Y did not attend).
11. Elected Members of General Council: See 10 and Paul K, Simon H, Debbie M, Terry E proposed by June D and seconded by Celia W. All regular hirers were re-elected.
12. Members: Charles Mackonochie and Trevor Sawyer were elected and seconded by Terry E and June D and all General Council present.
13. Charles M: Spoke on structure of hall and works past, present and possibly future that will ensure the continuing use of hall for years to come.
14. From Floor: Comments on need for second room - larger than committee room. Storage and toilets and general larger future plans as building has "aged" look, internally and externally.
15. Paul K: Spoke of trustee liability and changing to CIO charity and current constitution that is being replaced.
16. No further matters arose and meeting closed at 9.10 pm

## **Chair's Report - June Darbyshire**

Once again we have had a very good year; our lettings have been regular during the week but the weekends have been disappointing although we are taking quite a few children's parties bookings.

We have had a very busy time looking at our constitution with the aim of up-dating it. We have taken legal advice and with their help, a new constitution has been submitted for the charity commission's approval. When this has been received we will call a special meeting to approve it.

I feel I must thank all the committee members for their help and support without which your village hall would not be able to offer such good facilities. Thanks to members for all their help and thanks to Simon for the web site and for running the 100 Club, which continues to help fund the CCA, new members are always needed.

It is important that the Hall remains as a hall benefitting and working with the local community. Again, I thank everyone who supports our village hall.

## **Treasurer's Report – Carol Mackonochie**

Since starting this role at the end of 2011, the year end figures have seen financial ups and a down; I wondered how with these figures, which includes Simon's 100 Club donation, we would ever bring enough reserves for large maintenance jobs. Last year we had an excess of £5,777 – a very amazing one-off I thought. So this year I am delighted to tell you we have £3,969 to add to the reserves.

It is again mainly down to members working really hard. Terry; – Get a quote and he will always cut the cost, never tiring of checking the internet and often carrying out the task for next to nothing. The curtains are another example; rolls of ex Marriott Hotel Fireproof fabric at £3 per metre from ebay, beautifully put together and hung professionally by Trevors's wife Penny and her sister, at a more than cut price rate and curtain tape included. We are also very fortunate on having amazing support from professionals within the community who give their help freely. Then there are costs that happen suddenly; in July a wet wipe cost £450 for a replacement waste water pump, at the same time a new fridge, £359, (a very recent changing room immersion tank cost £820). Of the more mundane- an asbestos survey £360.

We have major tasks for the future stacking-up – nothing on a building lasts forever so we do ask for quotes to help us budget; roughly £25k to renew the flat roof, £20k for a new greener heating system, £25k for new toilets etc. Not to mention tired leaky doors, ceiling tiles, etc.. Of course we also have to look at the longer picture – we need to keep this community asset for the future and will try to continue growing funds towards the longer term.

## **CCA 100 Club Report – Simon Hebborn read by Charles Mackonochie**

The website is still running but we would like news items, especially from the regular hirers. Currently we have approx 35 members and would like to increase the membership. Some of our original members have moved and although we have added some new members we really need more. We would be delighted if you could let your groups members know about us. The money we make only goes towards running and improving the hall. Currently we have £20 monthly, £30 quarterly and an annual draw of £340. The more members, the larger the draw. The annual cost is £10 per quarter. The last draw was won by a regular hirer group. Charles will take over running the 100 Club, Simon was greatly thanked for all his work.

## **Capel PreSchool Report**

Pre-School continues to run very efficiently, Zita and the team continue working long hours to make sure our young children enjoy a happy and informative time.

The demands of Ofsted etc are always increasing but that is the society in which we live. e.g. we now have to keep all our information and records for 50 years including signing in books, etc. We now employ a paid secretary as there is so much work. Our treasurer and auditor continue to give their time and help which is so appreciated.

### **Charles Mackonochie – gave an informal talk on the hall fabric and upgrades**

Reminded all that a structural survey was carried out 5 years ago; few points identified however structure was pronounced sound and would serve the community for quote "many decades to come" Timber construction so can splice in new wood to replace rot.

Pre this we had looked at the long term future of replacing the hall. The grand scheme was new brick build, constructed in phases to keep pre-school in action and only put them into temporary accommodation for the shortest time. Looked at various schemes to increase the size of the hall to attract parallel bookings to pre-school without jeopardising their operations

In the last couple of years we had a Plan B; a steel cage, put on a roof on columns outboard of the existing walls. At a later date replace external walls. We had someone drawing up the structural plans for free (thus saving approx £16k in fees). Unfortunately they had to withdraw for personal reasons

Works we have carried out: Replacement of double glazed windows in 2013 using a Kent County Council grant, installed new LED lights to reduce lighting costs. We looked at increasing security and special codes, keys & alarms etc. but we were looking at £10k and it is on ice.

Current feasibility projects: Renewing hall ceiling and increasing heat insulation values, replacing entrance and escape doors as they very draughty. Other projects likely to go ahead: Increasing pre-school storage in the committee room, it will also act as a sound barrier. We have a cost for improving toilets of £25k so looking at Value Engineering options to reduce costs. (Plans/leaflets displayed).

### **Trevor Sawyer – gave a talk on works to take place including possible toilet improvements**

The toilets are a good example, they need an upgrade but to what level – Trevor showed samples of different wall coverings that could be used and some of the different ideas that have been raised and are being considered by the trustees and general council.

### **Paul Kerslake – informed us on change of charity type and changes to constitution**

Paul explained the CCA is currently going through the process of changing the charity from an Unincorporated Association, to a CIO (the member's version). The CCA has taken legal advice and at the same time the constitution is also being updated, it was last updated in 2009. The CIO is a charity model from the Charity Commission (in the past village halls often used charity models offered by rural and community group charities, there are some still available). It was agreed that as the Charity Commission is a government body and is it would check and accept the new documentation this is the correct model for the CCA to follow. An advantage of the CIO is that the Trustees are not personally liable, and as all current CCA Trustees are volunteers (and always have been) this is a sound solution and a good base for the future. Paul asked for questions or comments, the changes to the charity/constitution were fully supported by members and the committee.