

### **Mendlesham Community Centre Charity**

An Annual General meeting was held in the Old Schoolroom, Mendlesham on Wednesday 15th May 2019 at 7.40pm.

#### **1. Present:**

Cllrs M Exley ( Chairperson), P Allen, A Davey, D Foster, N Foster, B Gardiner, D Nunn, H Orton, E Ward, S Webb, S Jones (Clerk), SCC/D.Cllr Stringer and three members of the public.

**Apologies:** Matthew Charters.

The Mendlesham Parish Council filming statement had been read out at an earlier meeting.

#### **2. Declarations of interest:**

a) To note Councillor's declarations of interest in any of the following agenda items. The Clerk declared an interest as she is Chair of Governors for Mendlesham Primary School.

b) To agree any dispensations with regard to declarations of interest.  
Not required.

#### **3. Minutes:**

a) It was noted that the minutes of Annual General Meeting held on 16th May 2018 were approved for accuracy and as a true record of the meeting at the meeting held on 6.6.18.

b) To approve the minutes of the Ordinary Meeting held on 17th April 2019. Pages 272-274 inclusive were unanimously approved for accuracy and as a true record of the meeting, signed and dated by the Chairperson.

#### **4. Reports:**

##### **a) Chairs report:**

##### **Chairs report:**

Working in partnership with the school, the building has benefited from an improved fire system, new internal doors, external cladding, guttering and redecoration of the Main Hall, the stage lights now all work. The Small Hall also now has a new sound system and projector- thank you to Mendlesham Community Council who provided the idea and majority of the funds. New doors been provided for the Small Hall from Mendlesham Parish Council funds.

Whilst the majority of this work has been at no or little cost to Mendlesham Community Centre Charity, our overheads have increased outside our control, particularly utility costs.

After much consideration, we have reviewed our charging system and increased fees from 1st September 2019. This is necessary to keep the building available and to the required standard. Whilst we were able to keep the hire fees the same since 2016, we now have to increase fees from September and will review this annually, increasing as a minimum by inflation.

We have also taken the opportunity to review our hire fee structure to make the arrangements fair and transparent for all and hope to attract new hires, particularly over weekends and school holidays.

Mendlesham Parish Council has received a £3000 MSDC Locality grant towards the provision of LED lights with decisions about where and when to be made shortly. We have also reviewed our other utility costs to ensure we keep costs to a minimum and will be reviewing cleaning arrangements as well.

**b) Financial report, to include accounts for the year ending 31.3.19 and inventory completed 17.3.19.**

The year end 31.3.19 shows a decline with a year end figure of £7568.06 compared to the year end 31.3.18 £10463.19 and year end 31.3.17 £12001.

There is a significant downward trend which for the year ended 31.3.19 . £7568.06 includes £737 allocated to an earmarked reserve for rejuvenation/capital purposes ie not day to day costs, some £1500 allocated towards a building insurance valuation, works required to a damaged drain of estimated at some £500 and utility costs due since the beginning of 2019.

This, despite continuing support from Mendlesham Community Council with an annual grant of £2k which is not guaranteed as we go forward. Work has taken place during the year to address this trend with hire fees increasing from September 2019 and to be reviewed annually thereafter. It is anticipated that hire fees may have to be increased significantly again next year. Work has also commenced to market the Community Centre to increase hire during school holidays and weekends when the building is not fully utilised. However this has to be at a profit rather than loss. There is also the risk that more hire could lead to increased costs such as cleaning.

Mendlesham Parish Council has provided grants of nearly £10k over the last two years towards security lighting, CCTV , new doors required for the upgraded fire protection system which cannot be relied upon as a source of funding for the future.

As trustee, the Mendlesham Parish Council cannot operate the charity in a deficit situation. Further work to turn this situation around is a priority. Cllrs Exley and Gardiner, Messrs Downie and Whomes have continued to help with maintenance repairs which make a huge difference to the finances and our Coordinator Rachel Brown continues to provide an excellent service to hirers as first point of contact for the Community Centre. Thank you.

The Community Centre Charity holds ordinary meetings monthly which are open to the public, so if you have any issues that need discussing, either speak with Rachel or Sharon or come to a charity meeting.

**The year end accounts as at 31.3.19** were unanimously approved and signed by the Chairperson and Clerk ( RFO) as attached to these minutes. Cllr Exley had previously checked the Bank Reconciliation as at 31.3.19 to the bank statements which was then signed by the Chairperson and Clerk. The inventory as at 17.3.19 was confirmed.

**Action Clerk:** to circulate direct debits for approval at the next Ordinary meeting.

**c) Community Centre Co ordinator report:**

Thank you for everyone's patience on the transition of my new role. Bookings are coming in on a monthly basis, but unfortunately we have lost 3 of those bookings due to not being able to use the small hall back doors and area, which wasn't a problem in the past.

I have taken a mixture of childrens parties and christenings for the small hall. The main hall is booked later this year for a community halloween party and regular bookers are adding dates throughout the year.

Can I ask all hirers, when using the chairs from the small hall storage cupboard, they are stacked and put back properly, allowing access to the boiler and cupboards to the right hand side. Organisations also need to take note that, bookings will not automatically be put on the system each term. Dates need to be confirmed and I will email you back if there are any queries and will let you know they are booked in.

**5. Public Forum:** nothing asked.

**6. Reports:**

**a) Clerks report:**

**Further to Joint Liaison meeting with School 15.3.19:** Quote obtained by J MAT for repairs to collapsed drain £1135.72 plus vat ( 50 /50 with school) . Alternative quotes now being obtained by A Woodley. Drain water jetted. Chased JMAT re insurance requirements ( revaluation required (approx £1500 share to community centre) and buildings cover needs confirmation that it is now included as JMAT insurance with community to reimburse. We then need to obtain reimbursement from Community Action Suffolk for at least two years premiums. However, now notified, JMAT Estates Manager leaving at the end of this week. School SAT's this week. Will try to establish situation re this, drain works, cleaning and other matters as discussed 15.3.19 next week.

**Showers:**

Door-would not open from the inside. This is a fire escape door. JMAT handyman had a look under arrangement school pays for. Broken inside. Hadleigh Glass came out and repaired - no cost.

Condition of showers- email from Mendlesham Football Club received and replied. Agenda item for next community centre meeting. Page 277

**Street Fayre:**

A number of issues:

Three toilets not working properly.

Kitchen door to bar lobby- opened but locked failed. Currently being investigated re repairs required -have said we will pay.

Alarms on multiple zones seem to have been triggered. Areas were opened but not then closed at the end of the day.

Community Centre Facilitator has not had Small Hall keys returned and is currently trying to establish who has them.

Between clerk, facilitator, cleaner and whoever got a call out in Tuesday, this has taken at least three hours of time/cost. Would suggest if Street Fayre is to be held next year, the alarms and access to building needs to fall under one person.

Small Hall kitchen sink replaced.

b) Chairs report: Nothing to report that is not an agenda item

c) Questions to the Chair: It was reported the Main Hall Storecupboard required attention. **Action:** Cllr Gardiner

d) Any other reports: none

**7. To agree payment of invoices:**

Payment of the following were unanimously agreed.

000164	105.38	April administration
000166	154.69	Monthind Clean cleaning supplies
000167	19.92	J Lawes -plumbing bits.
DD	58.80	BT broadband and telephone
000168	77.50	S Jones reimbursement water bits for bar lobby

**8. To confirm bank signatories.** Cllrs Allen, Davey, Nunn, Orton plus Sharon Jones, including use of online banking facility unanimously confirmed. Any two to sign.

**9. Storage:** Cllrs Davey and Orton had undertaken a review of storage arrangements. Proposals were unanimously agreed. **Action:** Cllrs Davey, Gardiner and Orton.

**10. To note timing of meetings.**

It was agreed the current working party would no longer meet. Ordinary meetings would continue to be held on the same day as Ordinary Parish Council meetings with Extraordinary meetings then held additionally as required for business requiring time and debate.

**11. Any other business:** none.

Meeting closed 7.50pm

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