

## Annual General Meeting held on Monday 15<sup>th</sup> September 2014

### Present

Phyllis Wells	President
Jill Gregory	Chair
Alex Meade	Treasurer
Pete Sharpe	Vice Secretary/Team Leader
Valerie Hunter	Membership Secretary
Helen Barton	Sprouts
Hannah Malhotra	The Yoga Village
Rhoda Fox	Yoga
Louise Holland	Individual Member
Jayne Lowe	Sherwood Playgroup
Ash Botes	Care2Quals –Ind Assoc Member
Carol Raven	Care2Quals -Non-Member (arrive 11.10am)
Martin Cook	Care2Quals–Ind Assoc Member (arrive 11.10am)
Jo Stevenson	Ind Member (left 11.05am)
Leigh White	Neighbourhood Development Officer
Rich Bacon	NVCS Group Development Worker
Alison Manifold	SCA Administrator (minutes)
Kevin McDonnell	SCA Administrator

### Apologies

Margaret Hilton	Secretary
Joan Cook	Yoga
Vesse Ashley	Transition Sherwood Garden Group
Mick Holmes	Nottingham Osteoporosis Group
Moira Holmes	Nottingham Osteoporosis Group
Richard Seals	Nottm Self Help Group for People who Stammer
Charmaine Daley	Zumba
Camelia Geary	Acacia
Bill Husband	NG7

	Action
<p><b>1. Welcome</b> Attendees were welcomed to the meeting and thanked for attending.</p>	
<p><b>2. Introductions, apologies for absence</b> Introductions were made and apologies for absence were given (see above). Jill explained that although she is known as Jill Gregory her married name is Jill Mee and this is the name she uses to sign legal documents.</p>	

### **3. Quorum**

It was established that we were quorate.

### **4. Chairs' Update**

The purpose of the AGM is to report on the last financial year, and prepare for the next. The Annual Report sums up the activities for the year ending 31 March 2014. Jill gave a summary of what has happened from the end of March up till now.

All Community Associations and similar organisations were advised to become a Charity Incorporated Organisation, as this would give greater protection to Trustees. So the Management Committee, with the help of NCVS, started to study Model Constitutions which were already approved by the Charities Commission. It seemed appropriate to go with the one which was most similar to the constitution adopted in 2009. On 24 March of this year, the General Committee met and went through the Model Constitution in detail and decided which optional clauses would be used. The Constitution was then circulated and a Special General Meeting was convened to approve the document. This was done on 19 May 2014 and the application to the Charities Commission was made in July. On 22 August 2014 we received confirmation that the application of Sherwood Community Association CIO had been accepted. During the next year, we will run the two charities side by side whilst contracts, bank accounts etc. are gradually transferred over.

Thanks were extended to Alison and Rich for completing the CIO application with such efficiency, that the application was approved in record time.

The main reason for the need to become a CIO is due to the way our relationship with the Council is changing. We no longer have a Service Level Agreement, but we will be getting a Lease. This will be reviewed in a few years' time. The main thing is that the Community Centre needs to prove itself to be self-sustaining.

The Committee structure will be different under the new CIO constitution. What we now call the Management Committee will be known as the Trustees Committee. The current General Committee will become the Members' Support Committee. It is hoped this will remove the confusion caused between General Committee Meetings and General Meetings. We are required to hold a Forum once a year to consult with the wider community. Today we hope to recruit more people to the Management Committee which will also be the Trustee's Committee as the two organisations run side by side, as well as establishing the Members' Support Committee and sub-committees.

We currently have a few offices available for rent, so it would be helpful if

members could spread the word about these and about other rooms we have for hire. Rents are our most important source of income, so any help you can give in spreading the word helps your own group too.

On Sunday 14<sup>th</sup> September, we held an Open Day to give all user groups an opportunity to promote themselves at the beginning of the academic year, which is when many people start new activities. There was a steady flow of people throughout the day, although there was no take-up on some of the free taster classes on offer. Christine's Community Café seemed quite busy, and with the good weather, customers were able to sit on the "terrace" – or Playgroup playground! This was a really good opportunity for groups to get to know each other. Care 2 Quals and Yoga Village are going to decorate the upstairs landing, outside their room on Friday 17<sup>th</sup> October. If anyone would like to help or has any contacts for getting paint please contact the office. It would be really good if other groups could come forward to decorate some of the other areas of the building so that we can make the building look as welcoming as possible.

The Remarkable Recycling Gala held in June, in conjunction with Sherwood Art's week, was really buzzing with activity, with workshops and craft stalls based on recycling, and not forgetting the tours of the recycled house.

The last 8 months have been particularly busy, with many unexpected items coming onto the agenda, causing a good deal of additional work for some Committee members and the staff.

Thanks were extended to Alison and Kevin for their hard work during the year. The administration of the Community Centre is very varied and requires quite a lot of adaptability. Alison was able to use her artistic talents on the Recycling Gala and she also organises the Book Crossing. Kevin seems to be able to turn his hand to anything, be it DIY or IT or whatever.

Valerie and Jill have spent quite a lot of time trying to clarify the new Constitution and other documents, and her help and logical brain are very much appreciated. Rich Bacon of NCVS has been a big help to all of us in helping us to understand the document. Jill thanked those committee members who have responded quickly when information or opinions have been needed by things which were not significant enough to go to committee.

On Friday, Trustees and staff met with representatives from the Council to select the colour scheme and materials for the new toilets. There are a couple of things to be clarified, then the order should be signed two weeks

<p>today and the work should begin soon after. It is anticipated that the work will take three or four weeks to complete.</p> <p>The ladies and gents toilets will be swapping sides, and the current men's toilets will be turned into the ladies toilets first. Each toilet block will become unisex whilst the work is carried out on the other block.</p> <p>Could all groups provide the office with updated information about their groups? We've noticed that times and contact details have changed, and the website needs updating. Alison will circulate a form for groups to complete.</p> <p>If you use Facebook, we recommend you look at our page to keep yourselves informed of events, especially if you are on the Members Support Committee. There is also a Sherwood in Nottingham in the Community Facebook Group which promotes community events. If people could like and share the Community Centre posts it is a good way of reaching more people. It is possible to pay £5 to boost a post for 5 days Jill has been told that this is effective so we may give it a trial run.</p> <p>Jill has been told that Twitter is very effective. Helen is starting to use Twitter for Sprouts she will let us know how it goes.</p>	<p><b>Alison</b></p>
<p><b>5. Approval of the Minutes of the Annual General Meeting of 30<sup>th</sup> October 2013</b></p> <p>Valerie proposed that the minutes be accepted as an accurate record, this was seconded by Charmaine and agreed by the members.</p>	
<p><b>6. Presentation and approval of Annual Report</b></p> <p>Hard copies of the Annual Report were handed out. Rhoda asked that the times of her classes be amended to 6.30pm -8.15pm.</p> <p>Richard Seals the representative for Nottingham Self Help Group for People who Stammer works in design and marketing and has offered to design a logo for Sherwood Community Association CIO, a poster for the notice board and a brochure. It is important to have the correct information from groups to use in this publicity material.</p> <p>Helen proposed that the Annual Report be accepted as a working document (with the above amendment). This was seconded by Hannah and agreed by the members.</p>	
<p><b>7. Presentation and approval of the accounts for the year ended 31<sup>st</sup> March 2014</b></p> <p>Alex was not the Treasurer during the last financial year, but had a look at the accounts and raised a couple of issues with CA+ which have been addressed.</p>	

Valerie proposed that the accounts be accepted, this was seconded by Pete and agreed by the members.

**8. Confirmation of representatives of Affiliated Groups and Statutory Authorities who form the General Committee/ Members Support Committee**

Representatives of Affiliated Groups and Statutory Authorities were confirmed as:

Not confirmed	Acacia
Not confirmed	Gregory School of Dancing
Valerie Hunter	NBLS
Moira Holmes	Nottingham Osteoporosis Group (reg charity)
Not confirmed	Self Help for People who Stammer
Pauline Braker	Seniors Group
Louise Holland	Sherwood Playgroup (reg charity)
Helen Barton	Sprouts
Hannah Malhotra	The Yoga Village
Not confirmed	Woodthorpe Model Railway
Rhoda Fox	Yoga
Charmaine Daley	Zumba
Not confirmed	Yoga (Jay Rossi)
Leigh White*	Nottingham City Council Neighbourhood Development Officer
Angela Boulton*	Nottingham City Council Neighbourhood Development Officer
Bill Husband*	NG7

\* Co-opted onto the committee from the Council and Lead Organisation as advisers and do not have voting rights.

**9. Election of Officers for Sherwood Community Association (registered charity) Management Committee/Trustees Committee**

Rich explained that it is possible to have additional members on the Trustees Committee who don't have a specific role but are 'general' committee officers.

		Proposed by	Seconded by		
President	Phyllis Wells	Rolling position for as long as Phyllis is willing.			Phyllis W
Chair	Jill Gregory	Valerie Hunter	Pauline Braker		Jill Grego
Treasurer	Alex Meade	Helen Barton	Louise Holland		Michael Blakemo
Secretary	Margaret Hilton	Peter Sharpe	Rhoda Fox		Teresa C
Vice Secretary/Team leader	Peter Sharpe	Hannah Malhotra	Phyllis Wells		Peter Sh

Membership Secretary	Valerie Hunter	Alex Meade	Helen Barton		Margaret
Committee Officer	Louise Holland	Jill Gregory	Valerie Hunter		
Committee Officer	Helen Barton	Jill Gregory	Pete Sharpe		
Committee Officer	Ash Botes	Alex Meade	Helen Barton		

The above positions were all agreed by the members.

Under the old constitution Ash would be an Associate Member and so would not be able to vote. Under the new constitution Ash is a Full Member and can vote.

It was suggested that we should have a minutes secretary. It was felt that since the office staff are required at the meetings that they should continue to take the minutes but a couple of committee members said they would be willing to take minutes occasionally if required.

**10. Election of members to the General Committee/Members Support Committee.**

No additional members were elected to the General Committee/Members Support Committee. Members can be co-opted onto this committee at a later date as required.

**11. Appointment of Independent Examiner**

It was agreed that John O'Brien of Community Accounting Plus will continue to be the independent examiner.

**12. CIO - Proposed resolution:**

To authorise the Management Committee of Sherwood Community Association (Registered charity 1004373) to make all necessary transfers to Sherwood Community Association CIO (1158333), including:

- Transfer of financial assets to the new bank account of the CIO
- Assets
- Contracts
- Policies – to be re-adopted by the CIO
- Memberships and Affiliations
- Any other documents or other items which need to be transferred.

This was proposed by Valerie, seconded by Alex and agreed by the members.

The aim is for all transfers to take place on or before 31<sup>st</sup> March 2015.

**13. Agreement for the Management to remove the registered charity from the Charities Commission register at the appropriate point in**

**time.**

This was proposed by Helen, seconded by Valerie and agreed by the members.

#### **14. Establishment of Sub-Committees**

As part of the affiliation agreement representatives of all affiliated groups will be required to be on one of the sub-committees, this is a condition which must be met in order for groups to be affiliated and receive a reduced room hire rate. To go on the agenda for first members' support group meeting. A new affiliation agreement is being written to reflect this.

It was agreed to set up the following sub-committees:

Sub-Committee	Co-ordinator	Members
Events/Marketing	Alex Meade	Hannah expressed an interest in being involved
Holiday Club		Helen Barton, Margaret Hilton
Building/Maintenance	Jill Gregory	
Coffee Bar		As last year

Louise agreed to be a contact person for Christine to liaise with over any queries or concerns.

Policies and Procedures will be kept updates by the Trustees Committee rather than a sub-committee.

#### **15. A.O.B**

Ash asked if we could explain individual membership for the benefit of Carol and Martin.

It was explained that Ash and Martin are Individual Members of the Community Association. Under the current constitution if they live in our area of benefit they would be full members, and if they live outside they are associate members. Under the new constitution the area of benefit is changing so that most members will be full members. On the Members Support Committee we can have up to 10 individual members and 2 associate members.

Today Ash was voted onto the Trustees Committee and is now a Committee Officer and Full Member under the new constitution.

After Care2Quals have been at the Centre for three months they will be able to apply to be an affiliate group and have a representative in the Members Support Group.

The AGM will be followed by a Management Committee Meeting members of the General Committee were invited to attend the meeting to discuss

item 2 the Vending Machine.	
-----------------------------	--