

**MINUTES OF THE 45<sup>th</sup> ANNUAL GENERAL MEETING OF  
OLD FELIXSTOWE COMMUNITY ASSOCIATION  
HELD AT THE CENTRE ON  
THURSDAY 18<sup>th</sup> OCTOBER 2018 AT 7.30pm**

Present: Gina Cooper – Chairman & Trustee  
Pauline Varden – Secretary & Trustee  
Dave Norman – Treasurer  
Terry Smith – Chairman of Management Committee & Trustee  
Graham Newman – Chairman of Trustees

Plus: Janet Berry (Tennis), Lesley Songhurst (Tennis), Jennie Norman (Craft), Liz Sampson (Brackenburg WI), Jenny Catchpole (Bowls), Jean Brackley (Bowls), Sylvia Bolton (Morning WI), Maureen Burns (Jubilee Club), Hilda Bigmore (Martello), Sylvia and Colin Arnold (FASC), Ann Trusselle (Literati), Anne Lee, Ann Kearney, Gillian Barnett, Ken Hann, Mary Ritchie, Alan Reeve

1. Apologies

Apologies were received from Elaine Wright (Membership Secretary), Linda Drouet (Administrator), Celia Page (Administrator), Jeremy and Angela Pratt, Margaret Lamacraft, Doreen Savage, Dave Songhurst, Dawn Cheadle (Line Dancers), Val Ball, Lynne Patrick, Guy and Rosemary Pearse, Nigel Pusey, Barbara Brown, Steve Wiles (Councillor)

2. Minutes of Previous Meeting

Pauline Varden read a summary of the minutes of the previous meeting held on 19<sup>th</sup> October 2017. The acceptance of these minutes as a correct record was proposed Anne Lee, seconded Sylvia Arnold and agreed unanimously.

3. Annual Accounts

Dave Norman presented the annual accounts which had been examined by John Unthank. David reported that our finances are still healthy and that our aim is to balance income and expenditure to cover running costs and use proceeds from fund raising for Centre improvements. Income was down a little from the previous year, but still in surplus. However, large bills had been paid in July and August, partly to cover the refurbishment of the Main Hall, with more to come. General Council had decided to leave hire charges at their current rate but to review in September 2019. General Council had also agreed to allocate the money in the Nationwide Building Society as an Official Reserve to cover any urgent repairs or loss of income if there was a serious incident such as a fire. If anyone had any specific queries on the accounts, would they please email him.

Dave Norman reported that OFCA was now moving to use a web based invoicing package called Quickfile. Producing invoices is free with options to both send out invoices and collect payments for monthly credit to OFCA's bank account if this became necessary. There would be a charge for the options.

There has been no progress on recruiting a Deputy Treasurer and with changing circumstances and for health and family reasons Dave announced that he would be standing down as Treasurer over the next year. He would like to do this in a structured way. If anybody knows of someone able and willing to take on this role he would be happy to show them what is involved and hand over when they are ready.

Acceptance of these accounts was proposed Janet Berry, seconded Jean Brackley and agreed unanimously.

4. Reports of General Council/Management Committee and Tennis Section

The report of the General Council was given by Gina Cooper and is appended to these Minutes. Terry Smith thanked Gina for all her hard work as Chair of General Council and as a member of the Management Committee.

Unfortunately the report from the Tennis Section was overlooked at the meeting but it is appended to these Minutes. The courts are being maintained in good order.

5. Election of Officers

Please see attached sheet.

6. Any Other Business

- a) Gillian Barnett suggested that OFCA produced a book showing its development over the years and include profiles of its long-serving volunteers. This was thought to be an excellent idea and will be discussed at the next Management Committee meeting.
- b) The Craft Group will adopt Jane Bolton's Christmas tree and will support this year's Salvation Army Christmas Tree Festival, decorating it with the ornaments etc Jane used last year (made by members of OFCA). In future years they will decorate the tree for the Centre only.
- c) It was confirmed that the projector for the Main Hall is waiting to be installed.
- d) In response to a comment that the current OFCA membership fees were very low, it was confirmed that General Council had agreed to increase them to £3 an individual and £5 a family from May 2019. This will be announced in the next Newsletter.
- e) Ken Hann kindly volunteered to keep the grass cut at the side of the Centre.
- f) Sylvia Bolton from Morning WI appreciated the help from Claire Donoghue to set out the chairs for their meetings and put them away afterwards.
- g) Colin Arnold asked whether the white lines in the car park could be re-painted. Terry Smith reported that the car park belonged to Suffolk Coastal District Council but OFCA has painted the lines on 2 occasions in the past. It was not felt prudent to consult with Suffolk Coastal about re-painting.
- h) A proposal is being considered to commence OFCA meetings at 6.30pm instead of 7.30pm. This will be discussed at the next General Council meeting.
- i) Security is still an issue at the Centre with the main door being left unlocked overnight on more than one occasion. Would all hirers please ensure the front door is kept locked at all times and/or have a 'doorman' on duty.
- j) Gina Cooper reiterated the need for more volunteer helpers.
- k) Pauline Varden asked those present to please support this year's Christmas Card Scheme.

There being no further business, the meeting closed at 8.08pm.

## Chairman's Report AGM October 2018

2018 has been a year of big changes at OFCA and more are planned for 2019 in order to maintain the standards that we like to be able to offer our Users. Sadly one of these changes was the loss of one of our staunchest members. Jane Bolton as many of you know worked tirelessly for the Association, not only in running the Community Markets for many years, but also organising the Summer Fairs until a couple of years ago (although she and Elaine did organise this year's) and founding the Craft Group which meets on a Friday afternoon. As well as these tasks that most of you would recognise her for there were a 1001 other tasks that she took on and as a committee member always volunteered when something needed doing. We are aware that she was involved in several other organisations in the town and is missed very much by all of us. We were sad to say farewell to Jane but we hope to continue to remember her by renaming the Coffee Lounge in her memory - the Jane Bolton Lounge – sometime in the New Year.

On a happier note if you have had the opportunity to see our Main Hall, you will be aware that we have had a major refurbishment. As well as repairing damaged woodwork and replacing the main window with a new double glazed one, we have a new partition to keep the stacked chairs safe and tidy and the tables are now conveniently stored off the stage. The work is not quite complete and soon we hope to have new curtains and blinds. When finished, the Hall will be formally opened and we will be renaming it as the Wyn Brackley Hall.

Other work is in hand. Although we have recently had some felt roofing repaired further roof work has been contracted and new windows and doors should soon be installed in the wall facing the tennis courts.

This work is taken on by our hardworking Centre Management Committee, the hub of the Association. As well as dealing with day to day issues (of which there seem to be many) an important part of the Management Committee's work is to ensure the building is well maintained. A programme of work has been undertaken over recent years beginning with the new heating system then

- replacing the floors in the Margaret White and Main Halls-
- refurbishing the kitchen
- rebuilding the toilets and
- fitting a false ceiling in the coffee lounge (which has resulted in a much warmer room).

Regarding people we are delighted to have Celia Page back with us to record the Minutes for the Centre Management Committee and we were thrilled to see Claire Donoghue volunteering to help groups arrange chairs for meetings. Celia also shares the Administrators job with Linda Drouet, I think you will agree the two of them do an excellent job.

I am always disappointed to have to report things going missing from the Centre. Over the past couple of years we have had to replace traffic cones and crockery, and more recently other pieces of equipment have gone missing. Our administrator should be asked if you wish to borrow anything and this should be returned immediately after use.

Fundraising is always a major issue with an organisation like ours although our finances are in a healthy state. When things go missing or get broken and need replacing we need to fundraise to replace the items. The Community Markets now masterminded by Elaine, Christmas Card delivery scheme run by the Tennis Section, and our highly successful Summer Fair, which this year

raised over £3,000, remain our main sources of fundraising income. Please support our various projects like the Christmas card delivery scheme and the Garage Sales – the latter of which does not raise a vast amount but is a wonderful way for our Community to get together showing true community spirit.

We are always in need of volunteers and would be really grateful for any help that you can give us. It does not have to be a full-on commitment, although that would never be turned down! just the odd hour at one of our events, perhaps just helping on the veg stall at the Community Market, selling raffle tickets at an event, or perhaps helping out for an hour in the kitchen when we have our Coffee Lounge open.

If you would like a fuller commitment, we are still looking for a Vice-Chairman and a Deputy Treasurer. Dave Norman has done a fantastic job setting up our current financial systems, please speak to him if you would like to hear what the task would involve.

A reminder that, although the car park does not belong to OFCA, we still have a responsibility to our neighbours, and should keep noise to a minimum when leaving the Centre in the evenings. The same applies to consistent bad parking outside on the roads. Groups expecting large attendances are asked to put our traffic cones (kept in the store room at the end of the hall) on the junctions and in the driveway to the car park. If you do use them please return to the storeroom so that other User groups can make use of them.

I always have to express my thanks and those of the Association go to our team of volunteers who do give of their time. Our secretary Pauline Varden, the chairman of the Centre Management team, Terry Smith, and treasurer David Norman. The four of them work tirelessly for OFCA and without their commitment we would struggle.

Our membership secretary Elaine Wright who in addition to those duties organises the newsletter delivery to more than 600 members through her team of Area reps, turns up at the crack of dawn to the Community Markets to set out the tables, she also maintains the Incident book and keeps an eye on our fire precautions. Jeremy Pratt who helps with the maintenance of the Centre, our newsletter editor Dave Songhurst, and his wife Lesley. Big thanks to some of our unsung heroes – Margaret Lamacraft and her team who run the OFCA fundraising stalls at our monthly markets and to the team that are continuing to run Jane Bolton's OFCA stall. To Janet Berry who has been keeping the flower bed beside the Centre looking so pretty, to Jackie Brown who runs our Coffee Lounge for the Community Markets, ably assisted by husband Reg and Angela Pratt. To Fred Andrew who has mown the grass between the play park and the Centre for many years and who will be retiring from that job this year (another job that needs to be covered – we can provide the mower!)

Big, big thanks to everyone on the Management Committee, who are the group that keep the Centre running, those of us on the General Council follow their lead with decisions about the Centre.

Finally, thanks to all of you that have turned out this evening to support our AGM, please join your committee after the meeting in the Coffee Lounge for light refreshments which we thank Lesley and Janet for.

## SPORTS REPORT FOR AGM 2018

In the financial year ending June 30<sup>th</sup> 2018 we had no notable expenditure ...just some plants for the OFCA garden, an extension lead for the lawn mower and a donation from table tennis to OFCA's Summer Fair.

Since then tennis membership has fallen despite us advertising in the library as well as in the newsletter and on the noticeboard outside.

We have paid to have the courts cleaned and treated with moss and weed killer. We should recoup the cost over the next year. We do, however, need more members.

Felixstowe Ladies Netball Club continue to use the netball court during July and August each year.

Lesley Songhurst  
Sports Treasurer

## ELECTION OF OFFICERS – 2018 AGM

Treasurer	Dave Norman	Proposed Seconded	Gina Cooper Graham Newman
Deputy Treasurer	Vacant		
Secretary	Pauline Varden	Proposed Seconded	Gina Cooper Terry Smith
Membership Secretary	Elaine Wright	Proposed Seconded	Ann Trusselle Lesley Songhurst
Administrators	Linda Drouet Celia Page	Proposed Seconded	Jean Brackley Gillian Barnett
Newsletter Editor/ Website Manager	Dave Songhurst	Proposed Seconded	Lesley Songhurst Mary Ritchie
Chair of Gen Council	Gina Cooper	Proposed Seconded	Pauline Varden Graham Newman
Gen Council Members Due for Re-election	Stuart Ashworth Leslie Songhurst Terry Smith	Proposed Seconded	Pauline Varden Janet Berry
Chair of M'ment Cte	Terry Smith	Proposed Seconded	Pauline Varden Ann Trusselle
Members of M'ment Cte	Terry Smith Gina Cooper Pauline Varden Elaine Wright Margaret Lamacraft Jeremy Pratt Linda Drouet David Norman Celia Page	Proposed Seconded	Lesley Songhurst Jean Brackley
Independent Examiner of A/cs	John Unthank	Proposed Seconded	Dave Norman Gina Cooper

All officers were elected unanimously

