

**MINUTES OF THE 47th ANNUAL GENERAL MEETING OF
OLD FELIXSTOWE COMMUNITY ASSOCIATION
HELD VIA ZOOM ON
THURSDAY 15th OCTOBER 2020 AT 7.30pm**

Present: Gina Cooper – Chairman & Trustee
Pauline Varden – Secretary & Trustee
Terry Smith – Chairman of Management Committee & Trustee
Doreen Savage- Trustee & Councillor
Celia Page - Administrator
Elaine Wright – Membership Secretary
Dave Songhurst – Newsletter Editor & Website Manager

Plus: Lesley Songhurst (Tennis), Margaret Lamacraft, Linda Drouet, Jennie Norman (Craft), Dave Norman, Maureen Burns (Jubilee Club), Nigel Pusey, Liz Sampson, Angie Smith, Susan Chapman

Gina Cooper welcomed everyone to this unique AGM via Zoom.

1. Apologies

Apologies were received from Lorna Fraser, Janet Berry, Alan Haynes (Table Tennis)

2. Minutes of Previous Meeting

Pauline Varden read a summary of the Minutes of the previous meeting held on 17th October 2019. The acceptance of these Minutes as a correct record was proposed Margaret Lamacraft, seconded Doreen Savage and agreed unanimously.

3. Annual Accounts

Pauline Varden read the report produced by Lorna Fraser (appended). The annual accounts had been available to any member who requested them. Acceptance of these accounts was proposed Doreen Savage, seconded Elaine Wright and agreed unanimously. Lorna was thanked for the excellent work she does as Treasurer.

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

The report of the General Council and Management Committee was given by Gina Cooper and is appended to these Minutes. The report from the Tennis Section was given by Lesley Songhurst and is also appended to these Minutes.

5. Election of Officers

Appended to these Minutes.

6. Any Other Business

None.

There being no further business, the meeting closed at 7.52pm.

Financial Report for AGM

Please accept my apologies that I can't be there in person. I am presenting the financial statements for the year ended 30 June 2020. As everyone will be aware, this has been and continues to be a very difficult and challenging time.

I will run through the 'headline' figures in these accounts:

The total income for the 12 months to 30 June 2020 was £31.5k compared to £31.2 in 2019. This income includes a £10k Covid support grant from East Suffolk Council which was given to those working in the retail, hospitality and leisure industry. This grant is to support us through this difficult time, and so although showing as income in 2020, the cash we received continued to help support the period that we were closed.

Any refunds we had to give as a result of closing the centre have been shown as a reduction in the hiring fee income.

The total costs for the 12 months to 30 June 2020 were £27.5k compared to £29k in 2019. Following the closure of the centre, we reduced costs significantly. The total cost figure also includes depreciation which is an accounting charge included to write capital assets (such as the projector) over their expected life, rather than the costs all being absorbed in one year and so the figures being distorted.

This leads us down to net income of £4k compared to £2k in 2019 – after depreciation. This is an increase on 2019, but this is due to the grant being received in full, but as already explained is there to support us through the months after our year end.

Looking at the net income figures excluding depreciation we are looking at £13k versus £11k in 2019.

We are in the fortunate position of not having to have used any of our reserves and presently I think that this should continue to be the case.

Unfortunately due to Covid and family issues, the independent examiner appointed at the last AGM was unable to do this work. We have appointed Robert Digby & Co and he has completed his Independent Review and will be signing a clean report once the accounts have been approved and signed. I would like to recommend that he is appointed to do the work on the 2021 year end financial statements.

Lorna Fraser
Treasurer

Chairman's Report AGM October 2020

At this time last year, none of us could have envisaged the dramatic changes that would occur during the year, to our personal lives and to our Association. Following government guidelines and instructions, the trustees sadly took the decision that the Centre would have to close during lockdown, until we received confirmation that we could reopen. The reopening of the Centre meant many changes to the way that we, as an organisation, have operated over many, many years. For those groups that have been able to meet since we reopened in September, you will have noticed many differences. This transition to our new way of working has been conducted by the committee, who working as a team have made this happen smoothly and efficiently, in order that our Centre will be a Covid Secure venue. Among the differences, you will have noticed that in order to eliminate common 'pinch points' you can no longer enter and leave by the doors that you have always used in the past as we need to have one way in and one way out. This also applies to immediately outside the building. All toilets are now unisex, each group will be allocated a toilet when they book, other groups meeting at the same time will not be using the same toilet. Movement around the inside of the building is indicated with clear arrow signage, there are sanitising stations in all the Halls and in the corridors. Cleaning materials are provided for the Halls, and Track and Trace is conducted by NHS QR codes posted on all the doors and noticeboards; if you don't have a mobile phone with this App, there are forms to fill in as you enter the Hall where your meeting is.

We are monitoring the local and national situation very carefully and hope that we will be able to keep the Centre open for the foreseeable future.

We have had to suspend several of the main fundraising events that keep OFCA going to the standards that you all expect, the Monthly Community Markets, Summer Fair and Christmas Market will not take place before 2021, again we are looking at the situation to see when we can practically run these events again. We will not be running the Christmas Card scheme this year.

I would like to extend thanks on behalf of the members of the Association to our hardworking Centre Management Committee led by chairman Terry Smith, and the Officers and Trustees, Pauline Varden, our very hardworking secretary, closely backed up by Celia Page who is also our Administrator, to Elaine Wright our membership secretary and of course, our Treasurer, Lorna Fraser. Thanks also to Dave Songhurst, our Newsletter Editor and Website Manager.

One of the main tasks of the Centre Management Committee is to ensure the building is well maintained and a lot of work has been undertaken this year.

The fabric of the Centre is in good condition and we completed our replacement of windows with the Baskerville Lounge in the general style of the rest of the building.

Doors in the Courtyard were in need of attention and we cleaned up some and replaced others. Not being aware of the imminent Covid threat and therefore the use of the fire door as access to the building, we replaced the rotting wooden doors with pvc on a like for like basis. In the near future we expect to have an external lock/handle fitted. We will also have a set of doorbells and lighting will be provided in the area.

The roof has been inspected and with a few minor jobs completed it is expected to last for a few years yet.

Other matters have included:

Wideband access has been provided

New signage both inside and outside, and two noticeboards.

Significant maintenance has been necessary for the tennis courts.

Our boiler developed a major fault but we were able to negotiate a favourable insurance scheme and the problem has been rectified.

The next project is to provide a wheelchair friendly ramp access to the building which will be via the courtyard.

The Committee will find it necessary to review our fees in 2021 to cover the imposed shortfall from our fundraising and any proposed changes will be brought to General Council in early 2021.

Finally, thanks to all of you that have signed on to this unique meeting. We can't offer you our usual hospitality, but hope that you will have your own coffee or glass of wine in the comfort of your own homes.

Gina Cooper

SPORTS REPORT FOR AGM 2020

It has been fantastic still to be able to play tennis, albeit under Covid restrictions. We now book with Linda who keeps a record of who has played and ensures that the rule of 6 is adhered to. There is sanitiser on the court for everyone.

Linda Morton is our new membership secretary. She volunteered early this year to take over from Margaret. She didn't know what she was letting herself in for! She is doing a fantastic job and has even recruited a few new members. Margaret was an amazing membership secretary for over 30 years, diligently collecting subs and recording everyone in her little red book. That should now be a valuable piece of OFCA history!

It is 5 years since the courts were resurfaced and we have had the scheduled maintenance carried out. This year, as well as the regular cleaning and moss killing, we have had a binder and repainting. This has taken a chunk of our capital so ideally we would begin fundraising again to help pay for the work that will need done again in 5 years' time. That is proving difficult. Felixstowe Ladies Netball Club have been unable to play this year.

Lesley Songhurst

ELECTION OF OFFICERS – 2020 AGM

Treasurer	Lorna Fraser	
Secretary	Pauline Varden	Proposed: Gina Cooper
Membership Secretary	Elaine Wright	Seconded: Doreen Savage
Administrator	Celia Page	
Newsletter Editor/ Website Manager	Dave Songhurst	

Chairman and Vice Chairman of General Council

Gina wished to stand down as Chair of General Council at this year's AGM and we are very fortunate that Celia Page has agreed to take on this role as well as to continue as Administrator. Gina has kindly agreed to become Vice-Chairman.

Proposed: Terry Smith

Seconded: Elaine Wright

Doreen Savage thanked Gina for all her hard work on behalf of OFCA and welcomed Celia to her new role.

Gen Council Members

The following are due for re-election and are prepared to stand again:

	Linda Drouet	Proposed: Doreen Savage
	Celia Page	Seconded: Gina Cooper
	Dave Songhurst	
	Nettie Trigg	
	Elaine Wright	
New volunteer	Jackie Fairweather	

Jeremy & Angela Pratt have now retired from Gen Council and were thanked for their valuable contribution over the past few years. There are still spaces on Gen Council - anyone interested should please contact Gina Cooper for more details.

Management Committee Members:

Members of M'ment Cte	Terry Smith (Chairman)	Proposed: Linda Drouet
	Gina Cooper	Seconded: Dave Norman
	Pauline Varden	
	Elaine Wright	
	Margaret Lamacraft	
	Lorna Fraser	
	Celia Page	

Terry would like to pass on his responsibilities as chair of Management at next year's AGM. Jeremy Pratt has resigned from the Management Committee and was thanked for the numerous maintenance and repair jobs he has carried out at the Centre. We now urgently need 1 or 2 people to help out with small jobs around the Centre.

Independent	Robert Digby	Proposed: Lorna Fraser
Examiner of A/cs		Seconded: Doreen Savage

All officers were elected unanimously

