

**MINUTES OF THE 48<sup>th</sup> ANNUAL GENERAL MEETING OF  
OLD FELIXSTOWE COMMUNITY ASSOCIATION ON  
THURSDAY 21<sup>st</sup> OCTOBER 2021 AT 7.30pm**

Present: Celia Page – Chairman & Administrator  
Pauline Varden – Secretary & Trustee  
Terry Smith – Chairman of Management Committee & Trustee  
Dave Songhurst – Newsletter Editor & Website Manager

Plus: Lesley Songhurst (Tennis), Margaret Lamacraft, Linda Drouet, Janet Berry, Jacky Fairweather, Stephen Fairweather, Ellie Clark, Mary Ritchie, Mary Whiteley, Maureen Burns (Jubilee Club), Jan Willis (Martello), Sylvia Arnold (FASC), Gillian Barnett, Jan Ford (Garden Club), Alan Haynes (Table Tennis), Adrian Dickerson

1. Apologies

Apologies were received from Lorna Fraser, Doreen Savage, Dave & Jennie Norman, Gina Cooper, Nigel Pusey, Ken Hann, Anne Arbon (Flower Club)

2. Minutes of Previous Meeting

Pauline Varden read a summary of the Minutes of the previous meeting held on 15<sup>th</sup> October 2020. The acceptance of these Minutes as a correct record was proposed Margaret Lamacraft, seconded Celia Page and agreed unanimously.

3. Annual Accounts

Pauline Varden read the report produced by Lorna Fraser (appended). The annual accounts had already been approved by the Management Committee, General Council and the Trustees. Acceptance of these accounts was proposed Linda Drouet, seconded Sylvia Arnold and agreed unanimously.

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

The report of the General Council and Management Committee was given by Celia Page 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. Minor Changes to OFCA Rules

The proposed minor changes to OFCA rules (details appended) were unanimously agreed.

6. Election of Officers

Appended to these Minutes

7. Any Other Business

- i) Poor parking around the Centre is still causing problems. The need to park safely and sensibly is reinforced in the Hiring Conditions. However, the Management Committee will discuss the problem at their next meeting.
- ii) Adrian Dickerson raised the question of installing solar panels on the roof of the Wyn Brackley Hall and offered to advise. The Management Committee are actively investigating this.

Before the meeting closed, Terry Smith thanked Celia for all she had done as Chairman and Administrator during a very difficult year.

There being no further business, the meeting closed at 7.57pm.

# Financial Report for AGM

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Please accept my apologies that I can't be there in person. Unfortunately, a colleague has got COVID, and although I am not required to isolate, I don't feel it would be appropriate for me to be there in person.

I am presenting the financial statements for the year ended 30 June 2021.

I will run through the 'headline' figures in these accounts (looking at page 4):

The total income for the 12 months to 30 June 2021 was £28.5k compared to £31.5 in 2020. This income includes £19k of Covid support grants from East Suffolk Council (£10k in 2020) which was given to those working in the retail, hospitality and leisure industry. These grants received have helped ensure that we can continue to cover all costs whilst during lockdowns and periods of COVID restrictions.

The total costs for the year were £15.5k compared to £28k in 2020. 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.

This leads us down to net income of £13k compared to £4k in 2020 – after depreciation. This surplus is entirely due to the COVID support funding that we have received, and are very grateful for.

Looking at the net income figures excluding depreciation we are looking at £20k versus £13k in 2020.

You will also see that there is separate restricted grant income and expenditure. This relates to the bounceback funding that we received from East Suffolk Council to fund the new courtyard lighting that has been installed. Due to this income being for a specific purpose, it must be shown separately in the financial statements.

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.

We have seen a small amount of money coming in from Amazon as a result of our Amazon Smile account. For those who are not aware, when buying goods from Amazon, you are able to donate 0.5% of the price of the goods to a chosen charity by shopping via the link "smile.amazon.co.uk". The prices of the goods are the same as the rest of Amazon, it's just that the chosen charity benefits. We would like to encourage anyone using Amazon to nominate us as your chosen Charity – especially in the run up to Christmas.

The main expenses in the accounts are insurance, cleaning and repairs and renewals. Although the repair cost is around £6k less than in 2020. The cleaning has increased when compared to 2020, however this is expected so that we can ensure that the centre remains operational and a Covid secure environment. The insurance cost is consistent year on year, due to a three year deal being agreed by the previous treasurer. This has now completed and so we will be looking at renewal options this year.

We also had a three year deal on our energy pricing with our current supplier. Unfortunately, this comes to an end this year. Given the current uncertainty around energy firms and energy prices, and also the possible increased cost of insurance, we may have to revisit our hire pricing sooner than we anticipated. However, we will endeavour to provide as much notice as possible.

Looking back at the accounts, I would also like to explain the accountancy fee in the notes to the financial statements (on page 8). This currently shows as a 'minus' cost, so in effect is income. The reason for this is the last minute change of independent examiner in 2020. I put a provision in the accounts for the quote provided by the previous examiner, however our new one cost considerably less and hence the provision was too large!

The remaining notes to the accounts summaries the fixed assets (capital equipment – i.e. items with a life longer than one year) and also the reserves. It is necessary to show a breakdown of the type of reserves we hold.

We have always held a designated reserve of around £27k. This was in place as a contingency to cover 12 months running costs. Following the events of the past 18 months, it has been agreed

that this reserve will cover 18 months and also a further contingency to cover any emergency repairs/expenses that are unforeseen. Therefore, we have increased this reserve to £40k.

I am pleased to confirm that the independent review has been completed and there are no issues to note.

Once again, I apologise for not being able to be here in person and appreciate that I can't answer any questions you may have. If you do have any questions, I'll be happy to receive them by email; [treasurer@oldfelixstoweca.org.uk](mailto:treasurer@oldfelixstoweca.org.uk).

## **Chairman's Annual Report 2021**

Since taking over from Gina Cooper as Chairman at last year's AGM it was very difficult at that time to foresee what sort of year was to come.

Throughout the year there have been a host of Government guidelines to follow and we have found ourselves in various tiers and lockdowns to which we have had to adapt to and decipher at times! Having re-opened in September 2020 to a small number of groups that were permitted to meet we were then faced with a further lockdown at the beginning of November. We then re-opened again at the beginning of December, again to a small number of groups only to find ourselves in Tier 4 as from Boxing Day. It soon became evident that cases of Covid were soaring which meant the whole country was plunged into a third lockdown and the Centre once again had to close.

Brighter days then seemed to be on their way with the introduction of the Government's roadmap and the Centre re-opened on an extremely limited basis at the beginning of April. Further restrictions were lifted in May and in July all restrictions were lifted.

However, as an Association we are mindful of a prudent approach, so users of the Centre are urged to wear a face covering when entering and moving around the building, sanitiser is provided as are track and trace forms and we have encouraged plenty of ventilation throughout the building.

Slowly but surely many more groups and private hirers are once again using the Centre but with cases of Covid remaining high and with the winter months ahead it is still important to follow the basic rules of hands, face and space.

Throughout this challenging time all fundraising activities were suspended but in early July Gina Cooper organised a highly successful Garage Sale and Elaine Wright organised the first Community Market since the pandemic began. This Market was held outside as restrictions were still in place, but it was very successful, our wonderful community spirit was on show and the longing to meet up again with friends was clear. The first indoor Market was held in September, it was marvellous to see it so well attended and the feeling of some form of normality returning.

During the year we received several donations, and I would like to thank the following, the Literati Group, Jeremy and Angela Pratt, Colneis Flower Club, the Allotment Group, Martello Ladies, the Bowls Club and Maureen Burns. In addition, I would also like to thank Margaret Lamacraft and Elaine Wright who raised money from stalls outside their houses.

The Association has adopted a Safeguarding Policy which adds to our Health & Safety and Equal Opportunities policies.

A thorough review has been undertaken of the hire conditions and booking procedure resulting in a new hire form being introduced and the Association's Terms and Conditions being updated.

I would like to extend my thanks on behalf of the members of the Association to our hardworking Centre Management Committee led by Chairman, Terry Smith, the Officers and Trustees, Gina Cooper as Vice Chairman who has been a great support to me throughout my first year as Chairman, Pauline Varden, our Secretary, Elaine Wright, our Membership Secretary and Lorna Fraser, our Treasurer who has worked so hard in obtaining grants during this most difficult year. My thanks also go to Dave Songhurst, our Newsletter Editor and Website Manager and finally Dave Norman, handyman extraordinaire!

One of the main tasks of the Centre Management Committee's work is to ensure the building is well maintained.

We have had a further roof inspection and whilst the flat roof is expected to last a few years, yet we are making provision in our budget planning for significant work a few years hence.

The courtyard area has been a focus of attention. The wheelchair access has now been completed and wireless bell pushes fitted to ring individually in the three halls. External access is now possible through the fire-door into the hallway. Movement controlled lighting has been fitted including a light at the entrance gate. We feel that the area might be of more use to hirers, and we are looking at the cost of resurfacing.

The appearance of the centre has been enhanced by refurbishment of the wicket fence and we are grateful to those who keep the garden looking so good.

The replacement of the main doors is on track, and we expect the work to be done soon but subject to the delays in the supply of materials.

We plan to replace the roof lights in the kitchen.

Our aged photocopier died during the year, and we now have an excellent (refurbished) machine that prints in colour as well as black and white. It can be networked and so allow printing from a computer.

The usual fire, gas safety and general safety inspections have been carried out and the First Aid box is checked monthly.

Our thanks to Dave Norman who having relinquished the task of Treasurer has undertaken numerous maintenance tasks that keep your Centre running.

We would like to welcome Ellie Clark to the Management Committee, Ellie has very kindly offered to take the minutes at the Management Committee meetings.

### **SPORTS REPORT FOR AGM 2021**

I'm happy to report that the tennis courts are in good condition and we're careful to carry out the required maintenance. A group of members, plus Dave Norman and Dave Songhurst, spent an afternoon clearing the storage room which had an assortment of defunct tennis and netball equipment, old filing cabinets, old wood riddled with woodworm and even a fossilised mouse!

Funds are healthy, but hopefully we will be able to fund raise more as Covid restrictions ease. Having said that, Margaret ran a 'Guess the height of the sunflower' competition (8ft 6 in) which made £36 and we still sell second-hand books on club mornings and at the community markets.

Membership is fairly stable. We have 35 members and were pleased to welcome some new members who have recently moved to the area.

Lesley Songhurst

### **MINOR CHANGES TO OFCA RULES**

Background:

OFCA operates under 2 sets of guidelines:

- i) An official Constitution, approved by the Charity Commission when OFCA became a Charitable Incorporated Organisation in 2015.
- ii) A set of Rules, which covers the more practical aspects of running the Association. These were approved at the AGM in October 2015.

An anomaly has been noticed between the Constitution and the Rules as follows:

The **CIO Constitution** states: 'the quorum for general meetings of the Association shall be **fifteen members**'.

The **Rules** state: '**twenty-five members** will form a quorum at general meetings of the Association'.

It is proposed that the Rules be changed to: '**fifteen members will form a quorum at general meetings of the Association**', in line with the Constitution.

It is also proposed to add the following paragraph to the Rules:

A Standing Committee, consisting of Chair of General Council, Chair of Management Committee, Treasurer and Secretary, advises General Council and makes policy decisions on behalf of General Council when these decisions cannot be delayed until Council's next meeting.

This paragraph currently appears in the Annual Trustees Report but not in the Rules.

These two proposed changes to the Rules were unanimously approved by General Council at their meeting on 20<sup>th</sup> May 2021 and we are now seeking the approval of the members at this AGM.

## ELECTION OF OFFICERS – 2021 AGM

Treasurer	Lorna Fraser	Proposed Seconded	Margaret Lamacraft Terry Smith
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Secretary	Pauline Varden	Proposed Seconded	Celia Page Sylvia Arnold
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Pauline announced that she wishes to stand down as Secretary at next year's AGM

Membership Secretary	Elaine Wright	Proposed Seconded	Terry Smith Linda Drouet
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Administrator	Celia Page	Proposed Seconded	Margaret Lamacraft Terry Smith
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Newsletter Editor/ Website Manager	Dave Songhurst	Proposed Seconded	Terry Smith Janet Berry
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Chair of Gen Council	Celia Page	Proposed Seconded	Pauline Varden Linda Drouet
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Vice Chair of Gen Council	Gina Cooper	Proposed Seconded	Terry Smith Celia Page
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Gen Council Members Due for Re-election	Lesley Songhurst Terry Smith	Proposed Seconded	Linda Drouet Pauline Varden
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New Volunteers	Ellie Clark Mary Whiteley	Proposed Seconded	Pauline Varden Celia Page
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Chair of M'ment Cte	Terry Smith	Proposed Seconded	Pauline Varden Margaret Lamacraft
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Terry is still keen to step down from this role

Members of M'ment Cte	Celia Page Lorna Fraser Gina Cooper Elaine Wright Pauline Varden Ellie Clark Dave Norman Margaret Lamacraft Mary Whiteley (new volunteer)	Proposed Seconded	Margaret Lamacraft Jan Willis
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Independent Examiner of A/cs	Robert Digby	Proposed Seconded	Lorna Fraser Pauline Varden
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All officers were elected unanimously