

**MINUTES OF THE 44<sup>th</sup> ANNUAL GENERAL MEETING OF  
OLD FELIXSTOWE COMMUNITY ASSOCIATION  
HELD AT THE CENTRE ON  
THURSDAY 19<sup>th</sup> OCTOBER 2017 AT 7.30pm**

Present: Gina Cooper – Chairman & Trustee  
Pauline Varden – Secretary & Trustee  
Dave Norman – Treasurer  
Terry Smith – Chairman of Management Committee & Trustee  
Lesley Songhurst – Sports Treasurer  
Dave Songhurst – Newsletter Editor/Website Manager  
Doreen Savage – Trustee  
Linda Drouet – Joint Administrator  
Maggie White – Joint Administrator

Plus: Celia Page, Stuart Ashworth, Nettie Trigg, Margaret Lamacraft (Tennis), Janet Berry (Tennis), Val Ball (Martello), David Tennant (Carpet Bowls), Dawn Cheadle (Line Dancers), Hilda Bigmore (Martello), Anne Lee (Martello), Jean Brackley (Bowls/Martello), Maureen Burns (Jubilee Club), Mary Ritchie (Table Tennis), Jennie Norman, Nigel Pusey, Alan Reeve

1. Apologies

Apologies were received from Graham Newman (Trustee), Elaine Wright (Membership Secretary), Sandy Bloom, Ann Claxton, Anne Arbon (Flower Club), Jean Voller (Lacemakers), Brian Cutler, Steve Wiles (Councillor)

2. Minutes of Previous Meeting

Pauline Varden read a summary of the minutes of the previous meeting held on 20<sup>th</sup> October 2016. The acceptance of these minutes as a correct record was proposed Margaret Lamacraft, seconded Linda Drouet and agreed unanimously.

3. Annual Accounts

Dave Norman presented the annual accounts which had been examined by John Unthank. These were the first set of accounts for OFCA as a CIO and had caused considerable extra work for both Dave Norman and John Unthank to ensure compliance with Charity Commission requirements. The three existing bank accounts had to be closed and all funds transferred to a new account. This also meant that those members paying their subscriptions by direct debit had to be asked to set up new details with their own bank. However, the old charity has now successfully been closed and is no longer registered with the Charity Commission. The Sports and Bowls Club accounts will probably not be included in OFCA's annual accounts in future as OFCA has no direct control over these. OFCA's aim is to balance income and expenditure to cover running costs and use proceeds from fund raising activities for Centre improvements. This has therefore meant increasing hiring charges, but the Centre still remains a competitive venue for hire. The Management Committee is also proactive in cutting expenditure wherever possible. Dave Norman was thanked for all his hard work as Treasurer during this difficult year of change. Acceptance of these accounts was proposed Doreen Savage, seconded Janet Berry and agreed unanimously.

4. Report of General Council and Management Committee

The report of the General Council was given by Gina Cooper and is appended to these Minutes. In addition she mentioned that Elaine Wright had received a Mayor's Award for

her work with the Association. She also mentioned the passing of Wyn Brackley and Tony Scarff who had been involved with OFCA for many years. Terry Smith thanked the Administrators for their work over the year – Linda Drouet, Celia Page, who had to resign due to work commitments, and Maggie White who has recently taken her place.

5. Proposed Amendment to OFCA Rules

Terry Smith reported that the position of OFCA President had not been filled for a number of years. In addition, two of our Vice Presidents (Wyn Brackley and Tony Scarff) had passed away during the year and Rev John Aston, the other Vice President, had retired. None had been actively involved with OFCA for several years. He had therefore recommended to General Council at their meeting on September 21<sup>st</sup> that these positions be disbanded and they unanimously agreed. He was now asking members at the AGM to endorse this recommendation. It was proposed Doreen Savage, seconded Stuart Ashworth and unanimously agreed that these positions be removed from the list of Honorary Officers in the Rules of the Association. Terry Smith explained that his change did not affect our Constitution which was registered with the Charity Commission.

6. Election of Officers

Please see attached sheet.

7. Any Other Business

Pauline Varden reminded those present of the Christmas Card Scheme and posters were available for display.

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

## Chairman's Report AGM October 2017

We have had a very busy year again at the Centre. Casual bookings have been good and although we have lost a couple of our regular hirers, these have been replaced almost immediately by new groups. Our OFCA sports sections, bowls, table-tennis and tennis all have healthy memberships and aim to play for 52 weeks of the year. All welcome new faces and members to their clubs.

Groups that meet regularly at the Centre include members from a complete cross-section of the community. We have tiny tots to the retired and elderly; we have several women's clubs including two WI groups; we have support groups for the disabled and those who have suffered life-changing illnesses.

Together with our sports sections we have groups covering dance, keep-fit at all levels and stage-door theatre for the more active. We have the Allotment Association and Horticultural Society for the green-fingered and our craft group, lace-makers and the Super-scrappers for the artistic and nimble-fingered. There is no need for anyone to feel lonely in our community and there is something to do at the Centre every day except Sundays.

We have had fewer reports of anti-social behaviour over the past year although equipment and crockery have gone missing from time to time. We like to think that these have only been borrowed and would ask to have any of these returned ASAP.

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 back hall) on the junctions and in the driveway to the car park.

Our finances are in a very healthy state, although we do operate a continuous maintenance and updating programme needing constant fundraising. 2018 will see major improvements to the Main Hall. We are still in need of more volunteers to help out at some of our events and in the management of the Association. You can give us as much or as little time as you are able and we are eternally grateful and have enormous respect for those who do give up their time to support their local community.

My personal 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 three 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 our 600 odd 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 supports Terry with the maintenance of the Centre, our newsletter editor Dave Songhurst, and his wife Lesley who has been acting treasurer for our sports sections. Big thanks to some of our unsung heroes – to Jane Bolton and Margaret Lamacraft who both run OFCA fundraising stalls at our monthly markets, I should also mention here Pat South who has organised the Summer Fair for the past couple of years. 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 (who is also the brains behind several of our newsletter quizzes) Also Fred Andrew who mows

the grass between the play park and the Centre and Mike Emms who keeps the trees trimmed in our little garden.

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, to all of you here who have shown enough interest in how the Centre is run to turn up to our AGM. Thanks to you all.

ELECTION OF OFFICERS – 2017 AGM

Independent Examiner of A/cs	Carried forward to next General Council Meeting		
Treasurer	Dave Norman	Proposed Seconded	Margaret Lamacraft Gina Cooper
Sports Treasurer	Lesley Songhurst	Proposed Seconded	Gina Cooper Terry Smith
Secretary	Pauline Varden	Proposed Seconded	Terry Smith Gina Cooper
Membership Secretary	Elaine Wright	Proposed Seconded	Celia Page Linda Drouet
Administrators	Linda Drouet Maggie White	Proposed Seconded	Terry Smith Gina Cooper
Newsletter Editor/ Website Manager	Dave Songhurst	Proposed Seconded	Doreen Savage Dave Norman
Publicity Officer	Vacant		
Chair of Gen Council	Gina Cooper	Proposed Seconded	Pauline Varden Ann Lee
Gen Council	Celia Page Angela Pratt Jeremy Pratt Dave Songhurst Nettie Trigg Elaine Wright Linda Drouet	Proposed Seconded	Doreen Savage Gina Cooper
Chair of M'ment Cte	Terry Smith	Proposed Seconded	Pauline Varden Gina Cooper

Members of M'ment Cte	Terry Smith	Proposed	Doreen Savage
	Gina Cooper	Seconded	Janet Berry
	Pauline Varden		
	Elaine Wright		
	Jane Bolton		
	Margaret Lamacraft		
	Jeremy Pratt		
	Linda Drouet		
	Dave Norman		
	Maggie White		

All officers were elected unanimously