

**MINUTES OF THE 52nd ANNUAL GENERAL MEETING OF
OLD FELIXSTOWE COMMUNITY ASSOCIATION HELD ON
THURSDAY 16th OCTOBER 2025 AT 7.30PM**

Present: Celia Page – Chairman, Administrator & Trustee
Gillian Barnett - Trustee
Gina Cooper – Vice Chairman & Trustee
Paul Weavers – Treasurer
Gemma Gooch– Secretary
Dave Songhurst – Newsletter Editor & Website Manager
Linda Drouet - Administrator
Lorna Fraser - Accounts Administrator
[Eleanor Clark](#)- Chair of Management Committee

Plus:
Liz Sampson, Elaine Wright, Jacky Fairweather, Sylvia Arnold, Jan Ford, John Austin, Margaret Lamacraft, Lesley Songhurst, Pauline Varden, Janet Berry, Angela Pratt, Maureen Burns, Barbara Bown, Jenny Catchpole, Lyn Osborne and Janet Berry

Celia opened the meeting at 7:30pm and welcomed everyone to the 52nd Annual General meeting.

1. Apologies

Apologies were received from Terry Smith (Trustee), Doreen Savage (Trustee), Helen Swift (Girl Guiding), Judy Jones, Anne Arbon, Vickie White.

Message from Doreen:

"My apologies for not being with you all this evening. I trust you will all have an enjoyable AGM.

My grateful thanks to each and every one of you present for any part you play in continuing to make OFCA the wonderful organisation that it is. My special thanks to Celia for her outstanding leadership and to all those volunteers who undertake important roles. A special "thank you " to my fellow Trustees for their continuing support and interest.

OFCA is a place of which we can all be proud.

Thank you."

2. Minutes of Previous Meeting

The minutes from last year's AGM held on 17th October 2024 were circulated prior to this AGM. The acceptance of these Minutes as a correct record was proposed by Gillian Barnett and seconded by Gina Cooper and agreed unanimously.

3. Annual Accounts – Lorna Fraser

The accounts for the year end 30 June 2025 have been prepared using the standard format from the Charity commission for receipts and payments accounts as they were in 2024 and so you will be more familiar with the layout that you were last year.

REPORT

As last year, these accounts don't include a balance sheet – this is used to show the assets of the Charity at a snap shot in time (in this case the year end date). As a Charity, OFCA

don't have many assets – the main ones being the property and cash. This would be more relevant if (for example) we had significant balances of people who owe money to the Charity, but traditionally we haven't shown this as a balance in the accounts. We've always prepared the hire income on the basis of cash received and so there isn't a big change.

I will now run through some of the figures.

Subscriptions and affiliation fees have decreased again when compared to last year – this is due to the change in treatment of the subscription fees paid by members. This is now being shown as donations as agreed. The only income remaining is the affiliation fee income received.

There is no summer fair income showing. This is due to the timing of when the fairs were held. June in 2024 and August in 2025.

Hire income has increased slightly last year, this represents the continued increase in hirers of the hall. It appears that there are more 'regular' hirers and less affiliated members using the hall than in prior years. This contributes to the increase.

The grant income of £15,000 was the funds received from the Postcode lottery.

The repairs and renewals code is made up of building improvements and general repairs and renewals. The main expenses for this year are:

Painting of the hall

Alterations in the Margaret White Hall

Contribution towards the path at the park

Deposit paid for the blinds (installation in July)

The rest was made up of general repairs around the building.

The legal fees are the costs for the building survey .

The refuse collection has fallen by approximately £1k in 2024. The main reason for this was the purchase of paper towels in 2024. The timing meant they were bought at the beginning and end of the financial year, so both costs were in 2024.

Section A4 allows us to show any cash movements that relate to assets held by the Charity. This includes any capital purchases (any items that would have an expected life of more than one year). During the year, there were new chairs bought for the Jane Bolton Lounge. This movement in cash is shown here.

The bottom line of section A of the accounts shows the movements in funds and reconciles this to the movement in cash funds held during the year. As you will see, the overall result shows an increase in cash funds in the prior year of £30,251 meaning that the cash balance held at the end of the year is £152,414 compared with £122,163 in the prior year.

The accounts have been sent to Alistair Porter from Suffolk Tax Accountants for his independent review of the figures as usual.

Acceptance of these accounts was proposed by Gina Cooper, seconded Linda Drouet and agreed unanimously.

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

This year has highlighted the fact that OFCA is a family. Several of our Committee members have faced difficult personal problems but with the support of the Association I hope we have helped in some small way.

The Community Centre continues to be extremely popular especially in the evenings, so much so that potential regular hirers have been turned away. This is all incredibly positive news looking forward and with the range of groups meeting at the Centre we really provide a wonderful choice for the community. However, with success brings more demands so the role of volunteers is extremely important. If you feel you would like to get involved, please have a chat with me after the meeting. The bi-monthly newsletter is now available online and sent automatically to members. My thanks go to Dave Songhurst who set this up following the decision to cease membership and delivery of the newsletter.

The Community Markets continue to be an enormous success with an average of £400 raised at each market; my thanks go to Elaine Wright who co-ordinates this and Lyn Osborne who takes the bookings and has the unenviable task of organising the tables. Of course, this is a team effort, so my thanks also go to John and Ian who set up the tables and clear away, Jenny, Gillian Margaret, Anne Trusselle and Ann Wimhurst who run stalls in aid of the Association, Mike Osborne who helps with the raffle draw and Dave Norman who steps in to help, very often at short notice. Not forgetting the ladies from Brackenbury WI who run the kitchen and provide such delicious refreshments. The Parish Nurses and Councillor Steve Wiles regularly attend the Markets and their advice and support to our visitors is invaluable.

This year's Summer Fair was held in July and raised £1,217; the theme was sporting heroes. This annual event is being reviewed by members of the General Council so that it keeps up with the changing interests of the OFCA community.

My thanks go to Gina Cooper who co-ordinated a Dot and Do Dah event in April. This was a first for the Association and attracted a huge crowd, a magnificent £1,700 was raised. Gina also organised film afternoons on a Sunday during the winter months which proved extremely popular; these were well attended. The film and light refreshments were provided from OFCA funds but donations at the events generally covered these expenses.

The Trustees have been incredibly grateful for financial donations and grants received during the year from:

E Clark – donations for bricks

Donations received at the Community Market

Nettie Trigg – donation from her estate

Jean Brackley in lieu of the Christmas card scheme

Maritime Cargo Processing and Various donations have been received in lieu of membership fees.

As previously mentioned, this year has highlighted once again the importance of volunteers. We welcomed Jacky Fairweather and Paul Weavers to the Management Committee. Paul has an accounting background and took over the monthly invoicing from Anne Lee. Sadly, Anne passed away in February, thanks go to Anne for all her hard work over the past 10 years, she had worked with four Treasurers! Anne carried out this role in a conscientious and quiet manner, and her help was invaluable.

Ellie Clark has decided to stand down as Chair and Minutes Secretary of the Management

Committee, so we are looking for someone to step into this role. However, Ellie has kindly offered to stay on until a replacement is found.

Vickie White has made the decision to stand down as Treasurer. Paul Weavers has offered to take on this role for which we are extremely grateful. Vickie will support Paul and act as Purchase Ledger Clerk, thank you Vickie!

A very special thank you to Mary Whiteley who had to relinquish her role as Secretary earlier this year due to personal reasons. Where to start, Mary carried out the role of Secretary with the utmost integrity, her professionalism shone through. In September, we welcomed Gemma Gooch as Secretary to the Association, and we wish her well in this role.

I would like to extend my thanks on behalf of the members of the Association to our hardworking Centre Management Committee chaired by Ellie Clark, Gina Cooper as Vice Chairman, Mary Whiteley, our Secretary, Vickie White, our Treasurer, Paul Weavers for producing the monthly invoices, Lorna Fraser for working so hard in collating the Annual Accounts, Linda Drouet for sharing the administrative role with me, Dave Songhurst for managing the website and Jacky Fairweather, Treasurer of the Tennis Club. I would also like to extend my thanks to Rob Jackson and Norman Pottinger who carry out various maintenance jobs at the Centre.

The front garden at the Centre always looks neat and tidy. Thank you to Janet who maintains the front border and produces a wonderful display as the seasons change. We welcome Suzanne who has offered to look after the rest of the garden. Last but by no means least, thank you to Barbara who washes the tea towels and keeps the tea and coffee cupboard stocked up.

In addition to those mentioned there is an army of people who, without them the Centre would not run so smoothly. Numerous jobs are carried out behind the scenes, and my thanks go to everyone who helps in whatever way, it is most appreciated. The main responsibility of the Centre Management Committee's work is to ensure the Centre is well maintained and some significant improvements have been completed this year.

Here is Ellie's report:

OFCA Policy documents were reviewed and updated on our web site in January 2025. These are critically important to some of the hirers, so thanks to Celia for co-ordinating this and Dave Songhurst for uploading them onto the OFCA web pages.

There have been no serious incidents or maintenance issues except for a light fitting that fell down in the Wyn Brackley Hall just before a Saturday evening event. The old fridge also finally gave up and had to be replaced.

We are very lucky in that all the hirers treat the halls with respect and tidy up after use, but the incident report book is not used as much as it could be, hirers preferring to report problems verbally to the Administrators. Rob Jackson is now looking at the Incident Book regularly and fixing problems very promptly where possible.

At last year's AGM a query was raised about the maximum numbers of people allowed in the building. The regulations changed last year so a Fire Safety Inspection was carried out. In line with the recommendations of the fire survey in December 2024 we replaced the wooden shutters in the kitchen with a fire resistant rolldown version. The OFCA fire alarm control panel will now need to be replaced, and Firepower will talk through the various automations

that OFCA can have, as well as making clear the areas that are obligatory for our Safety Certificate.

Improvement programme:

1. The tarmac footpath by Gosford Park was completed with 50% of the funding provided by OFCA and 50% by the Town Council. It is now used by people with wheelchairs, walkers and prams to attend OFCA events.

2. The double doors installation between the Margaret White Hall and the Jane Bolton Lounge has been completed and has reduced the noise between meeting rooms as well as hiding the equipment in storage.

3. The Jane Bolton Lounge makeover has taken a year, mainly due to delays in the painting schedule. It is now finished with a repainting, new chairs with arms, new carpet and new curtains. The curtains were bought with part of the money from Nettie Trigg's bequest.

4. The replacement of the roof spire expanded into an exceptionally large project with costs for removing the spire on the Jane Bolton Lounge roof, renewing the flat roofs and installing maximum solar panels and batteries projected at very approximately £110K over the next two years. The Trustees considered this a financial risk for OFCA and that the project should be limited to the roofing elements. Thank you to Rob Allerton who provided drawings and worked through solutions which will be useful over the next year.

5. A new boiler has been installed. This will reduce our energy bill considerably as we will no longer heat hot water in a large tank and it will also be easier for users to control the heating to the 3 main meeting areas so that, for example, dance and meditation classes can have the very different temperatures they require in winter.

Over the next year, the kitchen will be redecorated. Users have asked that the kitchen cupboard doors and surfaces are replaced, and new Veolia recycling bins will also be fitted. The external store cupboard, currently only used for our garden tools, has finally been cleared and new shelving will be installed so that equipment for some groups can be stored there (it is dry).

The following sports report has been produced by Jacky Fairweather:

It has been another successful year for the tennis club. Thirty-two members have enjoyed joining in at club mornings, playing regularly at other times of the week and sometimes both. It has been known for the WhatsApp group chat checking on player availability to start at 6.30am in the morning!

The courts are still in good condition. However, in order to maintain their condition, it was decided to pay for them to be deep cleaned in April. They were also treated at the same time for weeds and moss. It is hoped that this will prevent the courts from becoming too slippery over the winter months.

Despite healthy competition during games there is a very good social and friendly atmosphere at the club. An example of this is the well-attended Tea and Tennis afternoon that was held in July.

All members of the club help out wherever necessary. I am sorry to report that this year we have had some long-standing members who have had to take a "time-out" from playing for various reasons. Although no longer able to play tennis most remain dedicated not only to the tennis club but to OFCA in general. A special mention must go to Janet and Margaret who

are both here this evening and always present raising funds for either the tennis club or OFCA.

However, I cannot end my report without a special mention to Lesley Songhurst. For seventeen years Lesley was treasurer of the tennis club. Until I replaced Lesley little did I realise that the role involved rather more than just collecting membership fees and paying bills. So, a very big thank you to Lesley for everything you have done over the years not only from me but from the entire tennis club. We all wish you well.

5. Election of Officers 2024

Trustees

Chair of Trustees	Doreen Savage	Proposed Seconded	Gina Cooper Gillian Barnett
Trustees	Gillian Barnett Gina Cooper Celia Page Terry Smith	Proposed Seconded	Linda Drouet Margaret Lamacraft

Honorary Officers/General Council

Treasurer	Paul Weavers	Proposed Seconded	Celia Page Lorna Fraser
Accounts Administrator	Lorna Fraser	Proposed Seconded	Elaine Wright Pauline Varden
Secretary	Gemma Gooch	Proposed Seconded	Linda Drouet Gillian Barnett
Administrator(s)	Celia Page Linda Drouet	Proposed Seconded	Gina Cooper Lorna Fraser
Newsletter Editor/ Website Manager	Dave Songhurst	Proposed Seconded	Pauline Varden Janet Berry
Chair of General Council	Celia Page	Proposed Seconded	Lorna Fraser Gina Cooper
Vice Chair of General Council	Gina Cooper	Proposed Seconded	Celia Page Elaine Wright
New Volunteer	Paul Weavers	Proposed Seconded	Gillian Barnett Lorna Fraser
New Volunteer	Gemma Gooch	Proposed Seconded	Linda Drouet Elaine Wright

Management Committee

Chair of Management Committee (temp)	Eleanor Clark	Proposed Seconded	Celia Page Elaine Wright
Management Committee	Barbara Bown Gina Cooper Linda Drouet Jacky Fairweather Judy Jones Celia Page Paul Weavers Elaine Wright	Proposed Seconded	Lorna Fraser Jan Ford
Independent Examiner of Accounts	Alistair Porter Suffolk Tax Accountants	Proposed Seconded	Paul Weavers Lorna Fraser

All officers were elected unanimously.

6. Any Other Business

Celia confirmed her intention to step down as chair in 2026.

There being no further business, the meeting closed at 7:55pm.