

Melbourn Community Hub Management Group (MG)

Minutes of the Annual General Meeting

Minutes of the Annual General Meeting of the Melbourn Community Management Group, held at 30 High Street, Melbourn, Royston, Hertfordshire, SG8 6DZ.

On 24th April 2019, commencing at 7.30pm

Directors Present:

John Travis (Chair)
Jonathan Berks
Nikki Cross
Emma Drake
Graham (Jose) Hales
Jeannie Seers
Stephen Kilmurray

The Chair welcomed those present and members of the public. Copies of the printed Annual Report and Accounts were made available in hard copy. The public were reminded of their ability to vote on matters arising.

1. Apologies for absence

Apologies had been received from **Clive Porter**. These were accepted.

2. Declarations of Interest

Declarations were received as follows:

John Travis and Stephen Kilmurray both serve as Parish Councillors

Jose Hales serves as a District Councillor

Jose Hales and Jeannie Seers are husband and wife

3. Agreement to the Chair of the AGM meeting

John Travis offered to chair the meeting dependent on a show of hands in favour. A show of hands was requested. All in favour.

4. Confirmation of Quorum

It was noted that a quorum of directors was present (5 or more).

5. Confirmation that the AGM Notice was properly publicised

The AGM Notice and Agenda, together with the Notice of AGM and of Items Arising for Voting by the public were posted on April 3rd, (21 days prior to this meeting as prescribed in the Articles of the Company). The AGM was also published in the press (the Royston Crow), on the Hub website and through the Parish Council. All people directly associated with the Hub operation were also notified directly, as far as it was possible to do this.

6. To approve the minutes of the AGM meeting of 24 April 2018

Minutes were available in hard copy to those present.

Prior to signing the minutes the Chair made some comments on matters arising from the last AGM meeting, as follows:

- Café chairs had been replaced to overcome problems of cleaning and inability to stack.

- Push Chairs 'management' resulting from the number of young mothers and children - we are overcoming the problems by using dedicated outside covered space, especially when we have regular events like Story Time etc.
- The disfigured entrance wall due to the foyer missing light has been repaired.
- General Data Protection Act Regulations have been successfully implemented.
- Planning Consent was obtained for the extension plans for the Hub. Funding from S106 money is almost certainly available to make this happen. We are currently in a re-evaluation phase, looking again at the justification and the design. When we are ready there will be extensive consultation with Hub staff, volunteers and the public. Nothing will happen immediately.
- The Hub received a Fire Audit during 2018 from Cambridge Fire Brigade and was found to be operating in a satisfactory way. We have a debt of gratitude to Jenni Bartlett, a highly qualified H & S professional, who has helped us free of charge with this and is now assisting with other aspects of our safety management.

The Chair asked if any person present had any question or comment. None were raised.

The Chair asked by a show of hands if these could be taken as approved. All present in favour.

The Chair signed the minutes as approved.

7. Directors Report

A printed Annual Report was available to all those present.

The Chair made a number of points before inviting comments from the public:

- ❖ There is an increasingly positive interaction with the public. We measure footfall and activity and we know this has doubled since the present management team was elected in early 2017.
- ❖ The average total quarterly income has increased very significantly before tax, especially when compared with the first six months prior to this management group taking over. This is a real achievement. As you will read in the Annual Report the increased income drove us to register for and to pay VAT. Net VAT paid in the last year was more than £17,000, wiping out a small before-tax profit.
- ❖ We are working hard to reduce costs and manage the VAT bill. However, this year is another improved result from the Hub.
- ❖ The Library (LAP) can report another excellent year with increasing footfall and, more recently, a weekly partnership with the Primary School with parties of visiting children.
- ❖ Hub Events have become more varied including dramatic readings, folk music, quiz nights and, more recently, with support sessions on subjects such as breast cancer awareness, dementia and mental health. We anticipate providing more support of this kind. The response to these health-related sessions was very strong.

These newer ventures supplement those we have run or supported again, such as Halloween and Turn on to Christmas. Jeannie Seers was asked to comment as the Director responsible for events planning and spoke of the now well-established

monthly art exhibitions that have been very successful. Artist exhibition dates are now fixed into 2020.

- ❖ There has been an increase in the confidence of staff, volunteers and management in routinely delivering the Hub services that make a positive difference to life in Melbourn. Improvements have been made as the result of an amazing team effort and the Chair publicly thanked fellow Directors, Staff, Volunteers and the public for supporting the Community Hub in delivering ever better services. Also the support from MADS and the Fete Committee.

The Chair invited questions from the public, with the caveat that these could be left if desired to the end of the AGM meeting. No questions or comments came forward.

8. Presentation of the Annual Accounts

Jonathan Berks, Financial Director, outlined the content of the Annual Accounts. The Board had already approved the accounts.

To summarise, the financial position again improved significantly during the year 2017 - 2018. The increase in both café sales (24.5%) and Room Hire (14.7%) were overshadowed by the need to register for and pay VAT for the first time. Net VAT payments for the year amounted to more than £17,000, turning a small before-tax profit of £2774 into a loss of £14,261.

It was noted that the financial position in the current year had improved yet again on the comparative situation last year. To summarise, the Community Hub continues to operate in a marginal loss position, but the discrepancy is becoming smaller each year. Grant support will need to be requested in future from the Parish Council to balance income and expenditure. It should also be noted that the business remains without any reserves.

Questions were invited from the public on the accounts. It was asked if there was any easy way of reducing VAT liability, but it was reconfirmed that our business structure made the payments unavoidable.

9. Directors retiring by Rotation

Article 32 of our Articles of Association makes it a requirement that at least one third of Directors retire in rotation at the AGM. They can seek re-election. Those with the longest service must retire as a priority, unless Directors are retiring for other reasons. Those formally retiring at this AGM are:

Emma Grant, Graham (Jose) Hales and Nicola Cross; all have offered their resignations and now seek re-election according to Article 35 of the Articles of the Company. The intention to retire by rotation was also formally noted at a recent Board Meeting and in the public notices.

10. Nomination and Appointment of Directors

In accordance with article 35 of the Articles, Public Notices had been placed stating the intention of the three retiring Directors to seek re-election and, in each case, the nominator confirmed his or her nomination as follows: -

- Emma Grant, nominated by **Lynn Travis**
- Graham (Jose) Hales, nominated by **Arthur Alderton**
- Nicola Cross, nominated by **Colin Brooking**

In accordance with Article 13.3 of the Articles all residents of the Parish aged 18 or over in attendance at the meeting can vote on resolutions to appoint Directors.

(a) The following resolution was proposed and passed on a show of hands as an ordinary resolution:

THAT Emma Grant be appointed as a Director of the Hub with effect from conclusion of the meeting.

(b) The following resolution was proposed and passed on a show of hands as an ordinary resolution:

THAT Graham (Jose) Hales be appointed as a Director of the Hub with effect from conclusion of the meeting.

(c) The following resolution was proposed and passed on a show of hands as an ordinary resolution:

THAT Nicola Cross be appointed as a Director of the Hub with effect from conclusion of the meeting.

There were no votes against in any of the above appointments.

11. Companies House and Charity Commission Registers

It was formally confirmed that any updates reflecting changes resulting from AGM business would be enacted with Companies House and the Charity Commission.

12. Public Questions and Comments

Arthur Alderton –

- Asked that the original proposal to place designated room names on meeting room doors be implemented. Response: *It was acknowledged that this had been overlooked and will now be addressed.*

Liz Chapman –

- Asked if replacement aprons could be supplied with pockets. Jose Hales comment that this might offend recent Food Hygiene rules. Response: *to be investigated*

Sally Ann Hart –

- Asked if Volunteer badges could be implemented. Either just stating 'volunteer' or to also carry the name of the person. Response: *Management Group to investigate and obtain prices.*
- Commented, as a volunteer, on the satisfaction felt from volunteering for the Hub and asked that all present did everything possible to encourage others to help as volunteers.

There being no other business the Chair closed the meeting.

Meeting closed at 8.30pm

Chair.....

Date.....