

Minutes of the AGM

(note these are DRAFT minutes, until approved at AGM)

Held on 29th November 2023, 7pm at Oughtrington Community Centre

Present: Chair, Nick Storer
Vice Chair, Andy Openshaw
Secretary, Jenna Brown
Treasurer, Heather Ray
Trustee (LPC appointed), Kerry Duffin
Members

1. Welcome and housekeeping

The meeting was opened at 19:32 hrs.

The Chair welcomed those in attendance and covered welfare and fire safety instructions.

2. Introductions and apologies

Apologies were received from Lucie Kerley (Trustee) and Leah Welsh (Trustee)

3. Chairs report

- a. OCC have been prioritising the safety of all users, reviewing fire, electrical safety and gas safety regulations to identify gaps in compliance. Areas considered include:
 - i. Fire alarm – a new building wide system has been installed
 - ii. Emergency lighting – the current lighting is defective and does not cover all areas, engagement of a suitable contractor is ongoing.
 - iii. Fire doors – OCC have been quoted significant sums to replace doors, but may be able to avoid this due to the extensive fire escape routes available – work is ongoing.
 - iv. Clutter accumulated within the building - attic & boiler room. Agreement has been reached to clear these areas, in particular in the attic where the lighting is insufficient, and in one area the head height is insufficient.
 - v. There are inadequate firebreaks to the upper floor – these three rooms can't be used for activities as it stands, but with lighting improvements, OCC intend to use upstairs for managed storage, possibly to free up the second meeting room to be made available to hire.
 - vi. OCC are considering charging for storage due to the costs require to make storage space safe.
- b. Key improvements have been made since the last AGM, in May 2023:**
 - i. Heating controls for extension have been replaced due to the pre-existing system no longer working

- ii. A section of lead water pipe between the water main and building stop tap has been replaced with plastic pipe
- iii. Two damaged inspection covers in the drive / car park have been replaced
- iv. Clearing of gutters, drains and gullies
- v. Internet access and Wi-Fi installation to meet the requirements of our hirers
- vi. The OCC website has been relaunched.
- vii. Dedicated Trustee email addresses have been created, with email contact address for the building
- viii. A working phone system is in place, using the local dial code
- ix. An OCC Social media presence has been created, to improve community communication and engagement

c. Known issues:

- i. External lighting problems are ongoing
- ii. Rodent issues have been identified, with a pest controller engaged
- iii. Chimneys / structural issues – including the tree on the roof
- iv. Missing / slipped tiles
- v. Air bricks are not up to standard
- vi. Wooden window frames still to be replaced - especially pre-school side
- vii. Repair / replace the extension carpet tiles that are past end of life
- viii. Main hall floor repairs / maintain the sprung wooden floor
- ix. Decorating throughout
- x. Develop the upstairs of the building to offer more to the community

4. OCC Priorities

- a. Stop the financial loss; the Centre has been losing money for the last 3 years or more
- b. Increase utilisation of the centre, including occasional users – utilisation is still significantly lower than pre-Covid
- c. Review hire charges – to ensure that hire rates are transparent and fair to all users.
- d. To move to a system where all users pay for what they use, including rooms & storage
- e. Reduce operating costs where feasible.

5. Luncheon club

- a. OCC expect that Oughtrington Luncheon Club will be suspended from Christmas 2023
- b. The current Luncheon Club leads are stepping down - after 34 years for one of the Leads, with similar timescales several of the regular volunteers. Moving forward, there are approximately 10 volunteers, but OCC LC do not currently have volunteers to fulfil the lead roles. OCC have advertised for assistance and interviewed potential Lead volunteers but still need e.g. lead / admin / cook roles.
- c. A statement was made recognising the contribution to the Community that Luncheon Club makes, made possible by the dedication of the volunteers, particularly the Leads.
- d. OCC are working on updating the governance documentation for Luncheon Club in preparation for a new team to re-start the Club.

6. Assistance

- a. A request for help was made, for people to contact the OCC trustees, or to fill in their details on a form at the meeting.

7. Minutes from previous AGM

- a. Proposed by KD, Seconded by HR.
- b. The minutes from the previous AGM on 10th May 2023 were approved

8. Treasurers Report

- a. New auditors have appointed: Matlock Grindley
- b. The 2023 statement covers a period that pre-dates the involvement of the current Trustees.
- c. An overview of the 2023 financial statement was provided by HR. Key points were the cost of the windows / doors replaced, and a ~20% increase in running costs (primarily due to energy prices).
- d. Looking at FY 24 - maintenance costs have increased. OCC is currently loss making and has been during FY20, FY22 & FY23 - mostly due to fewer hirers and increased costs.
- e. Current income is back to 2018 levels, but costs have increased
- f. OCC have a number of long term hirers that are important to the community
- g. OCC has not had a rent review for a number of years – this is being planned for next financial year.
- h. Accounts for 22/23**
 - i. Question from a member - the copy on companies house does not include the last page – OCC will publish the full document on our website.
 - ii. OCC are making a £5k loss per year.
 - iii. 2023 Financial Accounts were approved by a members vote.
 - iv. Use of Matlock Grindley as Auditors was approved by a members vote.

9. 7. Accept the resignation of those Trustees who are standing down

- a. NS stood down as Chair
- b. AO stood down as Vice Chair
- c. JB stood down as Secretary (remaining a Trustee)

10. Election of Trustees

- a. Nick Storer was elected as Chair - unanimously approved.
- b. Iain Penlington was elected as Vice Chair - unanimously approved.
- c. Andy Openshaw was elected as Secretary- unanimously approved.

11. AOB

- a. An offer of help regarding electrical work was made
- b. Following a short discussion it was stated that the main hall floor, which was replaced approx. 12 years ago, is in need of maintenance.
- c. There was a suggestion that the OCC building is 'locally listed' by WBC, possibly related to aesthetics, but that this is not shown on the WBC website. OCC Trustees to follow up & clarify.

The Chair closed the meeting as 20:50hrs.

Andy Openshaw, OCC Secretary, 29th November 2023