

Minutes of the AGM

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

Held on 12th February 2025 at 20:00hrs at Oughtrington Community Centre

Welcome and housekeeping (NS)

NS opened the meeting at 20:14, clarifying that it was not quorate (with 14 members, 15 being required to be quorate)

Introduction and apologies

Trustees:

Nick Storer (NS) Chair

Susan Allanson (SA) Treasurer

Lucie Kerley (LK) Trustee

Jenna Brown (JB) Trustee (Lymm Parish Council Nominated)

Iain Penlington (IP) Vice Chair

Andy Openshaw (AO) Secretary

Apologies were received from Leah Welsh (LW) (Trustee) and Lorriane Wright (member)

The agenda was approached out of sequence, as it was expected that at least one member would arrive imminently and the AGM would become quorate.

Chair's report:

Nick talked through the Chair's reports (see separate notes). Key points were:

The last Oughtrington Community Centre (OCC) AGM was in November 2023, this AGM has been delayed due to change of Treasurer,

At the previous AGM OCC were facing suspension of the Luncheon Club, due to the resignation of the then organisers.

**** The meeting became quorate from 20:18 (with 15 members present) ****

The OCC Luncheon Club (LC) was revived from Spring 2024. The LC currently enjoys 31 members, with approximately 24 regular attendees and 11 volunteers, though the LC always after additional volunteers.

The Luncheon Club achieved a five star food hygiene rating in November 2024 from Warrington Borough Council.

IP is chasing grant funding to improve kitchen / Luncheon Club facilities, in particular a commercial dishwasher, a more suitable fridge, and additional tables and chairs.

Co-op have adopted OCC Luncheon Club as a supported charity, LC receive £500 now, with a total share of £6,000 to be split across 3 local charities. Members were asked to vote for OCC LC if they are also Co-operative members.

LC currently break even (covers running costs).

At the last AGM / November 2023, the OCC buildings needed a long list of repairs, these were shown in the presentation slides (see separate PDF file)

**** An additional 3 members joined from 20:21hrs, taking the attendees to 18 in total. ****

Highlights of maintenance undertaken were covered:

Kitchen boiler replaced in April / May 2024

Water supply to PS - saving approx £1,500 by resolving a long term water leak hidden beneath the car park

The kitchen was painted with the help of a grant from Lymm Parish Council

Kitchen / store roofing tiles were replaced, as these were failing and falling near the main entrance

Maintenance work still to do:

- Door security - in the light of the Southport issue - improved door / locks to protect hirers.
- Rear of building roof - the roof tiles are crumbling - will need stripping and replacing - repairs tend to disturb the surrounding tiles, that are in such a weak state that they then tend to disintegrate shortly afterwards.
- Gutters around the building are leaking, and are a significant cause damp issues within the building
- Painting of main hall (with the internal paintwork deteriorating in places due to the damp walls / leaking gutters)

**** An additional member joined from 20:25 ****

Significant spend on maintenance is ongoing.

The OCC trustees still don't know what a 'normal' annual maintenance budget should be, though this is expected to be £10k to £20k per year on maintenance, e.g. on top of bills and other running costs.

Most of repairs over the last 2 years have been from OCC bank reserves, with some grant funding (Lymm Community Energy and Lymm Parish Council).

OCC has been feeling the effects of inflation. Trustees have reviewed hire rates, with the basic hourly hire rate increased by 10% from March 2024.

OCC have also reviewed the rates paid by regular hirers - these ranged from £3.50 per hour to £16.50 per hour (*n.b. this statement was incorrect as some regular hirers were paying the then headline rate of £20 per hour*). There was a mixed response from regular hirers - some accepted the changes, some have negotiated bespoke rates to avoid hardship.

The Dance class negotiation has been delayed, but expect to have resolution shortly.

The Oughtrington Pre-School room hire rate also re-negotiated.

OCC are still looking to increase the number of ad-hoc hirers. The building and field were used in 2024 for a Summer camp, which was felt to be a successful venture.

OCC has a perception of being a tired / grubby venue - hall décor and end of life carpet tiles can put off prospective hirers (particularly regular hirers). Replacement flooring would be around £8k (or slightly higher, as this quote excluded the small meeting room).

The hall floor was restored in 2024 to help address this perception.

OCC has a number of strengths - having one of the largest spaces in the area, a large car park, the field and an amazing kitchen that we would like to capitalise more on.

OCC has a group of volunteers have been amazing undertaking various levels of maintenance and decorating, saving a fortune in labour / contractors.

OCC would appreciate additional volunteer helpers, particularly with maintenance, bookings and the administration of hires

Treasurers report (SA)

The Accounts being presented are a year old.

This session will review these accounts but focus on current financial year themes (e.g. next set of accounts).

Finance slides were shared on the screen, and are available as a separate PDF file.

During the year to February 2024 (FY24):

- OCC received donations from Co-Op & Transport day
- There was net income from the Luncheon Club (LC)
- Investment income (interest payments on reserves)
- £26k came in
- £48k was spent on running OCC
- Most of the spend was on improvements to the building (e.g. after utility bills etc).
- At end of FY23, the OCC bank balance was £118K, this dropped by approx. £20k by the end of FY24

Current year (FY25):

- Hire fee income is increasing (following hire rate reviews)
- The expenditure line is increasing faster (than income) with more funds spent on maintenance - £73k this year (including running costs).
- The main expenditure of over £50k is on maintenance this year, shown on the screen (see separate PDF file).
- Hire fees - as at the date of this AGM, there are some outstanding payments from regular users.
- Cash as at the date of the AGM is approx. £47k in the bank.
- OCC policy is to retain a Reserve of £30k in the bank

Summary (NS):

- OCC are looking to increase the number / quantity of hires
- OCC are looking at fundraising through events / ourselves
- OCC are looking at grants.
 - There are clear grant challenges - the cash reserved that OCC held in the bank was a concern.
 - Grants are typically not for maintenance - OCC will need to go in with big projects for key grants, which may need matched funding from a third party.
 - There is a lot of competition for the available grants.

There are still concerns about long term prospects for OCC - we need to have a medium AND long term plan, to sustain the facilities and ensure that maintenance tasks are prioritised to avoid future expense.

Questions and answers

No questions were raised.

Approval of previous (29/11/2023) AGM minutes

GB (member) - asserted that NS stated that OCC "would not double the rent or anything like that" at the November 2023 (having subsequently requested that the Scouts increase their hire rates paid by more than double the pre-February 2024 rates, as part of the hire rate review previously mentioned)

NS stated that he does not recall saying this.

Following a discussion GG (member) proposed objection is recorded with a trustee statement as above.

Voted and carried by majority - the 29/11/2023 AGM Minutes to be amended as requested by Geoff with a statement from NS that he does not recall stating this.

Accounts - reviewed (not audited) by Mattocks Grindley, who also file with Companies House, with OCC filing for the Charity Commission

Acceptance of the accounts proposed by SB (member), seconded by George (member) and passed by majority

Accept the resignation of those Trustees who are standing down

The previous Treasurer (HR) resigned, this resignation was nominated, accepted and voted on.

Chris East was nominated by LPC as the Lymm Parish Council nominated Trustee, but has since left LPC.

There was a brief discussion about Lymm Parish Council nominees, and the impact of this on Lymm Parish Council Grants.

DR (member) stated that the LPC nominated trustee is not associated with any grants from LPC. The OCC Constitution (n.b. DR meant 'Articles') establishes the Lymm Parish Council nominee trustee.

SA - stood down as co-opted treasurer, but expressed willingness to re-stand.

Election of Trustees

JB has been nominated by Lymm Parish Council for the Lymm Parish Council Trustee role, and as such cannot hold OCC office. (JB has not resigned as a Trustee).

SA was nominated by SB (member), seconded by George (member), elected by unanimous vote

Any Other Business (AOB)

There was an email question from GB (member):

"How many grants for external funding have OCC applied for over past year and what value was requested for each.

What grants were successful, what grant was allocated and what was it spent on"

- NS ran through the grant application overview as well as details of successful grant applications.
- See separate summary (PDF)

OCC Trustees accept the need to apply for multiple grant applications

There was a suggestion from GB (member) to update the OCC website to encourage target hirers, e.g. include pictures of events, and improved image of the key areas / facilities.

There was a request for assistance with preparation and painting of part of the OCC main hall (low level) on:

1. Saturday 15th February 2025 15:00hrs to 18:00hrs (prep)
2. Friday 21st February 14:00hrs to 17:00hrs
3. Saturday 22nd February 10:00hrs to 13:00hrs