

Lymington Community Association

New Street, Lymington SO41 9BQ
Registered Charity 1188765

First Annual General Meeting under the new CIO Charity 1188765

Friday 18 February 2022 at 7.00pm

Present Trustees: Lucie Lewis, (Acting Chair) Caite Healy (Treasurer), Bob Blatchford, Vanessa Galbraith, Judy Ruffell together with co-opted Trustees Norman Browne, Malcolm Ross, Lesley Dawson, and David Legg.

Sanjay Sonah – SKS Westlake Clark, David Ashe – Architect, Minute Secretary - Lynne Kerrigan. 34 persons signed in together with two proxy votes.

Apologies were received from Peter Allen and Rachel Smith the Centre Manager

1 Welcome and Introduction – Acting Chair

Lucie Lewis thanked everyone for coming and introduced the Trustees and the Auditor.

2 Acting Chair's Report followed by the Centre Manager's Report

Lucie read her report which is attached to these Minutes together with the Centre Manager's Report. There were no questions on these Reports.

3 Presentation of Financial Report for the period to 31 August 2021 – Treasurer

This is attached to these Minutes

4 Members Questions on Report

- A member asked for the projections for the next 2/3 years. Caite responded that the Centre was getting back to the 2019 financial position and said costs were increasing such as wages, utilities etc. She went on to say we are trying to match the LPTC grant but as costs are going up our fundraising efforts are undermined. Freda Holmes legacy was a terrific boost and other avenues of grant funding were actively ongoing.
- Another member asked about Gift Aid. Caite said gift aid was sought on donations and memberships and forms were kept at Reception. The member went on to ask what proportion of memberships were Gift Aided to which Caite responded that all members were invited to Gift Aid their membership if appropriate
- A further member asked what steps were being taken to generate new memberships. Lucie felt word of mouth was a dominant factor and new members came forward from attending functions run at the Centre. Judy said pre-Covid she had approached all the Estate Agents in the town asking them to give new people moving into the town information packs on the Centre. Quite a few new members had been forthcoming from this and recently Mahala had updated the information packs and Judy again visited Estate Agents and distributed 50 packs. This member said she had people asking for the packs when browsing the book sales but unfortunately on sending them to Reception they were told no information was available. This will be investigated.
- One person queried the lack of advertising and Malcolm said he was in the process of sending in an application to HCC and very soon there would be indicators on the High Street, New Road and on the main road.

- A member said early on that evening a couple had come in to see the film but couldn't find any information about the Centre which he felt was an opportunity missed. One of the Cinema ushers said she gave information out when new people came into see a film.
- A comment regarding membership renewal by Direct Debit or Standing Orders was made and the response was this was coming soon.
- Someone asked if the match funding from LPTC was time limited. Caite said it was but we were in constant discussion with the Council and Pete Wagstaffe said the time limit was until end of next year. £595k was left to match fund.

Adoption of the Accounts for the period to 31 August 2021 as presented was proposed by Judy Ruffell, seconded by Pat Mennie. Accepted unanimously.

Appointment of SKS Westlake Clark as auditors to the Lymington Community Association was proposed by Caite Healy, seconded by Barbara Brown. Accepted unanimously

5 Vote on the election of the following Trustees:

Lucie Lewis, Caite Healy, Vanessa Galbraith, Judy Ruffell, Pete Wagstaffe, Norman Browne, Malcolm Ross, Lesley Dawson, Peter Allen and David Legg were all proposed unanimously together with two proxy votes.

6 Celebrating 70 Development Update

Pete Wagstaffe gave a presentation on the current position and started by introducing the architect – David Ashe. He ran over what had been done; Gates Hall Kitchen, Pre-School relocation and upgrade, CIO etc. Slides were shown on what had been done as well as the proposed development to the Lift and Corridors, Toilets, upgrade services etc. Future work would be the Cafe and kitchen, external courtyard. The final phase would be the entrance, new offices and linking to the Gates Hall and other further developments.

David Ashe then gave a presentation showing the plans for the ground and first floor and explained them. Questions raised from the floor were successfully answered by David. The book sales area was raised as substantial money is raised from the sale of books and room is needed to sort the books. Caite said this was clearly noted.

A question was asked about the heating and although a new boiler was installed in the building there is a mis-match of equipment to which Pete responded that as part of the refurbishment this would be looked into along with other utilities and the drains.

He concluded by saying the building would be bigger and would work better.

Pete thanked David for his presentation and felt the plans were generally accepted by the audience.

Lucie also thanked David for his succinct presentation.

7 Any Other Business

- Someone raised the point about AirBNB outlets being given information about the Centre which was agreed.
- It would also be beneficial if newsletters from the Schools included information on the Centre.
- Feather banners advertising the Centre were also mentioned and Mahala said these were being prepared.

- A member said she hosted Lymington Choral Society and felt that many of the Choir were not members and asked that information leaflets be given to them.
- The Manager, although absent, (and her team) were thanked for her extremely hard work.
- From the Floor a vote of thanks was given to the Trustees.

8 Closure of Meeting

The meeting closed at 8.45.

The Lymington Community Association

Acting Chair's Report

Feb 18th 2022

Good to see you all today especially as we have all been through such challenging times. For us at the Centre it has been hard work and with a lot of support from you, we have survived very demanding times, stronger and better in many ways.

We now have a Board of 10 Trustees as listed on your Agenda and I will just introduce you to them sitting alongside me, Lucie Lewis here:

Caitie Healy
Peter Wagstaffe
Vanessa Galbraith

Judy Ruffell
Norman Browne
David Legg

Malcolm Ross
Lesley Dawson
Peter Allen

They have at different times been part of our journey through Covid and we have combined to support Rachel Smith and her team of helpers to come back stronger and more ready for the 'new normal'. We are sorry that Bob Blatchford is stepping down as a Trustee but pleased that he will continue as a Governor of the pre-school.

The most important thing is that we are financially afloat and equipped to move forward. This is because we have managed our finances carefully. We have been prepared with contingency funds for the costs involved in running a Centre without people using our services to prepare for when it is possible for people to come back to paint, do yoga, meet a friend for a coffee, go to the cinema, have meetings and dance classes.

As you will know, the Lymington Community Association is now a CIO with the Registered Number 1188765. This has made us ready for the future and for the Board of Trustees to be protected, yet responsible, for their work in guiding the Centre forward to benefit future generations. Our Treasurer will further explain how the CIO operates and the timelines of the Accounts.

Careful financial planning has not only enabled us to come through Covid times ready to move forward but also given us time to carry out all kinds of decoration, maintenance and works to the Centre buildings.

We started by carrying out work to the Pottery which is popular with our keen potters. Then we moved onto a new, very modernised, kitchen in the Gates Hall, part funded by the Rotary Club of Lymington, so that we could welcome guests to all kinds of dining including silver service. Next we continued with the adventurous plan to move the Pre-School into one of the core rooms of the Centre, the Robert Hole Room. This has been a great success and we are delighted that so many parents and children clearly embrace the new facilities including those for younger children, now called 'Tiny Turtles'.

While these redevelopment works were being carried out, a number of redecoration and maintenance works were also being completed. These include work being carried out to the Beagley Room, the Hayloft, the Charter Room, the Wellington and the Malt Lounge. These have provided some smaller meeting rooms and a completely refurbished dance studio with

financial help from the New Forest Academy of Dance, which has proved very popular. These include repainting, recarpeting, new lighting and new sound equipment in different rooms. Work continues on the Wellington Corridor, the Arts Studio, and the Cowper and Solent Rooms.

Meanwhile the next stage of our development work involves a new lift with a bigger capacity – 5 and 6 people and also wheelchair capacity and then moving the staircase.

Following on from all of this, we are then moving onto our next stage of work to the Centre, which is new toilets including Changing Places facility, the reconfiguration of the Café and kitchen. Also along with these works there are a lot of less exciting but possibly more vital facilities like the drains and the insulation etc.

Later on this evening you will hear more about the ongoing plans, which are all part of the Celebrating 70 redevelopment.

Fundraising is the cornerstone of us keeping moving forward so there are a number of events that are coming back to the Centre for us all to look forward to, which include a Strictly Come Dancing evening, quizzes and live music and an exciting new event, a Model Railway Exhibition. The 200 Club is also in operation. We are making applications all the time to different supporting bodies to raise more funds for our ongoing development plans and you will hear more about fundraising in Rachel's report, which follows my report today as Rachel is unable to be with us.

There are many people to thank. The Lymington and Pennington Town Council, despite the difficult times we have all been through, have supported us moving forward as have our patrons Mary Montagu Scott, Right Hon Desmond Swayne, Kayleigh Sargeant and Nick Rodgers, New Forest District Council and Hampshire County Council. Our membership, which was sadly depleted, is now increasing again and our volunteers continue to be a hard core of support for all our activities in the Café, in the Bar, in the Cinema, and projection room and in all aspects of the Centre.

Also our thanks go to Sharon and her team in the Pre-School, the maintenance and garden teams and Lynne Kerrigan who is our minute recorder., The Lymington Players, The Film Society and The Tidal Boutique, a new addition to the Centre, which has proved very successful. Sadly this year, after over 20 years, the short mat bowls club has dissolved.

We would like to thank some individuals who have contributed over recent times, Patricia Allott endlessly helped at the Centre sorting and selling donated books raising over £200,000 during her time with us. Sadly she died recently as did Vince Brockbank who gave volunteering support of all types to the Centre over many years and to Jan Allen who was a keen fundraiser and supporter of the Community Centre.

Also we thank Peter Bassett who with his wife has supported the Association for many years in particular as a Trustee and Marie Maudie who was a volunteer and involved with the Lymington Players.

I think it is important to comment to you all on the ongoing commitment of the Board of Trustees, who freely give their time and support to the operation and success of the Centre.

We are very grateful to SKS Westlake Clarke, David Ashe, Alan Penson, Keith Sanger and his team, who have helped us deliver the maintenance and development work – and of course most of all we want to thank Rachel Smith and her team for their diligent hard work and commitment to the success of the Centre and the Lymington Community Association.

Lucie Lewis
Chairman

The Lymington Community Association Centre Manager's Report

Feb 18th 2022

Thank you all for joining us this evening and braving Storm Eunice. I am sorry that I am unable to attend, due to a prior engagement. Endorsing Lucie's thanks, I would personally like to thank Lucie, the Trustees, and you the members for all for your support to me personally, the team and the Association and the Community Centre.

Over the last two years, we have certainly gone through some challenging times, I am proud to report that the whole team pulled together supporting each other and our team of volunteers where we could. The team have often worked above and beyond their normal role/hours and for this I am extremely grateful. Thank you to Laura and Mahala for assisting this evening.

It has been wonderful to be able to have our team of volunteers gradually returning to the various areas of the Centre, and to welcome new volunteers. We would most certainly not be able to operate without them, they are the core of the Community Centre and I am personally very grateful to each and everyone of them.

Throughout the lockdown we took advantage of the imposed closure and pressed ahead with moving the Pre-School from the Normandy to the Robert Hole. Sharon and her team worked tirelessly to assist with the move and to keep the Pre-School open as restrictions allowed and the new room helped a great deal to ensure that we could remain open with two bubbles. My personal thanks Sharon and her team for their continued support of the Centre.

Lucie has I believe gone through the many works that have been undertaken throughout the Centre, We are grateful to Dr Kerry Davia-Connolly and Vanessa Galbraith for their vision for and support painting the Café Garden and to Shallow Mead Nurseries who kindly donated the plants and to Kate for coming and planting and arranging the plants, and Tesco's who have sponsored the works which are ongoing to redesign the garden from being a Pre-school play area to a lovely area for relaxing whilst at the Centre.

I would invite everyone to express our sincere thanks to Kayleigh Sargeant and her family for their invaluable assistance with the refurbishment of the Wellington, both financially and with manual labour – even Harry, their little boy got involved.

Thanks Mary and her team from Brockenhurst College for their support of the Association. Their student's patience through the building works is much appreciated.

Our Contract with the British Red Cross has renewed for a further two years – I would like to personally thank Alison and their volunteers for their continued support of the Association,

Our fund-raising opportunities have been very limited over the last two years, with an on-line quiz kindly run by Lucie. The 2.6 Challenge set by Mahala on-line.

Special thanks to Hilary Knox and her team of volunteers who arranged a series of table sales outside Moore and Barlow and raised in excess of £3,000 for the Association and we are looking to replace the Beagley windows with these particular funds.

Book donations went crazy with everyone having the opportunity for a clear out. Jackie and her team have had regular book sales in the Beagley and continue to work hard with the books which raise fantastic amounts of money for the general running of the Association.

We have been very fortunate to receive two legacies from Kenneth James and Freda Holmes in the financial period and we are very grateful to them for their generous donations to the Centre.

We have been successful with grant applications with the Garfield Weston Foundation, NFDC, HCC and have applications awaiting outcomes with The Charles Burnett Fund, Community Strategic Grants, HIWCF, and Rural Community Energy Fund, with an additional 15 possible applications in the pipeline.

Our latest edition to the family "Tidal Boutique" our Charity Shop in aid of the Lymington Community Centre situated in the Normandy room is doing very well indeed. Please do support by either donating any ladies, gents and children's clothes and accessories or by calling in and picking up a bargain. Many thanks to Jayne Ashley and Valerie Lawrence for approaching me with the idea and for working hard to set it all up and run the Boutique, it is proving to be very popular. Thank you to all the new volunteers who they have recruited to assist with the boutique, it is good to have you on-board supporting the Association.

Over the next few months, we have several fund-raising events scheduled. We have a series of quizzes which are kindly being organised by Kevin Thatcher from Life on an Even Keel, and ourselves Kevin is also assisting Kayleigh Sargeant with arranging Strictly which should be happening in Oct/November 22. The first Model Railway Exhibition will be held at LCC over the Easter Bank Holiday weekend.

We are assisting the LPTC organise the Picnic in the Park for the Queens Platinum Jubilee on the 5th June 22, in addition we will be showing Elizabeth with a Lunch on Friday 3rd June. This year's Carnival and Fete subject to permissions being granted will be organised by the Community Centre with the assistance of Ian Duncan from the Lions Club on the 10th July 2022. These events are all key in our fundraising activities and to raise awareness of the Community Centre.

The works to the Wellington Corridor are progressing very well and it looks amazing with a great new kitchenette too, these should be completed at the end of next week. We start the works for the new lift shaft next week and the actual lift should be installed in June. Peter and David will take you through the next stages of the development in their presentation.

Ladies and Gentlemen, I am sure you will agree we have a very busy and exciting journey ahead of us. Myself and the team very much look forward to working with you to develop and grow the Community Centre and Association for future generations to come – we are the "heart of Lymington".

Rachel Smith
Centre Manager

The Lymington Community Association

Treasurer's Report Feb 18th 2022

I would like to begin by personally thanking our acting Chair Mrs Lucie Lewis and all my co-trustees for their invaluable support and overall professional contribution to the Board these challenging two years.

I would like to thank SKS Westlake Clarke our Auditors, and in particular Peter Clegg, partner at WC for his support producing the year end Accounts and his advice across the year. Peter apologises for his absence tonight due to a family Covid occurrence.

I wish to thank all the team at the Centre, as the Hon Treasurer I particularly acknowledge our gratitude to Anita our bookkeeper for her efforts this past year, despite her unfortunate accident, she kept our financial administration on track.

The resignation of our previous Accountant Ray left a hole in the Management reporting capacity but we all mucked in and kept the information tight. The complexity of our financial administration requires senior accounting input to back Rachel and the Board up with solid timely information. To this end I am delighted to welcome our new Finance manager Urszula to the management team.

Our reporting this year represents the first 12 months accounting period of the new CIO. From an accounting perspective, you will find no difference between the reporting format of the former charity and our new CIO. The legal difference is that the new Charity reports to the Charity Commission whereas the former charity was governed by Companies House as well as the Charity Commission. The most important aspect is the removal of financial liability from trustees for any contracts that are entered for the benefit of the Charity.

You may have noticed that there are no prior year statistics within the accounts. This is because the CIO is a new entity and statutory accounts should not reflect figures from a different legal entity. The prior year accounts for the old charity are available on the LCA website for your perusal.

Summary of year results are as follows:

The Pandemic has crossed over two accounting years and without the support of LPTC, HCC and Central Government, our journey through 2020 and 2021 would have meant redundancies and considerable challenges for the Centre.

We have miraculously managed to increase our reserve position across the past two years, even though our day to day operational income took quite a battering from lockdowns and concerns about attending the Centre. Our net monthly Income averaged £22k for the accounting year ending Aug 2019. In 2020 this reduced to £16k and for 2021 net income reduced further to £12k. We had some reduction in our overheads but the reduction in costs were not on a par with the fall off in Income. We have received some Insurance compensation that has been very helpful and welcome. Our main good fortune lay with the bequests from Miss Freda Holmes and Mr Kenneth James and numerous grants and donations.

You will have heard from Rachel's report of the numerous initiatives to expand our activities and regenerate income and I am pleased to reassure you that with the opening up after lockdown our income streams are returning to 2019 levels.

Our general fundraising efforts have ensured that we continue to safely cover all our costs, as you are aware, since 2018, we have embarked on a level of fundraising way outside our comfort zone. Great generosity has emerged amongst our membership and the organisations that have stepped up

to support us. The efforts continue to raise the substantial funds required to continue with our C70 development ambitions which Pete will expand on.

We increased our balance sheet position by £221K in 2020, mainly through the Ken James bequest, LPTC Pledge and our fundraising. We have increased our balance sheet position by £235k in 2021, mainly through the Freda Homes legacy, grants and donations.

Though the challenge of future development and operational costs escalating with high inflation is a concern for the Board, I conclude by confirming that the LCA is in a strong financial position.

I am happy to take any questions on the accounts now.

Caite Healy
Hon Treasurer