

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE ROTTINGDEAN WHITEWAY CENTRE
HELD ON THURSDAY 28th MARCH 2019 at 7.30 pm in the MAIN HALL**

Present: *Committee:* Peter Hewetson Brown (Chair), Colin Campbell (Secretary), Richard Bosworth, Mike Gregory, Brian Knight, Jo Newman, Katie Campbell, Lynn Hutchinson, Stewart Hutchinson, David Wilson, Philip Sugg

Others: Margaret Hewetson-Brown, Jane Adkin, Robbie Wilson, Veronica Carter, Mervin Peatfield, Elizabeth Allen.

1. Apologies for absence

Gabrielle Morris.

2. Minutes

Minutes of the meeting of 28th March 2018, having been displayed on the Centre's Notice Board for 30 days, it was agreed that these be taken as read. It was proposed by Lynn Hutchinson and seconded by Mike Gregory these be approved and signed. There were no matters arising from the minutes.

Full reports presented by the Officers are in the Minute Book. Short summaries of each report follow in these minutes.

3. Chairman's Report

The chairman welcomed attendees to the AGM. He outlined the changes to the Management committee and caretakers over the past year. These include new trustees in Katie Campbell, Lynn Hutchinson, Stewart Hutchinson and David Wilson. Former caretaker Terry Woodley has returned to the role replacing Terry Peat who resigned due to ill health as did Peter Slattery. Peter has been replaced by Mark Eke.

Peter pointed out that additional new volunteers are still needed, in particular to replace Mike Gregory who will retire at year end, and he asked anyone who believes they can help to get in touch with him or any member of the committee.

Peter highlighted that the education programme had another very successful year of which more details can be found in the Education report. It was noted that electronic registration was now in use and this along with online payments makes administration easier..

He also noted that the General Data Protection Regulation, GDPR, came into effect in May 2018 and that the committee are compliant.

The chairman noted some improvements, repairs and refurbishments. First, the water system has been brought up to date to a direct mains fed pressurised system, and the kitchen has been replaced with modern units. A new coffee machine has been procured and two wheelchair ramps for disabled students have been fitted at the back of the Main Hall and Youth Halls respectively.

Peter thanked the tutors, the caretakers and the volunteers on the committee for giving their time to this vital village resource. Noting that another local organisation was forced to close through lack of volunteers the chairman invited anyone interested in volunteering to contact him or any member of the committee.

4. Treasurer's Report and Annual Accounts

In the absence of the treasurer Gabrielle Morris Colin Campbell outlined the key points in the accounts.

Expenditure

Running costs for 2018 totalled £88,333.93 this figure was over budget by £7,653.93. Trustees approved a couple of modernisation projects including replacement of water tank system and a full kitchen refurbishment and the purchase of a coin operated coffee machine. The spend of £17,154.77 was covered within the overall budget without impacting reserves.

Income

Income exceeded budgeted predictions across most main income areas, total income was £100,109.14 exceeding budget by £20,009.14. In particular education income at over £70,000 was around 28% higher than for previous year which was an excellent result.

Surplus

RWC finished 2018 with an overall surplus of £11,775.21.73 and reserves totalling £77,629.46

Financial Stability and Reserves

RWC is financially stable and again finished the year within overall budget and with a moderate surplus. There are reserves of almost £78,000 and an agreed policy that we should keep reserves at a level of approximately 6 months turnover - this leaves £30,000 available to spend on modernisation.

5. Appointment of an Independent Examiner

The reappointment of John Bryant as Independent Examiner was proposed by Jo Newman and seconded by Veronica Carter and approved.

6. Lettings Report

Jo Newman reported that there are 5 regular commercial users altogether with 14 members of the user group. The number of enquiries about hiring is also similar to 2017. Hire charges for 2019 have been kept at 2018 rates.

The income from regular commercial users was £12,528 while the user group contributed £8,343 making a total of £20,871, slightly higher than the previous year. There were 74 one off lettings, the income total being £ 3,963.00.

7. Education Officer's Report

Mike Gregory stated that 2018 was a good year for enrolments on adult education courses, with the totals up considerably on the previous year's: 799 compared with 716. The budgeted figure for course fee income for the year was exceeded by a significant amount.

The standard fee for a 10-week course was increased slightly from September from £80 to £84.. Many students chose the newly-introduced option of paying for a two term course with a discounted fee of £160. A significant innovation introduced in the summer was the facility to enrol online, which was used by 56% of all those enrolling for autumn term courses.

As in previous years, questionnaires were distributed to students during the Spring Term; responses were returned by 172 students, of whom 95% recorded themselves "Very pleased" with the course(s) they attended and none said they were "Disappointed". The majority of the comments about the courses praised the excellence of the tutors. Other frequent comments mentioned the interesting and stimulating content and the good atmosphere in the classes. Most comments about the Centre and its facilities were very positive.

Mike noted that Katie Campbell has taken over the course enrolment role from Lesley Harris, while Richard Bosworth continued to look after tutors' pay and the Centre's IT equipment and audio-visual aids. Brian Knight continues to manage the website, and in his publicity role Philip Sugg has

continued to help with the preparation and distribution of the termly prospectuses. He also thanked the caretakers who also play a key role in the success of Education.

In addition to the regular courses, 4 Whiteway Mornings and 6 Study Days were offered on a range of topics as an extension to the Education programme. All were well supported, with a full house of 50 attending a Burne-Jones event, and 52 attending a lecture on the Prehistoric Archaeology of Orkney.

8. Building Report(David Wilson)

The existing cold water storage cisterns were removed when the building was converted to cold water mains fed supply to comply with current water regulations. The existing domestic hot water service storage vessels were replaced with pressurised types. The heating system was drained, flushed and refilled in order to improve performance.

A complete uplift was carried out in the main kitchen. This comprised replacement base and wall cupboard units, worktops, sink, electrical appliances, floor covering and wall cladding. The entry door was changed from hinged to sliding type. A coffee/tea vending machine was installed.

The heating boiler has been tested and serviced. The centre's fire alarm and emergency lighting systems have been tested and certified safe by our contractors. Portable appliance testing was carried out in February 2019. This is carried out bi-annually. Ramps have been installed to improve disabled access to the building.

9 . To elect the Management Committee for 2018/2019 (up to 11 elected members and up to five further Representative members)

The existing members of the Management Committee were eligible to stand again for election. The election of the officers was proposed by Margaret Hewetson-Brown and seconded by Stewart Hutchinson. The election was agreed unanimously by a show of hands.

10. Any other Business

1. Margaret Hewetson-Brown expressed her appreciation for the work of the Centre in providing excellent courses and proposed a vote of thanks to those responsible.
2. Jo Newman noted that the publicity materials used at the Village Fair should be improved to help attract more volunteers and supporters of the Centre.

The meeting closed at 8.10pm..

The AGM was followed by a historical talk by Tony Corrigan on "Rottingdean through the ages"