

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE ROTTINGDEAN  
WHITEWAY CENTRE HELD ON THURSDAY 21st MARCH 2024 at 7.30pm in the  
Whiteway Centre**

**Present:**

*Management Committee:* Lynn Hutchinson (Chair), Mike Gregory (Secretary), Claire Johnson (Treasurer), Stewart Hutchinson, Jo Newman, Andy Wilson

*Others:* Amy Barker (RWC volunteer), Colin Campbell (Rottingdean Bridge Club), Christa Cook (Saturday Quilters), Margaret Hewetson-Brown, Peter Hewetson-Brown (RWC volunteer), Julie Lawrence (Rottingdean Parish Council), Sidney Lilley, Rowland Myers (RWC volunteer), Ewan Wilkie (Independent Examiner), Lindsay Winter (Rottingdean Bridge Club)

The Chair opened the meeting by welcoming everyone and saying a few words about the Centre's 50th Anniversary celebration between 12 and 2pm on 20th April 2024 – all are welcome, the City Mayor will be in attendance, there will be free tea or coffee, soft drinks, cakes, and a bouncy castle.

**1. Apologies for Absence**

Apologies for absence had been received from the following members of the Management Committee: Angela Hoole, Dawon Lee, Katie Storey, Wendy Swift

**2. Minutes of the full AGM, incorporating the User Group AGM, held on 23rd March 2023**

The approval of the full AGM minutes was proposed by Stewart Hutchinson and seconded by Andy Wilson. The minutes were approved.

**3. Election of User Group Representatives**

Under the constitution, up to 5 User Group representatives may be elected to the Management Committee of the Rottingdean Whiteway Centre.

Jo Newman (Rottingdean Drama Society) and Andy Wilson (Round Room Ramblers) were proposed for re-election, and Lindsay Winter (Rottingdean Bridge Club) proposed for election, by Peter Hewetson-Brown and seconded by Margaret Hewetson-Brown. All those in attendance were in agreement so they were duly elected.

**4. Messages from the User Groups**

Both Christa Cook and Colin Campbell thanked the members of the Management Committee for all their hard work and responsiveness which helped to make the Centre such a delightful venue for all its users.

## **5. Report from the Chair**

Lynn Hutchinson presented her report (attached), adding that she had intended to stand down at the AGM after 4 years in the role of Chair – all efforts to find a replacement had so far been unsuccessful, but if anyone would consider taking on the role, or if they know anyone who might be, she would be very grateful if they would make contact with her or Mike Gregory.

## **6. Receive and adopt the annual accounts for the year ended 31st December 2023**

Claire Johnson read her report (attached). The Independent Examiner, Ewan Wilkie, said that he had had no matters to raise after his examination of the accounts, and that the record keeping was of a high standard with no issues or errors.

Sidney Lilley asked when the budget for 2024 had been set and Claire replied that it had been agreed by the Management Committee at the beginning of December 2023.

The 2023 accounts were proposed for adoption by Andy Wilson and seconded by Stewart Hutchinson. All those in attendance were in agreement.

## **7. Appointment of Independent Examiner**

Lynn thanked Ewan Wilkie for examining and reporting on the 2023 accounts and asked if he would be happy to continue in the role for the 2024 accounts. Ewan said he would be so his appointment was confirmed.

## **8. Reports from Committee Officers**

The following reports (attached) were presented:

Room Lettings – Jo Newman

Special Events – Peter Hewetson-Brown

Education – Angela Hoole (read out by Mike Gregory)

Julie Lawrence asked if anything could be done to minimise the disappointment felt by those who were too late to enrol on those art classes which fill up as soon as they go online. It was agreed to pass this concern on to Angela Hoole.

Building – Stewart Hutchinson

Bursar – Stewart Hutchinson

Website Administration – Amy Barker

Andy Wilson presented a personal view of his experience as a user group representative on the Management Committee.

## **9. Election of the Management Committee for 2024/25**

The following stood for election or re-election to the Management Committee:

Mike Gregory

Angela Hoole

Lynn Hutchinson

Stewart Hutchinson

Claire Johnson

Dawon Lee

Jo Newman

Mita Patel

Katie Storey

Wendy Swift

Andy Wilson

Lindsay Winter

The election of the officers en-bloc was proposed by Julie Lawrence and seconded by Rowland Myers. Their election was agreed unanimously.

## **10. Any Other Business – none**

The meeting closed at 8.15 pm.

## Reports for Rottingdean Whiteway Centre AGM 21<sup>st</sup> March 2024

### CHAIR'S REPORT – LYNN HUTCHINSON

As Rottingdean Whiteway Centre celebrates its 50th anniversary year, this AGM provides the opportunity to look back over the most recent of those years, 2023. As you will see within these reports, management committee members share what has been going on at the Centre in the last year.

As Chair it gives me the chance to thank all those who contributed to another successful year: the volunteers on the committee who give their time and effort to see that all aspects of the charity run smoothly; the caretakers who ensure the rooms are ready for classes, meetings, or hire; the volunteers who help with special events or provide technical expertise; the tutors who run interesting classes that attract many students. Equally, groups who support RWC with regular meetings, participants who attend classes or talks, or those who hire halls and rooms all deserve thanks, everyone plays a part in keeping the Centre running for its intended purposes.

Rottingdean Whiteway Centre constitution tasks the management committee with ensuring the Centre is a place for residents to meet, attend classes and events, or to pursue their interests. You will see how this has been achieved successfully in the reports from individual committee members. I would like, however, to highlight a few things: -

- After losing the preschool during 2022 we have been lucky enough to secure a regular nursery that operates in the youth hall all day, Monday to Friday. The longer hours have brought some challenges and changes to previous usage of the room, but the income from the nursery, when added to individual and regular room hire, has increased total room hire takings by over 150%.
- In keeping with RWC's commitment to the community, a fully automatic defibrillator for both children and adults was installed in the kitchen in early 2023. All users of the Centre were invited to watch YouTube videos in the Main Hall, showing demonstrations of how it operates.
- In the same spirit, the village fair was moved into the Centre (as well as the Church and village hall) when bad weather prevented the event from being held on the Green.
- Regular visitors to the building will have noticed a few changes over 2023: Fire doors upgraded to comply with the current fire risk assessment, automatic lights along the corridor, the kitchen hatch and bifold doors into the GB room replaced with insulated stud walls which should help with the perennial noise issues in that room. These upgrades have been well received by visitors to the Centre.

No report would be complete with a mention of changes to the Management Committee. Volunteers have, since 1974, been essential to RWC. Ensuring all the various aspects of the Centre run smoothly with volunteers in place to support them can be a challenge. We have been lucky enough to have some management committee members onboard for a few years, even so, there have been changes in the last year.

Amy Barker covered the website and social media from 2022, and Jackie Greer who joined as building manager in early 2023, found they were unable to balance work commitments with volunteering and retired from the committee. I would like to thank them both for their excellent work whilst they were with us. Peter Hewetson-Brown who retired at the last AGM kindly came back to cover when his replacement Dean Burke was unable to take up the role.

Two new volunteers joined the management committee in 2023. Katie Storey has taken on the website and social media postings. Wendy Swift, publicity. Having a volunteer to concentrate on publicity has helped create a consistent and regular message that is spread through posters, social media, and emailed newsletters. Both Wendy and Katie work well together to get the message across and we are lucky that they have joined us.

The sections that you see within these reports cover most volunteer roles. You will hear tonight from some of those volunteers, but that does not cover everything the volunteers on the management committee do. Roles such as a volunteer dealing with enrolment enquiries, or ensuring that the tutors get paid, or our secretary, Mike, who prepares the minutes of our regular meetings, keeps agenda items up to date, as well as organising the AGMs. As I've said previously, all roles are important, and without everyone doing their bit the Centre wouldn't be as successful.

## **TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON**

### **Year End 2023**

#### **Expenditure**

Running costs for 2023 totalled £121,580. This was over budget by £2,230. In particular, the Repairs and Maintenance budget of £4,000 was over budget by £4,850, mainly due to an unexpected problem with the flat roof, which cost £4,140.

The lack of a building manager in 2022 meant that there was work put on hold until 2023 and the underspending on repairs in 2022 was spent last year.

The budgeted modernisation of £25,000 to upgrade the fire doors, emergency lighting and subsequent decoration cost £24,243, the upgrade of the heating system in the main hall costing another £2,130. The addition of the defibrillator at £1,095, which was agreed by the trustees in 2022 but didn't quite make the 2022 accounts, left us overspent by £2,468.

#### **Operating costs**

Operating costs, especially gas, electricity and water have seen unavoidable rises which were budgeted for.

#### **Income**

Altogether, total income was £111,163, 12% over the budget of £99,450. Education course income surpassed pre-covid levels. Gross income was £68,113, 24% above the budget of £55,000. Usergroup income was £13,813, just below the budget of £15,000. The budget hadn't considered the loss of the Youth Hall in the daytime by the Appletree Nursery, which is coded separately and had an income of £20,650. Single let room hire was £5,218, 13% below the budget of £6,000. Special Educational events raised £2,142, 43% above the budget of £1,500.

#### **Surplus/Deficit**

Due to the modernisation, we were budgeted to have a deficit of £19,000 which would come out of reserves but ended the year with a deficit of only £10,417.

#### **Financial Stability and Reserves**

Rottingdean Whiteway Centre is financially stable with a healthy surplus in reserves. We have reserves of £116,872 and an agreed policy that we should keep reserves at a level of approximately 9 months at £87,500.

## **ROOM LETTINGS REPORT – JO NEWMAN**

Single lets were quite busy in 2023.

We were unable to use the Centre for two of the holiday periods due to essential works. Unfortunately, this included the summer holidays so we missed out on Artpod doing a fabulous installation and a Children in Care Holiday Club. We also had to cancel two regular bookings over the summer and we need to think about how we plan this sort of work.

We hired out the whole Centre for the making of an independent film, in which certain local people had roles. The Main Hall was used over the Christmas Holidays for a holiday drama group. This was a commercial enterprise. We gained the vets for 10 bookings to educate people about their pet care. These were very popular There was one Inspirational Breathing session and a seaweed Identification course. We have also had a good number of bookings for a performing group, who are preparing a play for the Brighton Fringe Festival in 2025.

Mick Bensley's Memorial was held at the Centre – there was no charge for the room hire. We also offered a freebie to someone conducting research interviews on behalf of Rise.

We had one booking for vaccines from the NHS – they were offered very good rates for a series of bookings from which only one materialised and the same for Greene King for their training for the re-furbished White Horse. Great rates for a series of bookings and they ended up using the Round Room once.

We did manage to squeeze a couple of parties in during the week in the holidays when the Centre was available.

We lost the Karate and Yoga from the Youth Hall as they both had a better offer: one got a room for free and one got a room in a building with showers.

We also lost long-term users: Camera Club and Cottage Bridge due to lack of members.

### **Cancellations and non-bookings**

1 Commercial – meditation – ran two classes and didn't pay or reply about the rest

Sound Bath

1 party – booked for a year later

5 parties – just didn't pay or reply

1 party because of family differences!

A church group well-known to the Centre did have one meeting but they have booked a few which have not happened. Not paid and not cancelled.

### **Single Lets**

53 completed bookings 7 AGMs, a Church, a concert, making a film - 5 meetings, a vaccine session, a seaweed identification course, 2 wakes/memorials, 2 training days and 33 parties  
Total income: £5,426

### **User Groups**

16 Regular User Groups Total income: £10,350.80 Commercial & for Profit 7 Regular Users and 2 single lets Nursery for 9 months. Total income: £2,6254.36

## **Commercial & for Profit**

7 Regular Users and 2 single lets

Nursery for 9 months

Total income: £2,6254.36

## **EDUCATION REPORT - ANGELA HOOLE**

### **Course organisation and enrolments**

Following on from a more stable 2022, 2023 was a more active year in terms of course provision and student attendance. There were more five-week courses and we also set up 'taster sessions' for singing and meditation (12 with 87 attendees) which lead to new courses being run. To meet demand, we arranged some single sessions of our existing courses (7 with 59 attendees).

In 2023 a total of 95 (77 in 2022) courses were run with 925 attendees (773 in 2022), most were face to face, but some were via Zoom.

In terms of student engagement, in 2023 we provided courses/taster/sessions for 429 individuals and approximately 60% attended two or more courses during the year. The standard fee for a 10-week course was increased to £90 and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

### **Publicity**

Courses and Special Events were promoted via the Rottingdean Village News and The Deans Magazine and more latterly Seaford Scene. In addition, we include details of the courses and Special Events in the Brighton & Hove Arts Council publications and, where appropriate, on the TV screens in the Rottingdean and Woodingdean libraries.

We also continued our monthly newsletter, increased our social media posting and have increased the posters and signage at the Centre.

## **BUILDING REPORT - STEWART HUTCHINSON**

2023 was a busy year.

For part of the year we did not have a volunteer building manager, and I agreed to look after any maintenance schedules/issues that arose.

Throughout the year the following was done:

- New fire doors were fitted throughout the building in compliance with our fire risk assessment.
- Two new soundproof stud walls were built in the GB room, replacing the old bi-fold doors. This along with new lighting should ensure better conditions for those using the room.
- The doors and corridor were painted.

- New motors and filters were fitted to the large fan blowers in the main hall.
- The fire alarm, fire extinguishers and heating boiler have been tested and serviced. New emergency lights were fitted.
- New sensor lighting was fitted in the corridor and toilets.
- Portable appliances have been inspected.
- A length of the corridor roof has been repaired, following an area of water pooling.

## **BURSAR REPORT - STEWART HUTCHINSON**

The Centre continues to operate efficiently, with the three part time caretakers doing daily cleaning and setting up. Any issues are dealt with promptly.

- Our senior caretaker, Terry Woodley, retired after many years loyal service, and we have employed a new caretaker, Tom Welfare, who has settled into the role.
- External windows are cleaned and leaves cleared from the gutters.
- Hand sanitiser continues to be supplied throughout the building.
- The wearing of face masks continues at the discretion of the individual.
- The Camera Club disbanded after many years at the Whiteway Centre, and generously donated digital projectors and other equipment to the Centre.
- A new fridge was purchased for the youth hall. A new printer and vacuum cleaner were purchased replacing defective items.
- Damaged chairs were repaired.
- The fire drill was satisfactory, including full support from Appletree Nursery.

A profit of £573 was made from the supply of refreshments.

## **WEBSITE ADMINISTRATION REPORT - AMY BARKER**

The Rottingdean Whiteway Centre website continues to operate well as both a source of information and a booking system for centre users.

A few small adjustments were made throughout the year in order to improve usability for website visitors with the help of Ian at Design Web, our website developer. Ian provides excellent maintenance and support for the website and has quickly addressed several small bugs and glitches in the past year, with his help the website functions smoothly.

Additionally, this year RWC welcomed Katie Storey as our new Website Administrator. Katie has a great deal of knowledge and experience in this area and is a great addition to the management committee.

A brief website training session was provided for RWC trustees who wanted to learn more about the website's basic functionality. The session was successful in providing a broad overview of the website, but also proved useful in identifying further areas for improvement in the year to come.



## **SPECIAL EVENTS – Peter Hewetson-Brown**

It's been a good year for Special Events. Between 1 April 2023 and 2 March 2024 there have been eight events.

Unfortunately, four others had to be cancelled through illness or lack of numbers. Average attendance was 34. They have covered subjects of general, scientific, local and artistic interest and we have been fortunate to have the support of presenters who have served the Whiteway so well for many years, particularly Dr Geoff Mead and Dr Judie English.

It has also been very good to welcome presenters who have not been to the Whiteway before. There was one event – a talk on Burne-Jones on 24th February partnered with Rottingdean Heritage - where the number who attended was 50. Only a week before, the number of tickets sold was just seven and the talk was perilously close to being cancelled. In the event, thirty tickets were sold online and a further twenty on the door. So, to avoid disappointment, it is always as well to book ahead online. This also helps the caretakers know what furniture to put out. Another two talks partnered with Rottingdean Heritage are planned for the summer. The financial contribution of the Special Events to RWC during that period was £2,588.

Summary as of 31st December 2023

| Spend                        |                |                |                |                | 2023               |                    |
|------------------------------|----------------|----------------|----------------|----------------|--------------------|--------------------|
|                              | 2019           | 2020           | 2021           | 2022           | Budget             | Spend              |
| Tutors Wages                 | £30,034        | £28,315        | £24,287        | £32,537        | £ 42,000.00        | £38,453.14         |
| Tutors Tax and NIC           | £4,767         | £1,268         | £4,239         | £3,144         | £ 3,700.00         | £3,831.76          |
| Staff Wages                  | £14,419        | £14,564        | £12,504        | £17,383        | £ 18,000.00        | £18,664.65         |
| Staff Tax and NIC            | £4,754         | £1,050         | £2,468         | £2,482         | £ 2,500.00         | £2,531.40          |
| Payroll Services             | £1,296         | £1,710         | £1,452         | £840           | £ 1,700.00         | £1,372.80          |
| Travel Expenses              | £190           | £0             | £121           | £36            | £ 100.00           | £35.00             |
| <b>Staffing Costs</b>        | <b>£55,460</b> | <b>£46,907</b> | <b>£45,071</b> | <b>£56,422</b> | <b>£ 68,000.00</b> | <b>£64,888.75</b>  |
| Repairs & Maintenance        | £4,730         | £6,546         | £3,390         | £2,283         | £ 4,000.00         | £8,851.65          |
| Modernisation/ Reserves      | £0             | £0             | £25,180        | £7,639         | £ 25,000.00        | £27,467.55         |
| Furnishings & Equipment      | £1,201         | £412           | £560           | £377           | £ 800.00           | £610.85            |
| Inspections, Health & Safety | £1,025         | £34            | £775           | £526           | £ 1,000.00         | £767.31            |
| Computer Hardware            | £0             | £374           | £460           | £0             | £ -                | £1,232.93          |
| Cleaning                     | £1,494         | £0             | £2,339         | £1,253         | £ 1,600.00         | £1,350.24          |
| Garden                       | £158           | £268           | £158           | £20            | £ 250.00           | £0.00              |
| <b>Centre Upkeep</b>         | <b>£8,608</b>  | <b>£7,634</b>  | <b>£32,862</b> | <b>£12,098</b> | <b>£ 32,650.00</b> | <b>£40,280.53</b>  |
| Insurance                    | £1,552         | £1,512         | £1,487         | £2,130         | £ 2,400.00         | £1,301.52          |
| Business Rates               | £784           | £79            | £154           | £409           | £ 600.00           | £189.40            |
| Electricity                  | £1,087         | £1,049         | £1,604         | £731           | £ 3,600.00         | £2,454.12          |
| Gas                          | £2,643         | £2,827         | £4,029         | £5,088         | £ 5,600.00         | £5,823.27          |
| Water                        | £1,057         | £717           | £617           | £1,249         | £ 1,000.00         | £1,907.18          |
| Phones & Wifi                | £667           | £633           | £632           | £663           | £ 700.00           | £797.89            |
| Website                      | £0             | £0             | £8,377         | £849           | £ 800.00           | £818.24            |
| <b>Operating Costs</b>       | <b>£7,790</b>  | <b>£6,817</b>  | <b>£16,899</b> | <b>£11,120</b> | <b>£ 14,700.00</b> | <b>£13,291.62</b>  |
| Printing and Advertising     | £1,825         | £1,740         | £856           | £644           | £ 1,000.00         | £708.69            |
| Stationery & Postage         | £26            | £22            | £49            | £86            | £ 100.00           | £103.72            |
| Software (Zoom & Antivirus)  |                |                |                | £98            | £ 500.00           | £183.48            |
| Event Costs                  | £0             | £0             | £0             | £0             | £ -                | £0.00              |
| Refreshments                 | £0             | £0             | £0             | £531           | £ -                | £0.00              |
| Professional Services        | £125           | £128           | £194           | £1,227         | £ 200.00           | £444.26            |
| Bank Charges                 | £128           | £106           | £96            | £81            | £ 100.00           | £69.17             |
| Stripe/Sumup Fees            | £0             | £0             | £726           | £1,268         | £ 1,500.00         | £1,519.80          |
| Training                     | £0             | £208           | £0             | £0             | £ 500.00           | £50.00             |
| Gifts                        | £0             | £40            | £0             | £50            | £ 50.00            | £37.55             |
| Health & Safety Purchases    | £0             | £50            | £23            | £14            | £ 50.00            | £2.95              |
| <b>Service Costs</b>         | <b>£2,104</b>  | <b>£2,507</b>  | <b>£2,314</b>  | <b>£4,000</b>  | <b>£ 4,000.00</b>  | <b>£3,119.62</b>   |
| <b>Total Spend</b>           | <b>£73,961</b> | <b>£63,865</b> | <b>£97,146</b> | <b>£83,640</b> | <b>£119,350</b>    | <b>£121,580.52</b> |

| Income                   | 2019           | 2020           | 2021           | 2022           | Budget          | 2023               |
|--------------------------|----------------|----------------|----------------|----------------|-----------------|--------------------|
| Adult Education Courses  | £66,397        | £35,145        | £45,627        | £56,622        | £ 55,000.00     | £68,112.94         |
| User Group Room Hire     | £19,134        | £8,444         | £11,618        | £18,353        | £ 15,000.00     | £13,813.38         |
| Single Let Room Hire     | £4,998         | £215           | £3,675         | £6,725         | £ 6,000.00      | £5,218.31          |
| Special Education Events | £836           | £0             | £280           | £2,094         | £ 1,500.00      | £2,142.00          |
| Non-Education Events     | £405           | £0             | £0             | £0             | £ 100.00        | £0.00              |
| Apple Tree Nursery       |                |                |                | £0             | £ 20,500.00     | £20,625.00         |
| Refreshments             | £1,246         | £633           | £72            | £551           | £ 300.00        | £572.73            |
| Photocopy Fees           | £0             | £0             | £40            | £0             | £ -             | £0.00              |
| Village Fair             | £878           | £0             | £0             | £970           | £ 1,000.00      | £435.78            |
| Donations                | £0             | £1,750         | £0             | £0             | £ -             | £13.00             |
| Other                    | £0             | £0             | £0             | £0             | £ -             | £178.81            |
| Interest                 | £0             | £0             | £0             | £22            | £ 50.00         | £51.20             |
| Covid 19 Grant & Payroll | £0             | £18,377        | £28,032        | £0             | £ -             | £0.00              |
| <b>Total Income</b>      | <b>£94,553</b> | <b>£64,777</b> | <b>£89,713</b> | <b>£85,998</b> | <b>£99,450</b>  | <b>£111,163.15</b> |
| <b>Income less spend</b> | <b>£19,934</b> | <b>£913</b>    | <b>-£7,433</b> | <b>£2,359</b>  | <b>-£19,900</b> | <b>-£10,417.37</b> |

Accounts Balance

|                          | End 2019          | End 2020          | End 2021          | End 2022          | 31-December-23    |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CAF Current</b>       | 34,060.09         | 67,233.29         | 27,581.85         | 29,940.77         | 19,523.40         |
| <b>Savings Accounts</b>  |                   |                   |                   |                   |                   |
| CAF Gold Account         | * 32,067.97       | **                | 32,221.26         | 32,344.44         | 32,951.57         |
| COIF Short Duration Bond | 30,442.38         | 31,538.17         | 30,078.60         | 25,298.41         | 27,132.85         |
| COIF Investment (R)      | 39,208.50         | 43,142.84         | 46,752.08         | 46,217.42         | 51,787.42         |
| COIF Deposit (C)         | 1,545.18          | 2,534.49          | 3,379.97          | 4,156.48          | 5,000.69          |
| <b>Total Savings</b>     | <b>103,264.03</b> | <b>77,215.50</b>  | <b>112,431.91</b> | <b>108,016.75</b> | <b>116,872.53</b> |
| <b>Grand Total</b>       | <b>137,324.12</b> | <b>144,448.79</b> | <b>140,013.76</b> | <b>137,957.52</b> | <b>136,395.93</b> |

\*Virgin \*\*Moved to current acct