

## **HALTON COMMUNITY ASSOCIATION**

Charity No. 506984

### **Minutes of AGM held on 19<sup>th</sup> October 2011, 7.30pm at the Centre@Halton**

**Chair:** Carol Holman. **Vice Chair:** Vacant. **Treasurer:** Alan Meikle.  
**Booking Secretary:** Carol Holman. **Secretary:** Nick Lakin  
**Fundraising Organiser:** Maureen Richardson. **Parish Council Rep:** Carol Slinger  
**Events Organiser /Café Manager:** Eileen Prince Jibson  
**Marketing & PR Organiser:** Susan Lucas.

**23 PEOPLE PRESENT:** Carol Slinger (CS) Carol Holman (CH) Alan Meikle (AM) Maureen Richardson (MR), Ann Wilson (AW), Susan Lucas (SL), Eileen Prince Jibson, (EPJ) John Blowes, Brian Jefferson (BJ), Brian Holman, Damian Brown, Lyn Rose, Caroline Rose, Cyril Janes, Anne Lamb, Pete Bailey, Dawn Keyse, Rosemary Fenton, Louise Morris, Steve Landles, Marilyn Clarke, Helen Thompson, Bev James.

### **GENERAL MEMBERSHIP OF HCA**

Chair welcomed members and non-members to the meeting.

Chair said: We encourage parishioners with an interest in the community to become a member of the charity, Halton Community Association (HCA), membership £1 per year.

All regular user groups from the parish, using the Centre over 36 hrs per annum, have reduced rental fee and are required to become group members of HCA and are asked to send a representative to the AGM.

By becoming a member, members are showing support for the continuation of the provision and upgrading of this Community Centre for all ages and interests.

Members receive minutes and agendas for the monthly meetings, EGMs or AGMs and information to keep them informed about the goings on in and around the hall, via email.

All members of the HCA charity are invited to the yearly AGM where the management committee is elected or re-elected from its members.

The HCA management committee is working for the HCA charity members. They must follow the correct procedures laid down by the Charities Commission, Health, Safety, Environmental and Government legislation etc.

### **APOLOGIES**

Joyce Beasley – Joyce is happy to keep notice boards up dated and to adjust, print and laminate posters.

### **APPROVAL OF MINUTES – AGM 2010**

The minutes of the 2010 AGM were approved as correct with the correction that Carol Holman was elected chair person, not Carol Slinger as named.

## **MATTERS ARISING FROM MINUTES**

None

## **USERS ANNUAL REPORTS**

### ***Halton Juniors FC Annual Report prepared by Damian Brown (CHAIR)***

#### **Key Successes of the club**

Charter Standard Achieved with Lancashire FA (within 12 months of registration)

Growth of club by 10%, all regular players

Soccer School ran for 30 kids for 4 days in Summer Holiday (1st time)

2 Tournaments successfully hosted attracting visitors from outside the district

Completion of Full League Season in Lune & District League (Under 9's)

Successful entry of additional team into Lune & District League

Appointment of 4 new managers to jointly manage the Under 7's and Under 8's

100% Parent satisfaction for end of year survey

2 Halton players have progressed to final stages of Morecambe Elite Academy selection

New club logo on all tracksuits and new kits (designed by 2 of the players)



#### **Key Successes helping the club**

Installation of MUGA and floodlights (training started October 11)

Parish grant to improve pitch condition made a huge difference to the playing surface for 10/11 season

Agreement of annual pitch rental, allowing the club to plan its financial expenditure

#### **Commentary**

The club has continued to grow in the year and is achieving most of its 5 year development targets. We are starting to attract players from outside the usual Halton catchment area, the latest coming from Norway! We have a good academy system which is starting to produce a team a year ready for the league entry and therefore we believe we have at least 5 years worth of league entries. Our biggest challenge for the future will be facilities with just the single pitch to use. The MUGA will help however we will need to find either alternative training facilities or an alternative pitch for playing matches within the next 2 years to allow the club to be successful. All local opportunities appear to have been exhausted.

### ***Cohousing report prepared by Dawn Keyse***

The Cohousing development at Forge Bank is progressing according to plan. The PassivHaus type homes are emerging from the ground and we are on target for our planned phased in moving dates as each terrace reaches completion. This will begin in Spring 2012 and we foresee that all houses will be occupied at the end of that year. The green workspace in The Mill will also start becoming available towards the end of 2012. We currently have firm sales on 33 of the 41 homes with a further one bed flat and 7x3 bed houses still available. Details of these, plus our news updates are available on our website: [www.lancastercohousing.org.uk](http://www.lancastercohousing.org.uk)

The Cohousing group offer our sincere apologies for the disruption caused and for the inconvenience of the mud and the temporary closure of the lower footpath for public safety reasons. Unfortunately, under expert advice, the contractors may have to close the upper footpath for a couple of winter months. We haven't managed to agree a diversion route with the farmer but the contractors are going to try and keep a squeeze gap open between the work and the hedge, dependant on risk assessment procedures. We continue to foster good relationships with The Centre and are already enjoying using the facilities for meetings etc. Once our members are established within the Halton Community you will be seeing a lot more of us. And we are looking forward to the Ceilidh this Saturday.

### ***Halton Lune Hydro report prepared by John Blowes***

John Blowes reported that the hydro project has come to a standstill owing to frustrating 11 month delay in HCA receiving government grant funding, to cover £304,000 of additional costs for special environmental features, alongside a further amount for low carbon technologies being undertaken by Lancaster Cohousing.

Only on the day of the AGM, did it seem that the funding allocation is genuinely to be released within the week and thus specialist design work may commence to re-submit the EA Application – this being a design of fish pass, fish screen and other features for demonstrated environmental betterment.

Lancaster City Council (LDLSP) consider the Lancaster Cohousing and Hydro to be a combined Flagship project under Halton Carbon Positive, for the District and have thus committed a £5,000 grant for non environmental design, increasing to £14,500 given ratification at an LCC meeting 8th November.

The LCC Planning Application will be concluded within the EA application timescale.

### ***Total Body Conditioning***

MR reported that Total Body Conditioning (previously Circuits) is now successful with 15 members and about 9 at each session.

### ***Zumba***

MR reported that the 2 Zumba teachers, who were locals, were happy and both were organising a fundraising Zumbathon together in February.

### ***Indoor Bowling***

Cyril Janes reported that the Indoor Bowling was successful on a Tuesday evening with 14 members. They had enjoyed a match with Middleton and had hosted a return.

### ***Ocean Wave Square Dancing***

Brian Holman reported that Ocean Wave Square Dancing on a Monday evening and the occasional Saturday was running successfully.

### ***Pre-School Group and After School Club***

Louise Morris reported that the Pre-School Group had had a good OFSTED report with only the outside area letting them down. This has now been rectified with the Centre's outside area improvements. There are 24 children on roll now but the class will be full by Easter. The After School Club was successful and particularly valued the parking areas and the café.

### ***Gymnastics Club***

Helen Thompson reported that the Gymnastics Club had 30 members and the club was soon going to start competing in competitions. She asked that some equipment be moved as she regularly wasted 5 minutes moving it out of the way before she could start. Louise Morris agreed to talk to her staff about putting equipment away correctly.

### ***Halton Hangout***

SL reported that the youth club, the Halton Hangout, needed a relaunch and splitting into 2 different age groups. The skatepark has been very successful with the youth.

### ***Toddler Group***

Maureen Richardson reported that the numbers are down now the group meets in the afternoon.

### **TREASURERS REPORT prepared by Alan Meikle**

See attached

### **FUNDRAISERS REPORT prepared by Maureen R**

Looking back through the last year I can't believe how much we have achieved and in to which years these figures belong.

I have prepared my figures to Year to 31st March 2011 but I think the Centre has come on so well since the Recreation Area has been completed it seems unfair not to acknowledge this until next year.

The Ceilidh following the Grand Opening of the Annex in May 2010 was the first fundraising event of this year.

### ***The Annex***

#### **Additional grants awarded this year 2010**

**LCC (on behalf of Kid's Club) Canopy** £10,000

**Rural Development Programme for England LIFT ( Rec'd Financial Year End 2012)** £19,542 through North Lancashire

Local Action Group

### ***Recreational Area***

Our partnership with Halton-with-Aughton Parish Council has proven just what can be achieved when community groups work together. The Recreational Area has been the real success of the Centre, complemented by the Coffee Shop it's just a great place for everyone to come together.

The main funding for this area was raised last year in 2010/11 when we were awarded £450,000 for Community Spaces Big Lottery Grant plus another £101,000 match funding from other funders including LCC, LEF.

### ***Additional Grants Awarded This Year 2010 2011***

<b>Awarded Sep 09 Rec'd 23.06.10 LCC Youth Capital Grant</b>	Youth Shelter	
		£10,000
<b>Awarded 4.08.10 Rec'd 18 08.10 Centrica Helicopter Accident Memorial Trust</b>		
Outdoor Exercise Equipment		£ 3,500
<b>Awarded Nov 09 Rec'd 23.06.10 LANPAC</b>	Youth Shelter	£ 1,000
	<b>Total</b>	<b>£14,500</b>

We are now preparing a £35,000 Sustainability Grant application to Community Spaces to provide equipment, training and introductory sessions for the Outside Area.

### ***General***

<b>Awarded 18.04 10 Rec'd 1.05 10 Small Sparks</b>		
Merchandise for Promotional Purposes Grand Opening		£ 500
<b>Awarded 11.04.10 Rec'd 19.04 10 Carnforth Rotary</b>		
Laser Printer and Wi-Fi Router		£ 225
<b>Awarded 24.11.10 Rec'd 19.02.11 LCC Local Members Grants</b>		
Eco-fair		£ 500
	<b>Total</b>	<b>£1,225</b>

### ***Fundraising Events***

2010 May	29th	Grand Opening Ceilidh	£601.19
2010 June 2010	19th	Family Fun Night	£575.19
2010 October	2nd	Ceilidh	£333.91
2010 October	16th	Nearly New Sale	£364.21
2011 March	5th	Meat Loaf Tribute Night	£1,554.32
		<b>Total</b>	<b>£3,099.47</b>

<b>Grants</b>	<b>£25,725.00</b>
<b>Fundraising Events</b>	<b>£ 3,099.47</b>

**Grand Total for Year End 2011 £29,036.32**

In addition to the grants we have received, a local company, Like Technology, has donated a Projector and several members of our community have made cash donations.

We have increased the opportunities for the general public to help support our efforts to raise funds for the Centre by using [www.EasyFundraiser.org.uk](http://www.EasyFundraiser.org.uk) and BT's MyDonate. I would also like to thank Damian Brown for donating and installing the Computers in the Coffee Shop and for setting up the Internet facilities for us. Thank you to BJ and Carol Slinger for their help and support with grant applications and to the rest of the committee and those who have helped to run our fundraising events. I would like to spend more time organising events at the Centre and encourage users to become more involved.

### **CHAIRMANS REPORT prepared by Carol Holman**

Since last year's AGM in August, which was only weeks after the Grand Opening of the Annex, our hard working committee & Parish Council members had no break, but worked heads down for long days and late nights tirelessly to provide this community with the outstanding sporting and leisure facility that we have now been enjoying since the opening of the outside area in July.

There were a lot of delays due to the desperately cold weather last winter so it's amazing that it was completed almost on time. In fact the finishing touches were still being added on the morning of the opening event.

It is a credit to all of those involved and a phenomenal feat for such a small band of volunteers in such a short time.

The Sporting Area was opened by the unveiling of a plaque & mosaics, followed by a family Fun Day & both a skate park & football tournament.

The opening three day event "The Happening" was a resounding success.

Villagers requested it to be a regular occurrence and agreed to set up a committee to achieve this.

During the whole of the summer holidays the Centre @ Halton's sports & leisure facilities have been a magnet to all, from our own and neighbouring villages to visitors from much farther afield after viewing our achievements via the internet.

The fledgling volunteer Coffee shop of last year has grown and been renamed Coffee Central.

It has been invaluable for all our visitors thanks to the help of our faithful volunteers.

We were delighted to receive funding enabling the lift to be finally fitted last month which is another great achievement for this year.

We will continue to search for grants to enable us to fit the main kitchen eventually but first there are numerous smaller unfinished carpentry, maintenance & refurbishment jobs waiting to be completed.

Hall rental should cover running costs & maintenance but is not sufficient to cover all the refurbishments needs so we will continue to organise fundraising events, while applying for grants when available.

Now with the Centre improvement it has become a vibrant and exciting venue, but the work load, from maintenance to paperwork, has increased unbelievably which means we need more people on the management committee.

### **Thanks**

May I take this opportunity to thank all of the Management Committee and the Environmental Committee for their diligent work over the last year during phase 3, the outside area.

Our Treasurer, Alan Meikle gives us great financial advice, deals with the Charity commission and makes sure we stay in the black. Thank You Alan

**Carol Slinger** is The Parish Council Representative and was the Finance Officer for the outside area which has been very time consuming. She is also our Health & Safety Officer and has stepped in on several occasions to take minutes or research tasks. Thank You Carol

Brian Jefferson is an indispensable part of our committee, a man in a million. He has coordinated the outside area project including the Happening event working tirelessly on several projects for the Centre and the whole community. He continues also to work on the Halton Hydro project. Thank You Brian,

Our Fundraiser Maureen Richardson, works endlessly, regularly, well into the early hours. She has continued to raise funds, has been an integral part of the organising of the outside area, The Happening, Tribute nights and thank you events plus many other roles. Thank You Maureen

Eileen Prince-Jibson, our Events organizer, did a fantastic job coordinating the Happening, from the invitations to the catering. She is in charge of Coffee Central, its stock and volunteers as well as organising thank you and fundraising events.

Thank You Eileen

Susan Lucas Joined us last year and took charge of PR. She has also licked our web site into shape with the help of Robb Thompson and Linda Soderberg Ferguson which has put us on the map & increased interest in the Centre a hundred fold. We had never even considered this position before. You have done a superb job. Thank you Susan, Linda & Robb

Nick Lakin joined us as secretary last year but circumstances meant he couldn't stay. Thanks you for the help you did give us Nick.

Ann Wilson, has stepped in as Minutes Secretary needing a quick learning curve to understand the business at the Centre. I promise all will be clearer soon. Thank You Ann.

Bev James, has recently joined us and is quietly learning the ropes. Welcome Bev. Not all of our hard working volunteers are committee members.

Steve Landles, has taken on the task of trying to understand and monitor our high tech Eco system along with the complicated FIT application. Keep up the good work. Thank You Steve

Damian Brown, has provided & set up the computers for both the office and Coffee Central and linked us up to broadband. He has put a lot of time and effort into this and provided us with a great service which we offer free to anyone using the Centre. Thank You Damian.

There are many more volunteer who have helped us, probably over 50 altogether, litter pickers, tent erecters, car parkers, food servers, maintenance men, coffee shop volunteers and a hoard of general helpers. We couldn't have managed without you.

As Chairman, and the Bookings Officer I know just how hard you have all worked.

The end product is a building & sporting area that is heaving every weekend and evening speaks for itself.

You have put The Centre @ Halton on the map, as THE place to be!

### ***Ideas For Future Work/Refurbishments***

Some of the things still needed:

Main kitchen fitted	Tables- chairs
New Curtains & Blinds -	Storage cupboards for users
Notice boards & signage	Exterior storage
Hall floor resurfaced	Small kitchen refurbishment
Single storey roof repair	Room division mixed store
Sink unit in mixed store	Change rooms refurbishments

### **ELECTION OF MEMBERS OF THE COMMITTEE**

Position	Name	Proposed	Seconded	Carried
Chairman	NONE			
Vice Chairman	NONE			
Secretary	SL	MR	EPJ	Yes
Minutes Secretary	AW	CH	John Blowes	Yes
Treasurer	AM	BJ	CS	Yes
Member	MR	CS	EPJ	Yes
Member	EPJ	BJ	Caroline Rose	Yes
Member	CH	AW	EPJ	Yes
Member	Lyn Rose	EPJ	BJ	Yes
Member	BJ	John Blowes	MR	Yes
Member	Bev James	CH	AW	Yes

Parish Council Representatives

Carol Slinger and one other to be decided by Parish Council

Position of chairperson to be discussed at next general meeting

The Members and general public at the meeting were asked if they would be willing to offer their help as volunteers for maintenance work, man power for at events or working parties etc.

### **RENEWAL OF POLICIES**

Review / Renewal of policies as last year.

Child protection policy

Equal opportunities Policy

H&S Procedures for user groups

HCA Hall hire policy

Fire Risk Assessment

Environmental policy

Community association constitution

Hall Hire Fees

CCTV policy-to be finalised



### **ANY OTHER BUSINESS**

SL started a discussion on whether some of the surplus funds should be used to pay someone some hours to do some of the practical management of the Centre now that the work load on volunteers is so great, and how this could be achieved. Damian Brown would be happy to investigate modern apprenticeships.

Damian Brown started a discussion on how far the large hall could or should be a sports hall. BJ suggested a feasibility study to see what sports it was practical for and what improvements would be needed.

BJ has registered the Centre with the BBC scheme Village SOS with the possibility of getting between £10,000 - £20,000 grant for the kitchen.

BJ gave CH flowers to thank her for her work as Chairperson.

### **DATE OF NEXT MEETING**

To be confirmed