



**ANNUAL  
GENERAL  
MEETING  
REPORT  
2006/2007**

by  
Caroline Roche  
CSLCA Chairman

# ANNUAL GENERAL MEETING REPORT 2006/2007

## 1. INTRODUCTION

This Report covers the activities of the Community Association since the last Annual General Meeting that took place on the 26 October 2006.

## 2. GENERAL COMMITTEE

The General Committee during this year were:

- ◆ Jan Alvarez
- ◆ Shelagh Grover
- ◆ Sue Gutteridge
- ◆ Alison Norris
- ◆ Kate Pilkington
- ◆ Caroline Roche
- ◆ Barbara Stone
- ◆ Janet Tilley
- ◆ Tony Beavan
- ◆ Ronald Bush
- ◆ Timothy Davison
- ◆ Lester Featherstone
- ◆ Peter Grover
- ◆ Ken Smith
- ◆ Don Stansbury
- ◆ Derek Tilley
- ◆ Paul Watts
- ◆ Christopher Wolverson

## 3. PROFESSIONAL ADVISORS

Bank:                                   The National Westminster Bank  
                                          Taunton Branch  
                                          49 North Street  
                                          Taunton  
                                          Somerset  
                                          TA1 1NB

Independent Examiner:   Mrs Kay Oxley  
                                          47 Baileys Gate  
                                          Cotford St Luke  
                                          Taunton  
                                          Somerset  
                                          TS4 1JE

## 4. OBJECTIVES OF THE COMMUNITY ASSOCIATION

In accordance with the Association's Constitution, the objectives are to:

- ◆ **Make regulations for the proper supervision, control and management of any property which may be so acquired**
  - ❖ The Community Premises is managed by the Executive Committee that has had monthly meetings during the last 12 months. The meetings look at all aspects of managing the Community Premises.
  - ❖ The Community Premises' H&S arrangements have been reviewed by the H&S Officer appointed from the Executive Committee. Refer to section 12 of this Report.
  - ❖ The Hire Agreement defines the Terms and Conditions that the hirers must abide by.

## ANNUAL GENERAL MEETING REPORT 2006/2007

- ◆ **Bring together representatives of voluntary organisation, Government departments, statutory authorities and individuals.** Individuals, affiliated groups and statutory authorities were represented on the Community Association's General Committee during the last year.
- ◆ **Arrange and provide either alone or with others, the holding of exhibitions, meetings, lectures, classes, seminars or training courses and all forms of recreational and other leisure time activities.** During the last 12 months; the Community Premises has been regularly hired for many activities, including:
  - ❖ The Church for Sunday services, Toddler Church, Remembrance Sunday, Easter and Christmas services
  - ❖ Local Brownies Pack
  - ❖ The Monthly Farmers and Crafts Market
  - ❖ The Tae-kwon Do Club and Badminton Club
  - ❖ Social Committee events such as the Bistro Evening and Jazz Night
  - ❖ PTA events such as Bingo evenings and Christmas Fair
  - ❖ The School's Summer Play
  - ❖ An Art Class ran for the 2007 summer term
  - ❖ Nicky Jenks Ballet School and Weight Watchers
  - ❖ Many villagers have hired the Community Centre for private functions

Collect and disseminate information on all matters relating to its objectives and to exchange such information with other bodies having similar objectives whether in the UK or elsewhere. The School and Community Association Joint Management Group Meetings have been re-established for the purpose of managing and resolving issues that affect the building as a whole. For example, trespassers have come on site during the evening/at night and have caused damage which has been captured on CCTV cameras. Information and footage has been passed to the Police and Kingsmead Community School to help identify and deal with the young people responsible for causing a nuisance and damage to the building. This ongoing problem has resulted in approximately £25,000 being spent by the School on repairs, installing CCTV and security fencing. Money and time which could otherwise be used for the benefit of our children and the local community. The School and Community Association are working closely together with the Police to ensure that these incidents are stamped out and if necessary, criminal charges will be brought against those involved.

In light of the above paragraph and in order to ensure the health and safety of School staffs and Community Association volunteers; who were called out at night whenever the security alarm activated on the building, the School and Community Association agreed in January 2007 to employ Walford Security to provide call out cover between 4.00pm and 8.00am. The contract is reviewed twice yearly.

- ◆ **Write, print or publish in whatever form, such papers, books, periodicals, pamphlets or other documents including films and recorded material as shall further its objectives and to issue or circulate the same whether for payment or otherwise.**
  - ❖ During the last twelve months, the Community Association's own neglected website has been shut down and the village now has a page on the Bishops Lydiard website. Information is uploaded monthly.
  - ❖ The villagers can publish articles (free of charge) in the 'News from the Parishes' magazine which is produced monthly. The magazines can be purchased for £0.40 at the Spar Shop.
  - ❖ **Cotford Chronicles** - due to increasing production costs which cannot be afforded by the Association; the production of this invaluable means of communication has presently ceased.
  - ❖ The existing **notice boards** have been maintained and two more notice boards have been requested from the Parish Precept. These boards are to be sited at the Spar Shop and the vicinity of Park View.
  - ❖ **Posters** are displayed in the village to announce forthcoming events

## ANNUAL GENERAL MEETING REPORT 2006/2007

- ◆ Purchase, take on or in exchange, hire or otherwise lawfully acquire such property and privileges as may be necessary for the promotion of its objectives and to construct, maintain or alter the same.
  - ❖ Unfortunately, the Community Premises Lease has still not been signed by Taunton Deane Borough Council /Community Association. Without the signed Lease; the Community Centre is not protected as a village asset if Taunton Deane Borough Council /Somerset County Council decide that they wish to use the Community Premises for some other purpose.
  - ❖ The Community Association has advised Taunton Deane Borough Council that the Community Premises Lease terms including both parties running costs contribution is now acceptable to us. However, despite the best endeavours of Derek Tilley and our Solicitor (Mr Dawson) over the last 12 months, it would appear that Taunton Deane Borough Council's Legal Department is not in a position to finalise the Lease. The hold up appears to be between Somerset County Council and Taunton Deane Borough Council Legal Departments. By not having a signed Lease, the Community Association presently has to pay the in full the running costs of the Community Premises and is having difficulty obtaining from Taunton Deane Borough Council their respective contribution.
  - ❖ During this year, Somerset County Council has finally acknowledged that the overflowing sewer problems experienced in periods of heavy rain is a latent defect on the building. The problem is now being resolved by them. It should be noted that the Defect Liability period for the building expires in April 2011.
- ◆ Raise funds and invite or receive donations and contributions, whether by subscription or otherwise, provided that the Community Association shall not undertake or in any way engage in any permanent trading activities in raising funds for its charitable objects. During 2006/2007 the Community Association's income was £12,174 of which £3,666 was received from the Parish Precept. No donations were received during the year.
- ◆ Support any charitable trusts, associations or institutions formed for all or any of the objects. £150.00 was donated to Fledglings in July 2006.
- ◆ Receive money on deposit, loan or overdraft, in such manner as the Association may think fit as may be required by law. The Community Association has two Bank Accounts. The first one facilitates the day to day receipts/expenditures associated with managing the Community Premises. As at the 31 March 2007, the balance of this Account was £12,205. The second one is where the Social Committee fundraising money is deposited. As at the 31 March 2007, the balance of this Account was £1,717.
- ◆ Invest money not immediately required for its objects in or upon such investments, securities or property as the Association may seek fit as required by law. In May 2007, the Community Association transferred £8,000 from the Nr 1 Bank Account and deposited this money in an interest bearing Investment Account.
- ◆ Borrow money to charge all or any of the Association's property with the repayment of money so borrowed. No money has been borrowed during 2006/2007.
- ◆ Employ such persons as are necessary for the proper pursuit of the objects and make all reasonable and necessary provision for the payment of pension and superannuation for staff and their dependants.
  - ❖ A self-employed cleaner is paid by the Community Association to clean the Community Premises on a regular basis.
  - ❖ An H&S sub-consultant (Mr Steve Barnham recommended by Community Matters) was hired in May 2007; to document the risk assessments (general, fire, COSHH and manual handling) required by the Health and Safety at Work Act 1974.
- ◆ Remunerate any General Committee member for services rendered to the Association. No General Committee member has received remuneration during 2006/2007. All members are volunteers who have given their time freely for the Association's benefit.

# ANNUAL GENERAL MEETING REPORT 2006/2007

## 5. MANAGEMENT AND GOVERNANCE ARRANGEMENTS

These are documented within our Constitution which is available on the Association's Website.

## 6. PROCEDURES AND POLICY FOR GRANT MAKING

These are documented within our Constitution which is available on the Association's Website.

## 7. ACHIEVEMENTS SINCE THE LAST ANNUAL GENERAL MEETING

The following has been achieved since last year's Annual General Meeting:

- ◆ Registered the Community Association as a charity. Objective achieved 12 April 2007.
- ◆ Social Committee Terms of Reference - these were agreed and issued on the 11 January 2007.
- ◆ Community Premises Lease - ongoing. Refer to section 4 of this Report.
- ◆ Health and Safety
  - ❖ Appointed one of the Executive Committee as the H&S Officer.
  - ❖ Ensured the Community Premises complies with the Health and Safety at Work Act 1974 - displayed a signed H&S Policy Statement, monthly H&S checks are recorded, risk assessments have been documented, the annual electrical and emergency lighting tests have been performed, electrical equipment has been portable appliance tested, the fire alarm system has been serviced and the fire arrangements have been reviewed and revised accordingly.
- ◆ Community Premises
  1. Had a Crime Prevention Review performed the Police.
  2. Had the outside of the Community Premises cleaned.
  3. Had the Community Premises redecorated.
  4. Established an Asset Register.
  5. Agreed on the installation of a 900mm electrical cooker and central island to enhance kitchen use, and additional racking to be installed above the kitchen sink.
  6. Reviewed the storage arrangements for the Community Premises and agreed that additional racking be obtained.
  7. Agreed to purchase a tower to enable work at height in the Community Premises to be performed safely.
  8. Requested additional benches, notice boards and litter bins.
  9. The School and Community Association are working together to improve the lighting in both Halls. We are in the process of installing subdued lighting which will be beneficial when holding School and social events.
  10. The bearings in the partition that separates the Community Premises and the Shared Hall have seized up. Somerset County Council has made arrangements for the partition to be taken down and if possible, repaired w/c 22 October 2007. If the partition cannot be repaired, it will require replacement.
  11. Had tentative discussions regarding the possibility of the Community Centre Phase 2 being built

The cost of items 5 to 8 are to be claimed from this year's Parish Precept.

- ◆ The £28,000 + accumulated interest remaining from Cofton's Section 106 Agreement. The Executive Committee has asked Taunton Deane Borough Council to spend this money on converting one of the existing play areas into a 0-12 year old play area with appropriate play equipment. Sadly, the needs of the 6-12 year old village children have never been catered for. Taunton Deane Borough Council will be contacting the Primary School early in this academic year to ascertain if the children can be consulted accordingly.
- ◆ New Build of Church - tentative discussions have taken place with Reverends Andrew and Alison Norris regarding new build of Church in Cotford St Luke.

## ANNUAL GENERAL MEETING REPORT 2006/2007

- ◆ **Adoption of roads, footpaths and culverts.** The roads have now been topped and white road markings have been laid accordingly. The topping of the footpaths has commenced. If no maintenance issues arise during the 12 month Maintenance Period, then Graham Way, Burge Crescent and the remaining roads and footpaths could be adopted within the next 12 - 24 months. However there is a major problem with one of the culverts under a section of Burge Crescent. The culverts have to have sufficient clearance above the main surface water and foul water sewers that also lie under this section of the road. Two trial pits have now indicated that there is sufficient clearance to allow the culvert to be re-laid at the angle required for the water to flow down it. Negotiations are now ongoing between the Environment Agency, Somerset County Council, Taunton Deane Borough Council, the Parish Council, Coftons and the Community Association as to how the situation may be satisfactorily resolved to allow this section of Burge Crescent to be adopted.

### 8. INDEPENDENT EXAMINATION OF THE ACCOUNTS

The review was performed in June 2007 by Mrs Kay Oxley. The examination found no matter that would give reasonable cause to believe that the accounts were not a fair view of the state of Community Association's affairs and its financial activities during the 2006/2007 financial year.

### 9. INCOME AND EXPENDITURE ACCOUNT FOR THE FINANCIAL YEAR 1 APRIL 2006 TO 31 MARCH 2007

The Accounts were audited by Kay Oxley in June 2007 and were found to be a fair view of the state of affairs of the Association and its financial activities.

		(£)	(£)
Income received	Hall hire	7,546.11	12,173.79
	Fundraising	803.99	
	Parish Precept	3,666.19	
	Unpresented cheque	157.79	
Expenditure	Supplies	198.37	8,349.15
	Repairs	354.28	
	Other running costs	468.45	
	Cleaning	801.71	
	School rental	1,894.38	
	Equipment	2,544.28	
	Utilities	932.05	
	Insurance	431.14	
	Other	724.49	
	Excess Income over Expenditure		
Opening balance 1 April 2006	Nr 1 Bank Account (General)	8,410.18	13,992.03
	Nr 2 Bank Account (Social)	1,687.21	
Closing balance 31 March 2007			