



**MINUTES OF THE EIGHTH ANNUAL GENERAL MEETING OF  
THE YEWS (HAYWARDS HEATH) COMMUNITY PARTNERSHIP  
HELD ON WEDNESDAY 17th JULY 2019 AT 2.00 PM  
AT THE YEWS, 55 BOLTRO ROAD, HAYWARDS HEATH, RH16 1BJ**

**Present:** Ian Sanderson (IS - Chairman), Tim Fraser (TF - Treasurer), Sue Darnell (SD – Chair, Fundraising & Publicity Committee), Malcolm Hullatt - (Company Secretary & Yews Talking News), Shirley Wechsler (The Yews Manager), Colin Darnell (Yews Talking News), Margaret Sanderson, Julia Beckett (Mid-Sussex Voluntary Action), Rebecca Stevens (Haywards Heath Town Council), John Sabin (Health & Safety Committee), Val Clay (Fundraising Committee), Helen Hall

**1. Welcome, record those present and note any apologies for absence.**

IS welcomed all to the meeting. Apologies had been received from Norah Jeffreys, Vivien Littlewood and Dave Spershott.

**2. Approve Minutes of AGM for Year 7.**

The minutes were accepted as a true record of the meeting, proposed by Tim Fraser and seconded by Julia Beckett.

**3. Matters Arising from Minutes of Year 7's AGM**

None.

**4. Chairman's Annual Report. - Celebrating Year Eight in the Life of the Partnership.**

For the first time in our eight years The Yews were able to cover the essential running costs with room hire income so that fundraising and donations could be exclusively used to make improvements to the building. We were able to achieve this by increasing the occupancy of the rooms, particularly the Broadway Lounge and Boltro Room, and a modest increase in the hire rates resulting in a 15% increase in room hire income. We thank our manager Shirley and Kimberley her assistant for all their hard work towards this achievement.

The major improvement this year was a refurbishment of the kitchen generously funded by The Friends of The Yews. The improved facilities have led to Age UK hiring the kitchen and rooms to run a lunch club for people with memory loss, early to mid-stage dementia and frailty every Wednesday. We reported last year that, with a grant from WSCC, we had installed new booking software. The software has reduced the manual effort of creating invoices and provided better monitoring of late payments. As a result the outstanding room hire debts have been dramatically reduced. Parking continues to be a problem but thanks to MSDC we have been able to mark out a safe route for pedestrians. We are also grateful to them for continuing to provide us with discretionary rate relief. We continue to be grateful to the Town Council for supplying us with plants to keep the borders colourful and to our gardener Michael Figg for his hard work in making the grounds look at their best. We thank Sainsburys who recently sent a team to cut the hedges and paint benches as part of their 150 years celebration.

You may have noticed that we obtained some valuable publicity in the Mid Sussex Times. The photographs were taken by Louise Ferguson, a professional photographer, who provided her services free of charge for which we are very grateful.

Our fundraising committee were busy again this year and raised just under £2000. The big event was the Summer Lunch on a glorious day in the garden. It was primarily a social event but made a small amount from the raffle. It was so successful that we decided to run it again this year and we've been lucky again with the weather. In addition we had two very successful quiz nights, a collection of clothes for recycling, carol singing at the station, a stall at the Spring Fayre and a collection at Sainsburys. SD pointed out that the Fundraising Committee was a small group of only 4 regular members which meant that a great deal of work was carried out by these few people. Julia Beckett from MSVA suggested a request for fundraisers was placed in their bulletin.

Looking forward we have started to repaint the outside of the building and that will be completed next year. We would like to improve the office environment and have started to develop ideas as to what is feasible.

Turning to the Board, it was with great sadness that Graham Cloake passed away in March after a short illness. Graham became a trustee in 2012 and set up the Health and Safety committee in the same year. There will be a memorial service in St Wilfrid's Church on August 13 at 11.30.

I would like to thank my fellow Board directors for all the help and support they have given me this year. Special thanks to Tim Fraser who has ably looked after our finances and to Sue Darnell who as well as leading our fundraising efforts has provided advice and support on staffing issues. Finally, I would like to thank the volunteers who have helped Shirley in various administrative tasks and those who advised and supported our Health & Safety and Fundraising Committees. SD also wanted to thank IS for his incredible leadership of The Yews which has seen it grow every year from strength to strength.

#### **5. Trustees Annual Report and Accounts for the period ending 31st March 2018**

TF reported that the annual room hire had increased from £45,000 last year to £50,800 this year and the usage was up by 15%.

The largest donation was received from The Friends of The Yews to refurbish the kitchen.

Bad debts are down due to altering terms to payment in advance for most hirers. As a result we decided not to increase room hire rates this year.

Our net balance has increased by £2,804 for the year. Outstanding structural projects will be carried when suitable donations are received and although money has been set aside for the outstanding asbestos work required.

Thanks are due to our independent examiner who has agreed to continue in the role.

The annual financial statements were agreed and adopted. Proposed by TF and seconded by Colin Darnell.

#### **6. Election of Directors to serve on the Board for three years.**

As mentioned above we have sadly lost our Director Graham Cloake, who had served on the Board and as Chair of the Health & Safety Committee.

Malcolm Hulatt and Ian Sanderson (Directors retiring in rotation) are were re-elected unanimously. A nomination had been received from Colin Darnell to join the Board and this was agreed unanimously.

#### **7. Appointment of Independent Examiner for the 2019/20 financial year.**

Eric Bassett has kindly volunteered to continue in his role as examiner. He was proposed by TF and seconded by SD. Eric was duly appointed.

#### **8. Any Other Relevant Business or Questions**

Helen Hall congratulated The Yews on its continued success and growth and continuing Elizabeth Peel's original dream.

The meeting closed at 2.35 p.m.