



**MINUTES OF THE SIXTH ANNUAL GENERAL MEETING OF
THE YEWS (HAYWARDS HEATH) COMMUNITY PARTNERSHIP
HELD ON WEDNESDAY 18th OCTOBER 2017
AT THE YEWS, 55 BOLTRO ROAD, HAYWARDS HEATH, RH16 1BJ**

Present: Ian Sanderson (IS - Chairman), Tim Fraser (TF - Treasurer), Graham Cloake (GC - Chair, Health & Safety Committee), Sue Darnell (SD – Chair, Fundraising & Publicity Committee), Malcolm Hullatt - (Company Secretary & Yews Talking News), Eric Bassett (Haywards Heath Society), Michelle Burdis (Autistic Support Group), Vivien Littlewood (VL - Fundraising Committee & Toy Library), Cllr & Mrs Bruce Forbes, (Chair, Mid-Sussex District Council), Cllr Jim Knight (Mayor of Haywards Heath), Fatima Mirza (Haywards Heath Town Council), Paul Niner (WSCC), Colin Darnell, Margaret Sanderson.

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

IS welcomed all to the meeting, and in particular the town and council representatives. Apologies had been received from Norah Jeffreys, John Sabin, Steven Trice and Vanessa Forbes.

2. Approve Minutes of AGM for Year 5.

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

3. Matters Arising from Minutes of Year 5's AGM

None.

4. Chairman's Review of Year Six in the Life of the Partnership.

2016/17 was another good year for The Yews with a 4% increase in room hire income despite leaving hire rates unchanged. This was due to the hard work of our manager Shirley who as well as bringing in more charitable bookings, worked tirelessly to promote The Yews including preparing a new leaflet. We thank her and also caretaker Andy who kept the building in good shape.

We continued our strategy of continuously improving the building and this year we have been able make several improvements thanks to the generosity of our donors. Firstly, we replaced all the remaining old fire doors that had been lined with asbestos resulting in a safer and better looking alternative. Secondly, with a grant from WSCC, we completed the refurbishment of the Muster Room by replacing the worn flooring with new vinyl. Thirdly, with a grant from the local Rotary Club, we installed hand driers in the toilets which will hopefully reduce the incidence of the toilets being blocked with paper towels and reduce our costs. Fourthly, with a grant from the local Lions, we installed black-out blinds in the Broadway Lounge to allow presentations to be made more easily and finally we reduced and trimmed the overhanging trees in the rear garden. This has led on in the current year to be able plan and implement further improvements to the garden of which more later.

Other than the benefactors already mentioned we give thanks for the support we have received from Mid Sussex Mencap, Ernest Kleinwort Charitable Trust, Persimmon Homes, Haywards Heath Horticultural Society and Cuckfield Mothers Union.

Our fund raising committee was busy this year and raised nearly £2000. The biggest event was a second Vivace concert which raised over £600 but equally successful were our regular quiz nights and carol singing.

Whilst there was plenty to celebrate during the year we sadly had to say farewell to two of the longest running groups at The Yews. The Nursery Playgroup had been running here since 1973 but with numbers falling and staffing and volunteer shortages, it had no choice but to close. Similar issues also affected the April Club and a more recent arrival, Building Heroes, vacated the offices to move nearer their course centre. Fortunately there was demand for the nursery and office rooms and we have welcomed Early Action for Autism and Little Angels and wish them every success.

Thanks were extended to Eric Bassett who as well as being a member of the Health & Safety committee had also volunteered to be our new Accounts Examiner. Thanks were also given to fellow Board directors for all the help and support they have given 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. The volunteers were also thanked who have helped Shirley in various administrative tasks and those who advised and supported our sub-committees.

5. Trustees Annual Report and Accounts for the period ending 31st March 2017

TF gave a visual presentation of last year's accounts.

Balance Sheet - £36,000 in bank, and net funds of £42,000 in total. Of this, £29,000 is distributable from Reserves.

Income Analysis - Room hire is just about covering running costs. Exterior painting will need to be done in the near future.

A chart of revenue by Client Type showed 42% Charities, 43% Commercial, 15% Statutory hires with commercial users subsidising charity users.

Cllr Knight asked if inflation is taken into account when reviewing room hire rates. TF advised that room hire is reviewed and generally increased once a year.

TF thanked Eric Bassett for his help and for reviewing the accounts.

VL asked why the water costs had doubled and TF will look into this. *(TF subsequently advised that because of timing, two years charges had been included this year)*

The accounts were agreed and proposed by Vivien Littlewood and seconded by Graham Cloake.

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

IS advised that Norah Jeffreys had been co-opted as a Board Member during the year and was prepared to stand as a director. Sue Darnell was due to retire in rotation but was prepared to stand again.

Both were proposed by Graham Cloake and seconded by Vivien Littlewood. The vote was unanimous to appoint both to the Board.

7. Appointment of Independent Examiner for the 2017/18 financial year.

The previous examiner, David Fry, stood down last year and Eric Bassett had kindly volunteered to take on the role. He was proposed by Sue Darnell and seconded by IS. Eric was duly appointed.

8. Any Other Relevant Business or Questions

SD reminded all present of the Carol Singing at Haywards Heath on Friday 1st December and invited all to attend to boost the choir. VL also thanked IS for his sterling work as Chair and SD confirmed this, saying the Yews had gone from strength to strength over the previous year.

9. Official Opening of the Garden Renovation

IS reported that following the sad closure of The Nursery Playgroup, who were the prime users of the garden, a survey was taken among the users regarding their usage and what they would like to see in the garden. The District Council kindly provided most of the cost of the refurbishment.

IS showed slides of the before and after of the refurbishment. The garden had been messy, with a muddy grass area useable only in a dry summer. The shed, which had been erected in 2002, was rotting. The survey answers resulted in us deciding to tidy up the garden, provide more storage and a relaxing area with a separate access and lay all weather grass.

Two new sheds have been built, artificial turf has been laid and a separate entrance with steps down to the relaxation area has been constructed. The new garden furniture will be purchased in the Spring.

IS then handed over to Cllr Bruce Forbes, the Chairman of the Mid-Sussex District Council, who performed the official opening ceremony.

The meeting closed at 5.49 p.m.