



**CLIFTON COMMUNITY ARTS CENTRE LIMITED  
ANNUAL GENERAL MEETING**

**Civic Offices, Larkin Way, Wellington, Telford TF1 6QP  
16<sup>th</sup> March 2018**

Present: Ray Hughes - Finance - acting as Chair  
Fiona Hunter - PR & Media  
Jackie Evans- Minute taker

Invitees: Members: Phil Morris- Jones, Mary Richards, Kath Howard, Joanna Deacon, Tony McPhee, Beryl Haynes, Barry Haynes, Alison Rhodes, Alice Whittaker, Hilary Rainford, Pauline Davies, Sarah Chard, Glenn Chard, Carole Parkes, Janet Evans, Bob Coalbran, Jennie Coalbran, Elizabeth Tobiasz

No.	Item	Action
1.0	<p><b><u>Chairman's opening remarks</u></b></p> <p>Ray Hughes opened the meeting by welcoming all present and introducing the Board.</p>	RH
2.0	<p><b><u>Taking of attendees and apologies for absence</u></b></p> <p>Apologies received from: Bill Graham Chairman, John Clayton and Joy Clayton, Lee Dargue, Sean Mckeown, Jenny Joy, Fay Easton, Graham Onions.</p>	ALL
3.0	<p><b><u>Minutes from the last meeting and matters arising</u></b></p> <ul style="list-style-type: none"> <li>• Ray Hughes read through the Minutes for the last meeting.</li> <li>• He gave a quick resume notable points being:</li> <li>• 1) Pursuing the HSBC option</li> <li>• 2) CCAC wrote to T&amp;W BC ref. a request to include the Clifton buildings in the Conservation Area. In June they informed CCAC that they were undergoing a review and a response should be expected in Nov. 2017. No response was received so Ray followed up on the issue but is still awaiting a reply. We now know the developer has submitted a planning application which is in progress.</li> </ul> <p>CCAC replied to T&amp;W Planning Dept. during the consultation period ref. the Clifton buildings and informed that we did not have any objection as such but indicated to T&amp;W the need to ensure that a substantial s106 contribution should be forthcoming to Wellington/the local area, to be fully compatible with the local plan, as a building of significant historical interest was being removed. Overall, we feel it reduces facilities in the town whilst increasing the number of people in the town centre. CCAC also felt it important to note that members' efforts via a petition to T&amp;W were</p>	RH

	<p>believed to have had a significant impact in allowing the frontage of the art deco building to be saved and incorporated into the developer's proposed design</p> <p>3) Members voted to dispense with a full audit.</p> <ul style="list-style-type: none"> <li>• There were no matters arising.</li> </ul> <p>The Minutes were duly agreed and signed.</p>	<p>ALL</p>
<p>4.0</p>	<p><b><u>Adoption of the accounts</u></b></p> <p>Ray Hughes informed members of the following:</p> <ul style="list-style-type: none"> <li>• The Society has had a challenging year, although turnover had gone up this does not reflect the whole story.</li> <li>• We received fewer grants this year but have increased activity ref events- the Autumn Film Festival had been our most successful to date. (See page 7)</li> <li>• Ray explained that a lot of work had been undertaken in preparation for the acquisition of the HSBC building hence fees and consultancy were up nearly £2000</li> <li>• In January 2017 Barbers were engaged to do an open market rent review.</li> <li>• The process of acquisition has been mired with set back as and has been difficult, however huge strides had been made since December 2017.</li> <li>• One of the set backs had been the change of use which required landlord's consent. CCAC have been working on this since Sept. 2017 and have at last, now received consent.</li> <li>• Two CCAC supporters had been especially helpful ref planning Sarah Chard (Project Manager) and Joanna Deacon (Volunteer) who has also assisted in researching info ref. surrounding venues.</li> <li>• Profits are down but this reflects the stage of development we are currently at: <ul style="list-style-type: none"> <li>• Membership funds are up £2500 increase in share capital which has gone through the £36,000 barrier.</li> <li>• We now have over 700 members which reflects public commitment.</li> </ul> </li> <li>• Ray referred to page 10 ref. trade creditors and stressed the importance of the Society being seen as good creditors and for the Society to have high standards. NB an amount of £172 being an amount undercharged on us by our film suppliers Arts Alive was resolved after the accounting year end period.</li> <li>• Share capital £100 had been cancelled due to members deceased but all have been reclassified as donations. Ray also mentioned he would eventually like to have a plaque inside the building dedicated to all those members who invested in the project but sadly were deceased before the project could come to fruition.</li> <li>• All Clifton volunteers who had contributed this year were thanked.</li> </ul>	<p>RH</p> <p>ALL</p>

	<ul style="list-style-type: none"> <li>• Ray also acknowledged the contribution made by Wolverhampton University School of Architecture whose students had been preparing designs and a ‘fly through.’</li> <li>• Two other professionals had given their time on a pro bono basis, regarding building regulations and structural engineering advice.</li> <li>• He reminded members that we are a Community Benefit Society and as such any time members could give to support us would be greatly appreciated.</li> <li>• Donations, grants and sponsorship are main sources of income. Including a grant from Wellington Town Council to assist with publication costs for the Enhanced Share Offer booklet.</li> <li>• Ray thanked Wellington Town Council for their continued support.</li> <li>• He also thanked Dilys Law for independent checking of the accounts.</li> <li>• There was no Corporation Tax payable and a small amount is due back from Gift Aid and bank interest.</li> <li>• Overall profits were down but this reflects the current stage of the project. Please refer to the balance sheets on pages 7 &amp; 8. Balance £44,117 Profits stand at £2149.</li> <li>• There were no further questions- accounts were approved.</li> <li>• Proposed by Alison Rhodes and seconded by Kath Howard</li> </ul>	AR/KH
5.0	<p><b><u>Application of profits</u></b></p> <ul style="list-style-type: none"> <li>• It was agreed that these would be carried to the general reserve for the continuation and development of the Society.</li> </ul>	RH ALL
6.0	<p><b><u>Appointment of Directors</u></b></p> <ul style="list-style-type: none"> <li>• Ray reminded everyone present that at each AGM one third of the Board are obliged to retire. This year Mr Bill Graham retires.</li> <li>• The Board now consists of two executive directors: Mr Ray Hughes and Mrs Fiona Hunter and three non -executive directors: Mr Bill Graham and Mr Lee Dargue and Mrs Fay Easton, who was elected last year.</li> <li>• The proposal for Mr Bill Graham to remain as a director and Chairman of the Society was made by Fiona Hunter and seconded by Sarah Chard.</li> </ul>	ALL FH/SC
7.0	<p><b><u>Motions: * (see explanatory note)</u></b></p> <ul style="list-style-type: none"> <li>• Motion 1 – that the Society agrees that the Society will prepare the accounts for the year ending 31<sup>st</sup> December 2018 without the need of an audit but that this agreement will be subject to review if the HSBC acquisition goes ahead.</li> <li>• Proposer Pauline Davies</li> <li>• Seconded by Mary Richards</li> </ul>	ALL PD MR
	<p><b>Signed</b>..... Ray Hughes Chair</p> <p><b>Date:</b> .....</p>	

