

Minutes of the 2018 Annual General Meeting



Meeting Held: Thursday 19th September 2019

Time 5-30pm to 6.30pm

PRESENT: Jan Casson (Chair), Mark Mcleman, David Harper, Colette Harper, Zoreen Hill, Becci Murray, Ian Guthrie, Julien Lake, David Mumford, Ann Turner, Ivor Dixon, Alan Bowlas, Ian Pope, Chris Hardie, Sally Holborn, Andy Ashcroft, Robert Steward, Margaret Shaw and Bernard Shaw

APOLOGIES: Apologies were given by James Joicey, Alan Beith, Diana Beith, Keith Siseman, John Fisher.

WELCOME

Jan Casson welcomed everyone to the meeting and outlined the format of the proceedings.

MINUTES

The minutes for the previous year's Annual General Meeting held on Wednesday 26th September 2018 were circulated at the meeting and it was agreed that they were a true record. There were no matters arising.

ACCOUNTS FOR THE YEAR TO 31st DECEMBER 2018

Ian Guthrie(IG) was introduced by the Chair and advised that Community Accounting North East were no longer involved in preparing the annual accounts and that the work, following a tender process, had been carried out by J H Greenwood & Co. Mark Mcleman (MM) a director from the Company was present at the meeting and spoke to the accounts. A copy of the full set of accounts was available at the meeting and also available to be sent to anyone who requested them. Copies of the three key pages ie the Statement of Financial Activities, the Balance Sheet and the Resources by Activity were given to all attendees. MM explained that a budget for core income and expenditure was prepared at the start of the financial year and this was reviewed during the year to reflect any ongoing changes. Each Board meeting considers a standard item on budget monitoring when the profiled budget is compared with the actual income/expenditure to the same date. This enables any problems to be identified quickly and remedial action, if necessary, to be taken. Finance and financial control are therefore a key priority in the successful running of the Trust's affairs. He advised that the figures he had been supplied were well prepared and had made his job in preparing the final accounts and the subsequent audit so much easier.

MM explained that the accounts for the year to 31st December 2018 showed that the total unrestricted balances at the year end were £1,092k compared with £164k at the start of the year. Similarly the designated balances at the year end were £263k compared with £41k at the start of

the year. The restricted balances at the year end were £321k compared with £328k at the start of the year. There had therefore been a major increase in the Trust's finances over the year which were principally as a result of the sale of the Trust's interest in the Folly Farm Wind Turbine. The Trust was therefore in a very sound financial position and MM explained that this receipt gave the Trust the opportunity to consider how best it can serve the local community but also to ensure its longer term financial viability. Trustees continue to explore projects which can be developed to satisfy these criteria but this task is proving particularly challenging.

A question was asked regarding the tax position of the Trust and MM explained that he was satisfied that because of the sources of income which the Trust received and the nature of its expenditure it did not have a tax liability.

The accounts were formally approved by the meeting.

APPOINTMENT OF AUDITORS AND ACCOUNTANCY SUPPORT

IG advised that he was very satisfied with the service provided to the Trust by J H Greenwood & Co. and that they had indicated that they were prepared to continue to provide accountancy support for the current year on the present terms. It was agreed that J H Greenwood & Co. be appointed

APPOINTMENT OF TRUSTEES

The Chair advised that of the current Trustees herself and Keith Siseman were due to stand for re-election. They expressed a willingness to stand and were duly re-elected. During the past year David and Colette Harper had been co-opted to the Board and were prepared to stand as Trustees and they were formally appointed. In addition Sally Holborn had recently attended Board meetings as an observer and expressed a willingness to stand as a Trustee. She was formally appointed as a Trustee.

REVIEW OF THE TRUST'S WORK

The Chair asked Julien Lake (JL) to give an overview of the current activities of the Trust. He explained that the format for his report would be slightly different this year and his various slides would expand on the impact the Trust has within the town. JL covered the following areas.

The numbers He explained that the Trust provides employment for 24 people, provides Child care places through the Surestart Children's Centre, the building is a work or meeting place for around 300 people every week, provides 240 sessions through the Young Carer's project, has attracted some £364k of government grants in the last 18 months, had a turnover of £1.641m in 2018 and has revenue balances to cover 12 years of operation at the present level.

Here For You Becci Murray (BM) explained the wide and complex use of this free service to residents of the town covering a multitude of strands where people with various demands were able to get assistance with job opportunities, CV's, benefit checks, online applications and budgeting

Food Bank BM explained the increased demands on the Food Bank both in terms of persons using the service, the demands on office staff and the level and extent of donations of food items and cash. The Food Bank continues to be a crucial support for persons who are experiencing particular difficulties but the support which is given extends well beyond the giving of food as it includes some of the Here For You services.

CCT and Welcome Visitor Project The Trust is the accountable body for these projects and employs two staff members to deliver on the projects. The visit Berwick website has been refreshed and a new brand for Berwick is almost complete. A Berwick Ambassadors scheme has been launched and support has been given to local events including the recent Tour of Britain Cycle race. The team is launching a package of business support and training and, along with other partners is the key driving force to make the project happen.

Quayside The CCT secured £30k of funding for a feasibility study into potential developments on the Quayside and the Trust is the accountable body. Results of the study are expected by late October.

Core Legacy Fund The fund supports applications from organisations in the whole of the North East including many from the town. There are two grant periods per year and the budget is to spend £45k per annum over the next 4/5 years or until the fund is extinguished.

Tour of Britain The recent stage of the Tour of Britain cycle race which started in Berwick posed a huge challenge as to how Berwick could exploit the opportunity. There were a number of bodies involved in the Working Group who deserve credit for what was achieved but it was felt that the resources the Trust was able to put in made this achievable and will produce longer term benefits for the town.

Other Work In addition to the core work outlined above the Trust is actively involved in numerous working groups, projects and in supporting local festivals. This input is crucial to the outcomes from these activities and ensures that the well being of the town is always at the heart of our involvement.

College Project Sadly this project in The Old Brewery building did not develop as proposed. There were a number of changes within the College sector and ultimately they did not wish to proceed. They are currently pursuing alternative sites and we await hearing if they are successful in delivering what is a key facility for the town.

Summary In summary therefore the Trust through its operations gives support to people, to enterprise and provides resources to support various projects. This involvement greatly enhances the town and means that the Trust has a key role to play in the future development of the town.

ANY OTHER BUSINESS

R Steward highlighted the relevance of courses run by the College in Berwick and asked that should the Trust be involved in any future college projects in the town that this matter needs addressed.

D Mumford asked if the Trust was a registered Charity and it was confirmed that it was. The Chair expressed her thanks to Julien, her fellow Trustees and all the staff for their work and support throughout the year and finally thanked everyone present for their attendance.

There being no further business the meeting closed at 6-30pm.