

COMMUNITY FIRST

Minutes of the Annual General Meeting held at the Town Hall, Devizes on Wednesday 12th October 2016

PRESENT:

| | |
|------------------------|---------------------------------------|
| Sarah Troughton | President |
| William Wyldbore-Smith | Vice President |
| James Layton | Vice President |
| George McDonic | Vice President |
| | |
| Martin Hamer | Chairman |
| Brian Clake | Trustee |
| Edward Heard | Trustee |
| Steve Boocock | Trustee |
| Jane Rowell | Trustee |
| | |
| Lynn Gibson | Chief Executive |
| Samantha Beale | Company Secretary and Head of Finance |

A total of 94 guests, trustees and staff were in attendance for the event (*please see attached sheets for full list of attendees and apologies*)

1. WELCOME BY THE CHAIRMAN

Martin Hamer welcomed everyone present to Community First's Annual General Meeting.

He introduced Lynn Gibson, Chief Executive and Samantha Beale, Head of Finance who joined Community First in June 2016, following Rosalind Eyles' departure.

Martin thanked staff and Trustees for their hard work throughout a challenging year and for the arrangement of the AGM.

Those present were reminded that only those members who had red voting slips were eligible to vote.

2. APOLOGIES FOR ABSENCE

Lynn Gibson reported 21 apologies.

3. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 7th October 2015

The minutes were circulated with the meeting papers. No questions were raised. These were agreed by all present at the meeting having been proposed by Martin Hamer and seconded by Jane Rowell. This was unanimously agreed. Martin signed them as a true record.

4. MATTERS ARISING

There were none.

5. CHIEF EXECUTIVE'S ANNUAL REPORT

Lynn's presentation covered the year April 2015 to March 2016.

The organisation has seen some changes over the last 12 months. Our funding for Village Halls support and the Good Neighbour service has been lost, and we were unable to continue the Good Neighbour service which last year supported almost 500 older people. However, with support from the Wiltshire Village Hall Association, we have been able to sustain the Village Halls service and continue to offer this important service with a new website and 165 members in this network. Lynn wished to thank WVHA for working positively with Community First, culminating in a merger this year.

Following our recent amalgamation with DEVELOP, we now have the Volunteer Connect database which will assist in our own volunteer work. DEFRA funding has been secured for at least one more year and we have been working on the Building Bridges programme brings with it almost £4 million into Wiltshire and Swindon to help people overcome their barriers to education and employment. Jointly funded by Big Lottery and European Social Fund, the Building Bridges programme will harness a cross sector partnership of over 40 partners to work together to improve outcomes.

As an organisation, only 27% of our funding comes from Local Authorities, and the rest is independently sourced. We continue to adapt to the financial climate; our ongoing central delivery costs have reduced by 16% over the past year and direct salary support costs are down over 30%. A priority for the coming year is to increase income from our trading arm – Bold, Accelerate, Oil and Insurance.

Lynn wished to thank all the staff, Trustees and volunteers for their hard work and commitment resulting in an effective year. She advised that our achievements and the work Community First does are set out in the Annual Review.

Under 'Tackling Disadvantage', Youth Action Wiltshire continues to improve young people's lives. Young Carers continues to be a priority and over the past year, we have supported 180 young carers, helping them become safer in their caring role. Our Splash provision has gone from strength to strength with more young people accessing more support. We now provide transport to ensure that young people are not excluded, and have introduced non-formal learning and mentoring to ensure interventions are meaningful and lasting.

We have had a successful partnership with Healthwatch Wiltshire which included a listening project giving young people a voice and training young people to explore the experiences of other young peoples' experiences of accessing health services. This project is a finalist in the Children and Young People Now national awards.

Under our second aim 'Strengthening Communities', we continue to develop our volunteer work, with over 200 volunteers who support our delivery directly and a further 4800 in organisations that we support. This has an estimated value of over £2 million per annum. This includes the work we do with LINK and Community Transport groups, and we recently completed the Good Practice Guide to support individuals and groups within this network.

As a Rural Community Council, community development remains a priority. In March, a Neighbourhood Planning Conference was organised with over 80 delegates attending and we ran a pilot in partnership with Warminster to encourage awareness and opinion on their up-coming referendum for their local plan.

The partnership with Wiltshire Association of Local Councils (WALC) remains positive and we will continue to do what we can to ensure the network continues to thrive.

Our third aim 'Encouraging Enterprise' included the LEADER programme which supports economic growth and local rural businesses. The new phase of this programme has begun although we await the impact Brexit may have on this. Through our Landfill Community Grants, over £461,000 has been awarded in 2015/2016 to 31 groups.

6. PRESENTATION OF THE ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2016

Samantha presented the Finance report. A clean audit letter had been received from David Owen and Co.

The headline figures showed reductions in both income and expenditure compared to the previous period. The income is not just a straightforward reduction of 14% as last year's figure was inflated due to the sale of our Wyndhams property. Some projects which were directly funded have come to an end. However, there are new income streams from Healthwatch, BESN and Community Organisers Ltd plus the further advancement of Splash funding from the PCC and Big Lottery funding.

The expenditure highlighted a nearly 16% reduction in expenses. Staff costs have reduced by £41,000 year on year and property costs by £28,000, due to the office relocation to a modern building with much lower associated costs. Grants paid have reduced but there remains a healthy stream to continue supporting the associated projects.

Community First's actual reserves at the end of the financial year stood at £320,746, the equivalent of 5.6 months unrestricted expenditure. The policy was set to show reserves between 3.2 and 4.4 months being appropriate but the Board of Trustees agreed in July that due to our impending Brexit and climate uncertainty, a new accepted level of 5.6 months would be adopted.

Martin proposed acceptance to the Annual Report and Financial Statements for the year ended 31st March 2016. This was seconded by Jane Rowell and unanimously agreed by the meeting.

7. APPOINTMENT OF AUDITORS

Brian Clake thanked David Owen & Co on behalf of Community First for acting as their very able auditor for the year 2015/16. Martin proposed the reappointment of David Owen & Co for the financial year 2016/17. This was seconded by Steve Boocock.

There were no other nominations and the meeting unanimously agreed that David Owen & Co be reappointed.

8. ELECTION OF HONORARY OFFICERS AND TRUSTEES

a) President. Martin proposed that Sarah Troughton be re-elected as President for this coming year. There were no other nominations.

The nomination was seconded by Jane Rowell and unanimously agreed by the meeting.

b) Vice Presidents. Martin proposed the re-election of George McDonic, The Earl of

Radnor, James Layton, William Wyldbore-Smith and Ken Whatley as Vice Presidents.

The proposed nominations were seconded by Brian Clake and agreed by the meeting.

c) Trustees. Martin proposed that Edward Heard and Steve Boocock be elected as Trustees.

The proposed nominations were seconded by Jane Rowell and unanimously agreed by the meeting.

9. CLOSING REMARKS

Martin thanked everyone present for their attendance and continued support of Community First.

7.10pm END OF FORMAL BUSINESS

**COMMUNITY FIRST
Annual General Meeting**

Wednesday 12th October 2016

ATTENDEES (94 in total)

| FIRSTNAME | LASTNAME | JOB TITLE | ORGANISATION |
|-----------|-----------|-------------------------------------|-------------------|
| Alfie | Hughes | | |
| Kelly | Hughes | | |
| Kerry | McKenzie | | |
| Niki | Andrews | YAW Programme Coordinator | Community First |
| Jane | Rowell | Trustee | Community First |
| Katie | Heather | | |
| Charlotte | Tervitt | | |
| Yvonne | Tervitt | | |
| Jerry | Wickham | Councillor | Wiltshire Council |
| Alex | Neale | Community Development | Community First |
| Jennie | Lane | Village Halls Insurance Coordinator | Community First |
| Katrina | Watson | Community Development | Community First |
| Alan | Fox | | |
| Mary | Hardwidge | Grants Officer | Community First |
| Ben | Jarvis | Youth Worker | Community First |
| Sally | Hoddinott | HR Officer | Community First |

| | | | |
|------------|----------|-------------------------------|------------------------------|
| Lesley | Thomas | Plain & Vale Action Assistant | Community First |
| Dennis | Gill | PC & Chair VH | Kington Langley |
| Linda | Curtis | Secretary | Ramsbury Community Bus |
| Patricia | Graham | Treasurer | Melksham Link |
| John | Crook | Chairman | Melksham Link |
| Chris | Morgan | Chairman | Ramsbury Community Transport |
| Sheila | Morgan | | |
| Stephen | Demytruk | | |
| Tanya | Demytruk | | |
| Samantha | Beale | Head of Finance | Community First |
| Sarah | Penfold | CT Support Assistant | Community First |
| Sharon | Worby | | Community First |
| Bernadette | Lowe | Executive Support Officer | Community First |
| Rodney | Vearey | | Brunel Shed |
| Pat | Wilson | | Brunel Shed |
| Dave | Wilson | | Brunel Shed |
| Tudor | Jones | | Selwyn Hall Box |
| Geoffrey | Holstead | | Selwyn Hall Box |
| Casper | Helmer | | Ramsbury Flyer |
| Ron | Young | | Ramsbury Flyer |
| Doreen | Drew | Volunteer Link Secretary | Melksham Link |
| Harry | Drew | | Melksham Link |

| | | | |
|-------------|-----------------|--|-----------------------------|
| Chris | Franklin | | Caenhill CC |
| Helen | Cotter | Village Halls & Community Building Advisor | Community First |
| Steve | Crawley | Head of Youth Action Wiltshire | Community First |
| Katie | Fielding | Local Councils | Community First |
| Nicky | Dyer | Snr. Corporate Support Officer | Wiltshire Council |
| Karen | Williams | Finance Officer | Community First |
| Chris | Laurence | Treasurer | Tytherton Village Hall |
| Chris | Williams | Chair, Wiltshire Compact | Wiltshire Council |
| Dawn | Whiting | Splash Coordinator | Community First |
| George | McDonic | Vice President | Community First |
| Alan | Rosekilly | Secretary | Lansdowne Hall |
| Richard | Clark | Chairman | Atworth Village Hall |
| Janice | Ford | Secretary | West Grimstead Village Hall |
| Ellen | Blacker | Chair | Daunstey Parish Council |
| Dave | Potts | Building Bridges Programme Manager | Community First |
| Alex | Flinders | Youth Worker | Aldbourn Youth Council |
| Martin | Hamer | Chair | Community First |
| Christopher | Nixon | | Worton & Marston Link |
| William | Wyldebore-Smith | Vice President | Community First |
| Paul | Lefever | | Healthwatch Wiltshire |
| Trevor | Carbin | Councillor | Wiltshire Council |
| Rachel | Greig | Inspire Tutor & Support Worker | Community First |

| | | | |
|---------|---------------|---|------------------------|
| Alan | Truscott | Plain & Vale Action Programme Manager | Community First |
| Steve | Boocock | Trustee | Community First |
| Brian | Clake | Trustee | Community First |
| Sarah | Troughton | President | Community First |
| Andy | Devey | Trustee | Aldbourn Youth Council |
| James | Layton | Vice President | Community First |
| Rhys | Stevens | | |
| Charlie | Murdoch | Youth Worker | Nexus |
| Rosie | Grant-Willson | Youth Worker | Nexus |
| Maggie | Grant | Volunteer | Nexus |
| Tom | | Volunteer | Nexus |
| Phoebe | | Volunteer | Nexus |
| Pamela | | Volunteer | Nexus |
| Emma | | Volunteer | Nexus |
| Josh | | Volunteer | Nexus |
| Ginnie | Keen | Youth Action Wiltshire Committee Member | Community First |
| Julie | Bielby | Fundraising & Partnership Manager | Greensquare |
| Edward | Heard | Trustee | Community First |
| John | Radford | | |
| Katrina | Ballerd | | |
| Aaron | Ballerd | | |
| Carnie | Ballerd | | |

| | | | |
|--------|----------------|----------------------------------|----------------------|
| Hannah | Ballerd | | |
| Mike | Ballerd | | |
| James | Ballerd | | |
| David | Evans | | |
| Nigel | Carter | Deputy Mayor | Devizes Town Council |
| Kate | Morris | Communications Officer | Community First |
| Lynn | Gibson | Chief Executive | Community First |
| Linda | O’Gorman | Link Project Officer | Community First |
| Cleo | Evans | YAW Programmes Coordinator | Community First |
| Liam | Tatton-Bennett | Community Transport Manager | Community First |
| Alan | Burke | Young Carers Service Coordinator | Community First |
| Jenny | Staton | Community Transport Officer | Community First |

**COMMUNITY FIRST
Annual General Meeting**

Wednesday 12th October 2016

APOLOGIES (21 in total)

| FIRSTNAME | LASTNAME | JOB TITLE | ORGANISATION |
|------------------|-----------------|------------------|--|
| Judy | Howles | Hon. Secretary | Harnhall Hall Trustees |
| Ian | West | Councillor | Wiltshire Council Till & Wylde Valley Division |
| David | Noyes | | Wiltshire CCG Corporate Services |
| Lesley | Andrews | | |
| Peter | Newell | | |
| Lord | Radnor | Vice President | Community First |
| Joss | Dalrymple | | Youth Action Wiltshire Committee Member |
| Peter | Duke | Trustee | Community First |
| Piers | Dibben | Trustee | Community First |
| Michael | Jones | | |
| Marion | Barton | Secretary | Till Valley Link |
| Jane | James | Trustee | Community First |
| Garth | Brocksopp | | Holy Trinity Church |
| Tony | Pooley | Trustee | Community First |
| Richard | Hay | | David Owen & Co |
| Andrew | Coombes | | David Owen & Co |

| | | | |
|-------|------------------|-------------------------|-----------------|
| Paul | MacFarlane | Mayor of Warminster | |
| Tessa | Hibbert | Regional Grants Manager | Blagrave Trust |
| Jane | Windle-Hartshorn | | Community First |
| Ken | Whatley | | Community First |
| Ellie | Ewing | | Community First |