



**Minutes of  
the Seventh Annual General Meeting of  
The Soper Hall Community Centre Ltd  
held at Soper Hall on Friday 14<sup>th</sup> September 2018 at 7.30pm**

**Present:**

**Directors:** Beverley Connolly (Chairman), Andy Parr (Deputy Chairman), Matthew Baker, Michael Cooper, Hilary Hopkinson, Lorena Oberg.

**Company Secretary:** John Howarth

**Volunteers & Members:** Richard Dean, Charlotte Drinkwater, Paula Macbeth, John O'Brien, Sue Pozzoni, Jackie Servant, Terry Servant, Becky Smythe, Richard Snell, John Underhay

**1. Chairman's Welcome & Introduction**

The Chairman welcomed everyone to the meeting and pointed out, with some amusement, that as the Hall became more successful, fewer people attended the AGM.

**2. Apologies for Absence**

Apologies had been received from Chris Camden, Sara Corker and Mike Stevens.

**3. Minutes of the Sixth Annual General Meeting**

3.1 Accuracy

It was proposed by Richard Dean and seconded by Bessy Smythe that the Minutes be accepted as a true record of the meeting. On being put to the vote this was **AGREED**.

3.2 Matters Arising

There were no matters arising that would not be covered in the agenda.

**4. Finances**

4.1 Financial Director's Report

*This year for the first time I am presenting accounts showing a small deficit. The deficit was £3,766. However, these accounts are presenting a very positive story.*

*As mentioned at last year's AGM, when we visited the new Garland Hall, we've spent a lot of money refurbishing the former CAB offices and those costs are reflected in these accounts to the year November 2017. At the same time, we did some major roof repairs, replaced some windows as well as working on the associated lobby area. These costs totalled approximately £28,000. Although we spent all this money on the maintenance and refurbishment of the building, we were able to maintain a bank balance greater than our targeted £30,000 throughout the year.*

*Despite the rental income ceasing from the CAB and the area being out of action for many weeks whilst the refurbishment took place, I am pleased to see our overall income has risen nearly 10% this year thanks to a combination of income now coming from the new hall as*



*well as increased income from events including operating the bar at events such as the comedy and music nights. Income rose approximately £6,000 from the previous financial year.*

*The bank balance at the end of the year was £37,040 and we have maintained a similar or above through 2018 as well.*

*Since the year end opportunities have arisen for further refurbishments of the building as we lost our long standing architect tenant on the first floor to retirement. Almost the entire first floor has been refurbished and 2 new tenants have filled these spaces, we have updated the emergency lighting throughout the building and done some refurbishments to the floors especially the conference hall. These repairs have already passed £20,000 for the year and have all been funded out of the strong performance in our sales income and we have been able to maintain our reserves throughout. Rental income has been so strong in 2018 that I am forecasting income for the year to potentially reach £80,000.*

*We are still targeting to continue to raise funds and possibly obtain grants to move ahead with the installation of a new disabled toilet between the Memorial and Garland Halls although this is a longer term project. It does feel very satisfying to the board that our increased income has allowed us to spend significant funds on the upkeep of the building and we are making plans for more of the same going forward.*

*I am pleased to see the building still being in high demand and this being reflected in our strong finances.*

It was proposed by Terry Servant and seconded by Bessy Smythe that the Accounts be accepted. On being put to the vote this was **AGREED**.

## **5. Chairman's Report**

The Chairman's theme this year was "change" and she highlighted the changes that had taken place since the previous AGM. She commented that change led to opportunities and that the secret of successful change was not to fight the old but build on the new.

She mentioned the changes, i.e. improvements, to the building since the Garland Hall had been opened twelve months' earlier, particularly in respect of the new office tenants (one of whom was a charity) who were occupying the first floor space that had been vacated and reminded the meeting of the improvements that had been to the Halls themselves. It was significant she said that the first floor was now all revenue earning.

She also commented on the changes to the Board. She thanked Chris Camden, who was unwell, for all the work he had done in respect of the building while he was on the Board. She also thanked Lorena Oberg for all she had done in respect of marketing and promotion of the Soper Hall and Charlotte Drinkwater for all energy and commitment in initiating and developing the programme of events.

Lorena and Charlotte were presented with bouquets of flowers in thanks for all their efforts.



The Chairman also thanked the remaining Directors – Matthew Baker, Hilary Hopkinson and Andy Parr - for all their help and support during the year and looked forward to welcoming two new Directors – Sara Corker (who could not attend the meeting) and Sue Pozzoni – to the Board. She invited Sue to say a few words about her background.

Finally she thanked the volunteers who gave of their time: Mervyn, Richard, Stephen, Paula, Suzanne, & Yvonne. Their efforts were helping to make the Halls the success that it was.

## 6. Directors' Reports

Hilary Hopkinson gave the following report

*Overall this year our events have brought in just over £10k which will help towards our disabled toilet project. Hopefully work on this will start very soon. The Comedy Night continues to draw full houses and the Music Night which started months' ago is slowly growing in popularity and has quickly attracted a regular following.*

*Looking ahead we are in talks with a film night organiser to put on regular movie nights and hopefully the first of these will be very soon. We will also be putting on more Dance Music nights to attract younger people.*

*Next month we are also holding our first Fashion & Beauty Night which we are hoping will become a regular event on the calendar. So ladies please come along for an evening of shopping and pampering – and a Prosecco bar! 24<sup>th</sup> November is our Christmas Fair which gets bigger and better every year!*

*We have recently rebranded and have a new logo and have ditched the old royal blue for fabulous Soper Hall purple. The new web site has been up and running for a few weeks now and is now bright and modern and more user friendly - it reflects where we are today as the heart of Caterham's Community. It's much more user friendly and easier to navigate. It now also has a dedicated Wedding page and the Members' page allows you to make online payments and lists Members' benefits.*

*In May we held our first Wedding Fair which was a great success. We have held Wedding Fairs previously but this was the first one that we had organised ourselves. It was a self-funding event with free entry, glasses of Prosecco and entry into a Prize Draw. The aim was to promote the hall as a local wedding venue and we have had a couple of bookings for weddings as a result. We are continuing to promote weddings on lots of relevant social media sites and have already booked another Wedding Fair for the New Year.*

Michael Cooper gave the following report

*Early evening bookings are now getting very crowded and we are also getting more bookings for events during the day – in particular for the Garland Hall. There are a lot of repeat bookings so people are using the Halls on a regular and frequent basis.*

*There has also been some "churn" in respect of the office tenants on the first and second floors, some of whom have invested in renovating the space themselves. We are also considering renovating space in the basement to make another lettable office. Rental income is vital in raising funds for the upkeep of the building and making it more suitable*



*for the hirers of the Halls. For the same purpose we are now leasing some car parking spaces.*

*Finally I would like to put on record my thanks to Chris Camden for all his help and support during the time he has been a member of the Board.*

**7. Election and Resignation of Directors**

*(The Chairman handed the meeting to the Company Secretary at this point.)*

**7.1 Resignation of Directors**

The meeting noted the resignation during the year of Charlotte Drinkwater.

**7.2 Retirement by Rotation**

Lorena Oberg and Andy Parr retired by rotation in accordance with the Articles of Association. Lorena Oberg did not wish to continue and retired from the Board. Andy Parr offered himself for re-election. On being put to the vote this was **AGREED**.

**7.3 Nomination of new Directors**

Sara Corker and Sue Pozzoni had been nominated by the Board for election. On being put to the vote this was **AGREED**.

**8. Election of Chairman**

It was proposed that Beverley Connolly be appointed Chair for the following year. On being put to the vote this was **AGREED**.

**9. Election of Vice Chairman**

It was proposed that Andy Parr be appointed Vice Chair for the following year. On being put to the vote this was **AGREED**.

*(The Company Secretary handed the meeting back to the Chairman at this point)*

**10. Determination of Membership Subscription**

It was unanimously **AGREED** that the Membership Subscription be set at £12 (£10 plus VAT) for the following year.

**11. Any Other Business**

**11.1 Membership Forms**

Bessy Smythe asked if Membership Forms would be sent out to those members who had been unable to attend. HH advised that this would be done.

**11. Date of next Annual General Meeting**

To be advised.