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# Brighton & Hove Social Welfare and Educational Trust Ltd

Minutes of Annual General Meeting  
held on Thursday 10<sup>th</sup> October 2019  
at the Salvation Army Hall, Brighton

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**There were 20 organisational members of the company present** (represented by 28 people)

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|---|--|
| 1. Chattri Memorial Group                 | 12. Robert Lodge Residents Association                                     |
| 2. Coldean Residents Association          | 13. Sunflower Support Group  |
| 3. Coldean Independents (new member)      | 14. Sussex Refugee and Migrant Self Support Group                          |
| 4. Hereford Court Residents Association   | 15. Sussex Syrian Community Group  |
| 5. Hollingdean Residents Association      | 16. Sylvan Hall Residents Association                                      |
| 6. Ingram Crescent Residents Association  | 17. Salaam FC  |
| 7. Leach Court Tenants Association        | 18. Tuesday Lunch Club   |
| 8. Leaseholders Action Group              | 19. Viable (East Sussex Association of Blind and Partially Sighted People) |
| 9. Lupus Brighton and Hove                | 20. Warwick Mount Tenants Association                                      |
| 10. North Portslade Residents Association |  |
| 11. Oromo Community in Brighton & Hove    |  |

## Individual members of the Company present

*Directors:* Rob Berry, Muriel Briault, Barry Hughes, Ann Packham, Awel Harun Abdo

*Staff:* Dani Ahrens, Alan Gray, Kate Chapman, Judy Goss, Kate Page, Mireille Shimoda, Rebecca Luton

*Chair:* Judy Goss; *Minutes:* Kate Page

## 1. Chair's introduction

Judy welcomed everyone and thanked them for coming. She introduced Rob Berry, Chair of the Management Committee.

She also thanked Roy Crowhurst, who resigned from the Management Committee in February, for his work at the Resource Centre.

She then introduced all the staff, and extended a special welcome to new member of staff, Rebecca Luton, who started in January.

## 2. Apologies

**Apologies were received from 6 organisational members:**

1. Due East Neighbourhood Council
2. Parents Unlimited
3. ADHD Aware
4. Nettleton Court and Dudeney Lodge Tenants and Residents Association

5. Knoll Community Association
6. St Richards Community Centre

**Apologies were received from 1 director:**

Jason Williams – Hereford Court Community Association

**There were no individual apologies.**

### **3. Minutes of B&H SWET Ltd Company AGM 24th October 2018, and matters arising**

There were no matters arising. The meeting approved the minutes of last year's AGM. There were no objections or abstentions.

### **4. Finance and Fundraising Report (Annual Report and Financial Statements year ended 31<sup>st</sup> March 2019 and financial position)**

#### **Finance Report 2018-19**

Dani reported on the Resource Centre's finances for the year 2018-19.

Copies of the accounts were given to members at the meeting and had been available to view on the Centre's website prior to the meeting.

Over the year the Centre had income of **£183,348** and expenditure of **£195,215**, with a net expenditure of **£11,867**, which was covered by grant funding carried forward from the year before.

#### **Income**

About 24% of income (£44,445) is made from the equipment hire and print services for community groups in Brighton & Hove, and Sussex. We received £1,500 in donations. The remaining 75% came from grants. Our revenue grants were:

Brighton & Hove City Council (BHCC)	£89,853
BHCC Housing Services	£36,030
Early Years Childcare	£7,500
East Brighton Trust	£3,000

#### **Expenditure**

94% of the Centre's money was spent on providing:

- Equipment services
- Information services
- Special support to community groups.

The remaining 6% was spent on:

- Fundraising - making sure we have enough funds to keep the Centre going
- Governance - making sure we're meeting our legal and constitutional obligations.

#### **Balance and reserves at the end of the year**

At 31st March 2019 we held funds of **£62,168**.

£22,000 of this is our Service Continuation Fund, in case we have a deficit this year. We also have set aside money for major repairs/maintenance, upgrades to our computer network and a contingency reserve.

## **Finance Report 2019-20 (current year)**

This is the final year of our current 3-year funding from BHCC. Housing, EYC and EBT funds are all also continuing in this year, and we have raised £5,000 from Sussex Community Foundation for finance and fundraising work with migrant-led community groups

Our own income is holding steady, despite losing our inkjet printer. Nevertheless, we are anticipating that we will have to spend some of our continuation fund again this year.

We are obviously keeping an eye on this, and doing our best to close that gap, and will continue to apply for grants during the rest of the year.

### **The future, and fundraising**

The Resource Centre is always making sure we have enough income to keep the Centre going, and this is a matter of several interlocking pieces going into the future:

1. Third Section Commission 2020-23

BHCC has announced that it intends to continue funding at current level for the next three years. This is still subject to budget decision each year, but it feels a bit more steady than in recent years. We are in the middle of writing our bid, in partnership with Community Works. That funding, assuming our bid is successful, will go into the front desk services, so that we can keep the Centre open and keep providing equipment, printing and information to hundreds of groups.

2. Income from our own services

Keeping the front desk open also means we can bring in income from our own services. At the moment, this income is mainly going into keeping all our support services going, including the work that doesn't have specific funding from grants.

3. Grant funding for support work

We are expecting that our funding from Housing, Early Years Childcare, East Brighton Trust and Sussex Community Foundation will continue - obviously we are not taking any of that for granted, and we do have to show all those funders that the work we do with groups is having a good impact. Thanks to everyone who has given us feedback and allowed us to use them as case studies in our reports to funders.

4. Reaching Communities bid

We have recently put in an outline bid to the Big Lottery Fund for 5-year funding to deliver all the support to our member groups that is not covered by our other grants. We are waiting to hear if we will be invited to submit a full bid.

### **How our members can help**

The fact that the Resource Centre belongs to you, the member groups, is really important when we are presenting our case to funders.

As always, if you are speaking to local councillors, it is fantastic if you can mention that you use the Centre and find it useful.

**The meeting approved the Annual Report and Accounts for the year ending 31<sup>st</sup> March 2019. There were no objections or abstentions.**

## **5. New Members**

6 new membership applications had been approved by the management committee at meetings during the past year.

Since the committee's last meeting, a further 8 applications had been made by:

1. Brighton Malayalee Association (from region in southern India)
2. Noor ul Huda (Muslim women's group in Moulsecoomb)
3. On Your Way (Job Club and digital inclusion, Bevendean and Mouslecoomb)
4. Coldean Independents (TA)
5. Phoenix Community Association (Hyde HA RA)
6. Crew Club (Youth Club, Whitehawk)
7. Coldean Community Organisation
8. Euro Mediterranean Resource Network

All the groups met the criteria for membership.

**The meeting approved all new applications.**

Judy welcomed all new members, and reminded the meeting that newly approved members were now able to vote in the election of the new committee.

## **6. Report from Chair of Trustees/Directors**

Rob commented on the success of the year, the positive work that the Resource Centre was doing, and thanked the committee and staff for all their work and dedication.

He also thanked Roy Crowhurst for his past work and commitment to the Centre.

## **7. Election of Trustees/Directors for 2019-20**

There were 8 nominations.

- |                    |  |
|--------------------|--|
| 1. Awel Harun Abdo | Oromo Community in Brighton and Hove   |
| 2. Rob Berry       | Coldean Residents' Association         |
| 3. Muriel Briault  | North Portslade Residents' Association |
| 4. Chris El Shabba | Robert Lodge Residents' Association    |
| 5. Barry Hughes    | Sylvan Hall Residents' Association     |
| 6. Ann Packham     | Ingram Crescent Residents' Association |
| 7. Sohna Sosseh    | Brighton and Hove First Ladies         |
| 8. Jason Williams  | Hereford Court Community Association   |

6 of the nominees introduced themselves.

The voting system was explained, and groups were invited to fill out their ballot papers.

## **8. The work of the Resource Centre**

Mireille and Rebecca gave a report on the work of the Centre.

Mireille reported that one of the biggest changes at the Centre in the last year was Rebecca joining the staff group in January, and how much of an asset she is to the group.

She highlighted that the spirit of the work of the Resource Centre is about sharing resources. The RC is a hub of all kinds of shared resources – not just physical items like our equipment, but of knowledge and experience:

- This underlies the **equipment hire service** which allows groups to benefit from 180 different pieces of equipment to hire at low cost for their events. Over the past year our equipment hire was used on nearly 2,000 different occasions. The sharing of

equipment is a great concept on different levels: it's environmentally friendly, cost effective and saves on storage space.

- The **community print room** was shared by 400 different groups. It's more than just a place to print: it is regularly used as a shared work/office space, where groups might come in and use the computers to enter up their accounts, send emails or do their admin – while also knowing they have access to a printer if they need it. It means that groups don't have to hire an office space or buy expensive print equipment.
- Groups can also get **support** from the RC staff while in the Centre, on an ad-hoc basis. They don't have to be experts to design artwork or print. They can learn at their pace and become more confident over time.

Rebecca asked the meeting to raise their hand to indicate how many years they had each individually been involved in the work of their group. She pointed out that the show of hands represented many years of combined experience simply in this one room.

- Over the past 3 years, the RC was used by nearly 1,600 different groups – which represents a huge wealth of experience and knowledge. She said that at the RC, the staff are able to tap into that experience through the daily conversations we have with different groups – for example, what worked well or not so well at an event. The staff learn from these conversations and are able to share that knowledge with other groups. The work of the Centre and the services we provide are continually developed in this way. Every conversation allows us to learn about what groups need and find solutions for issues that small groups face.
- We recorded over 500 **advice and support sessions** over the course of the year. Some of these sessions were conversations of just a few minutes, and some were many hours over a number of months.
- These conversations and sessions feed into our information sheets and our website – made available for free to any group.

Mireille thanked the member groups in the meeting for making use of the Centre, for sharing their knowledge and experience with the staff group, and in contributing to the work of the Centre over the years.

## 9. Announcement of election results

All 8 nominees were elected as trustees and directors to sit on the Resource Centre Management Committee for 2019-20.

## 10. Close of meeting

Judy thanked everyone for their support and contributions and invited them to stay for a social and buffet after the meeting. The meeting closed at 8pm.

**These minutes were approved by the Annual General Meeting of Brighton and Hove Social Welfare and Educational Trust Ltd on \_\_\_\_\_ (date)**

***Signed***

***on behalf of the Management Committee***

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