

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE ROTTINGDEAN
WHITEWAY CENTRE HELD ON THURSDAY 23rd MARCH 2023 at 7.30 pm in the
Whiteway Centre**

Present:

Management Committee: Lynn Hutchinson (Chair), Mike Gregory (Secretary), Dean Burke, Peter Hewetson-Brown, Angela Hoole, Stewart Hutchinson, Jo Newman, Andy Wilson

Others: Mike Connolly, Christa Cook (Saturday Quilters), Margaret Hewetson-Brown, Brian Knight (Camera Club), Rowland Myers (RWC volunteer), Julie Lawrence (Rottingdean Parish Council), David Wilson (Wine Club), Robbie Wilson (Wine Club)

The Chair opened the AGM by welcoming everyone.

1. Apologies for Absence

Apologies for absence had been received from the following members of the Management Committee: Amy Barker, Jackie Greer, Claire Johnson, Laura Rodriguez.

2. Minutes of the full AGM, incorporating the User Group AGM, held on 31st March 2022

The approval of the full AGM minutes was proposed by Jo Newman and seconded by Andy Wilson. The minutes were approved.

3. Election of User Group Representatives

Under the constitution, up to 5 User Group representatives may be elected to the Management Committee of the Rottingdean Whiteway Centre.

Jo Newman (Rottingdean Drama Society) and Andy Newman (Round Room Ramblers) were proposed for re-election by Stewart Hutchinson and seconded by Peter Hewetson-Brown. All those in attendance were in agreement so they were duly elected.

4. Messages from the User Groups

Christa Cook said she was very happy with all aspects of the Centre's operation and Andy Wilson said the website is working well.

5. Report from the Chair

Lynn Hutchinson presented her report (attached)::

6. Receive and adopt the annual accounts for the year ended 31st December 2022

As Claire Johnson, the Treasurer, was absent from the meeting, Mike Gregory read out her financial report after first drawing attention to the 2022 year end accounts and the

Independent Examiner's report included with the meeting papers. Claire's report, the 2022 year end accounts and the Independent Examiner's report attached.

After reading out the report, Mike also read out some comments made by John Bryant, the Independent Examiner, on the 2022 accounts:

"I have carried out sample checks of the accounting records, as required by the Charity Commission, of invoices against payments and income against credit details, on the paper records provided. I found no discrepancies in the records. I have similarly reviewed the electronic accounts and found no discrepancies.

The accounts are well presented and I found no other matters to draw to the attention of the Committee."

Mike said it was very gratifying that the excellent job done by Claire as Treasurer had been recognized and acknowledged by the external Independent Examiner.

The 2022 accounts were proposed for adoption by Brian Knight and seconded by Angela Hoole. All those in attendance were in agreement.

7. Appointment of Independent Examiner

Lynn announced that John Bryant, who has been the Centre's Independent Examiner for several years, is stepping down. Lynn thanked him for all he had done in that role, and for his many years as a member of the Management Committee before that.

Lynn was pleased to announce that Ewan Wilkie, a Rottingdean resident, had volunteered to take on the role with respect to the 2023 accounts.

The appointment of Ewan Wilkie as Independent Examiner was proposed by Lynn Hutchinson, seconded by Jo Newman, and approved.

8. Reports from Committee Officers

The following reports were presented:

Lettings report – Jo Newman

Education report – Angela Hoole

Special Events report – Peter-Hewetson Brown

Building report – Stewart Hutchinson

Bursar – Stewart Hutchinson

Web Administration – Amy Barker (report read out by Mike Gregory)

9. Election of the Management Committee for 2023/24

The following stood for election or re-election to the Management Committee:

Amy Barker

Dean Burke

Jackie Greer

Mike Gregory

Angela Hoole

Lynn Hutchinson

Stewart Hutchinson

Claire Johnson

Jo Newman

Laura Rodriguez

Andy Wilson

The election of the officers en-bloc was proposed by Peter Hewetson-Brown, seconded by Brian Knight, and agreed unanimously.

Peter Hewetson-Brown did not seek re-election as he was retiring from the Management Committee after eight years of service, first as Secretary, then as Chair, and finally as Special Events Organiser. Lynn thanked him for all his hard work over the years, for always going far beyond the strict requirements of the various roles, and for his willingness to act as the Centre's "legal eagle".

10. Any other business

Christa Cooke thanked the members of the Management Committee for all their hard work.

The meeting closed at 8.05 pm.

Reports for Rottingdean Whiteway Centre AGM 23rd March 2023

CHAIR'S REPORT – LYNN HUTCHINSON

Since the opening ceremony on 20th April 1974 Rottingdean Whiteway Centre has been serving the local community. As early as December 1969 volunteers organised fundraising and obtained grants to build the Centre on land donated by the Church. It is this charitable spirit that continues today and nearly 50 years from opening RWC is still run by a management committee of volunteers. As in the early days, a programme of adult educational and leisure courses is offered throughout the year, events are organised, halls and rooms hired for parties, receptions, meetings of local groups, clubs and societies and other social events.

Tonight's AGM is an opportunity to reflect on the year to 31st December 2022. During the year we finally emerged from the restrictions placed by the COVID pandemic. January started with the compulsory face coverings of Plan B, but by 27th January 2022 Plan A lifted that requirement, and on 24th February the Government lifted Plan A restrictions completely. In keeping with the tradition of 'Hope for the best, prepare for the worst' we still have a COVID 19 section on our website, and maintain sanitiser stations and signage throughout the building. Perhaps 2023 will see us dispense with these entirely.

A less welcome change in 2022 was the loss of the Pre-School. Starting as an under-fives play group, later renamed Whiteway Pre-School, the group had been renting the youth hall during weekdays since 1979.

Tonight, we can also consider all of those involved with RWC. Special thanks go to our hardworking caretakers who keep the Centre running on a day-to-day basis. Also thank you to the tutors who teach, and participants who attend, whether on courses or one-off events. Local groups who meet at RWC deserve thanks; some clubs have been affiliated since the 1970s.

A mention is needed of the volunteers on the management committee, as each have a role to play in running RWC. All are equally important, and without the dedication of every member of the management committee we would not be able to run. You will hear from some of the volunteers tonight, but thanks go to everyone involved for their time and commitment.

As with any longstanding organisation members come and go. We are lucky to have our newest volunteers here tonight. We still have a few roles to be filled and if anyone is considering volunteering or knows of someone who may be interested, please get in touch with me.

During 2022 a few of our volunteers decided to finish. Some, like Joy Rogers, had been involved for several years. Others such as Mike Pocock, and Andrew Carson, were not able to stay long, we do, however, thank them for volunteering.

At the end of 2022 Stephanie Sheppard resigned as she was moving away from the village with her family. As secretary and deputy chair, she played an essential role in the smooth running of RWC. As she was involved in several key roles within Rottingdean her absence is felt throughout the village. Mike Gregory has kindly returned to the management committee and taken on the secretary role.

I'd like to say a special thanks to Peter Hewetson-Brown who is finishing tonight. Peter has been involved at RWC since early 2015. First as Secretary, then Chair, and more recently organising Special Events. He has been more than those roles imply, he has been our legal eagle, and a source of information of lots of subjects. We will miss him on the committee, although he will still be around on various courses and intends to update the Matt cartoons found in the toilets. Peter will give his report on the events that he organised in 2022 later.

Along with Peter, some other committee members will share their reports with you, and outline how aspects of their roles have helped make 2022 a successful year. First up is number 6 on our Agenda, to receive and adopt our annual accounts for the year ending 31st December 2022. I'll ask our Treasurer, Claire, to present these to you, and at the same time she will share her report.

TREASURER'S FINANCIAL REPORT - CLAIRE JOHNSON

Expenditure

Running costs for 2022 totalled £83,639.57. This figure was under budget by £18,040.43.

In particular, the Repairs and Maintenance budget of £5,000 was under budget at £2,283.07, the Modernisation and Reserves spending budget of £14,000 was under budget at £7,638.66 and the Inspections, Health & Safety budget of £5,100 was under budget at £526.14.

Not having a buildings manager last year meant that non-essential maintenance and improvements were put on hold.

Trustees approved a couple of projects including upgrading the fire alarm system, reconfiguration of the heating in the youth hall and replacement of defective areas of the vinyl flooring in the GB Room and storage areas.

Income

Total income was optimistically budgeted to be back in line with 2019 and, although the income was better than the Covid months, we did not reach pre-pandemic levels.

Education course income was £56,621 against a budget of £67,000 but nearly £11,000 above 2021 figures.

User Group income was slightly below budget. This was due to the Whiteway Pre-School closing suddenly in March 2022.

Single let room hire income was above budget at £6,724 and higher than in pre-Covid years.

Special Education Events income was double the budget at £2,093.

Surplus

We were budgeted to have a deficit of £6,280 but ended 2022 with a surplus of £2,358.92.

Financial Stability and Reserves

RWC is financially stable with a healthy surplus in reserves. We have reserves of £108,016 and an agreed policy that we should keep reserves at a level of approximately 9 months expenditure of £65,000.

Summary as of 31st December 2022

Spend	2018	2019	2020	2021	2022	
					Budget	Spend
Tutors Wages	£30,809	£30,034	£28,315	£24,287	£32,000	£32,537.00
Tutors Tax and NIC	£2,075	£4,767	£1,268	£4,239	£4,250	£3,143.96
Staff Wages	£14,680	£14,419	£14,564	£12,504	£17,000	£17,383.39
Staff Tax and NIC	£4,064	£4,754	£1,050	£2,468	£3,000	£2,481.60
Payroll Services	£1,296	£1,296	£1,710	£1,452	£1,500	£840.30
Travel Expenses	£67	£190	£0	£121	£190	£35.60
Staffing Costs	£52,991	£55,460	£46,907	£45,071	£57,940	£56,422
Repairs & Maintenance	£5,040	£4,730	£6,546	£3,390	£5,000	£2,283.07
Modernisation/ Reserves	£9,320	£0	£0	£25,180	£14,000	£7,638.66
Furnishings & Equipment	£7,835	£1,201	£412	£560	£1,200	£376.87
Inspections, Health & Safety	£213	£1,025	£34	£775	£5,100	£526.14
Computers	£0	£0	£374	£460	£0	£0.00
Cleaning	£1,459	£1,494	£0	£2,339	£1,500	£1,253.15
Garden	£0	£158	£268	£158	£300	£20.00
Centre Upkeep	£23,867	£8,608	£7,634	£32,862	£27,100	£12,098
Insurance	£1,482	£1,552	£1,512	£1,487	£1,630	£2,129.63
Business Rates	£752	£784	£79	£154	£800	£409.36
Electricity	£902	£1,087	£1,049	£1,604	£1,600	£731.18
Gas	£3,312	£2,643	£2,827	£4,029	£5,600	£5,087.71
Water	£922	£1,057	£717	£617	£1,110	£1,249.05
Phones & Wifi	£796	£667	£633	£632	£900	£663.37
Website	£0	£0	£0	£8,377	£800	£849.46
Operating Costs	£8,166	£7,790	£6,817	£16,899	£12,440	£11,120
Printing and Advertising	£1,724	£1,825	£1,740	£856	£1,000	£644.30
Stationery & Postage	£243	£26	£22	£49	£50	£86.36
Zoom & Antivirus					£500	£98.16
Event Costs	£336	£0	£0	£20	£50	£0.00
Refreshments	£629	£659	£213	£349	£700	£530.75
Professional Services	£52	£125	£128	£194	£200	£1,227.24
Bank Charges	£325	£128	£106	£96	£100	£81.00
STRIPE Fees	£0	£0	£0	£726	£1,500	£1,268.49
Training	£0	£0	£208	£0	£0	£0.00
Gifts	£0	£0	£40	£0	£0	£50.00
Health & Safety Purchases	£0	£0	£50	£23	£100	£13.77
Service Costs	£3,310	£2,762	£2,507	£2,314	£4,200	£4,000
Total Spend	£88,334	£74,619	£63,865	£97,146	£101,680	£83,639.57

Income	2018	2019	2020	2021	Budget	Income
Adult Education Courses	£70,053	£66,397	£35,145	£45,627	£67,000	£56,621.58
User Group Room Hire	£19,538	£19,134	£8,444	£11,618	£20,000	£18,352.65
Single Let Room Hire	£4,359	£4,998	£215	£3,675	£5,000	£6,724.75
Special Education Events	£2,569	£836	£0	£300	£1,000	£2,093.80
Non-Education Events	£12	£405	£0	£0	£400	£0.00
Refreshments	£1,493	£1,905	£846	£421	£1,000	£1,082.30
Photocopy Fees	£109	£0	£0	£40	£0	£0.00
Village Fair	£339	£878	£0	£0	£1,000	£969.93
Donations	£1,000	£0	£1,750	£0	£0	£131.00
Interest	£0	£0	£0	£0	£0	£22.48
Covid 19 Grant & Payroll	£0	£0	£18,377	£28,032	£0	£0.00
Total Income	£99,473	£94,553	£64,777	£89,713	£95,400	£85,998.49
Income less spend	£11,139	£19,934	£913	-£7,433	-£6,280	2,358.92

Accounts Balance

	End 2021	31-December-22
CAF Current	27,581.85	29,940.77
Savings Accounts		
CAF Gold Account	32,221.26	32,344.44
COIF Fixed Interest (B)	30,078.60	25,298.41
COIF Investment (R)	46,752.08	46,217.42
COIF Deposit (C)	3,379.97	4,156.48
Total Savings	112,032.47	108,016.75
Grand Total	139,614.32	137,957.52



Section A

Independent Examiner's Report

Report to the trustees/ members of

ROSSHIDEAN WHITEHART CENTRE

On accounts for the year ended

31 DECEMBER 2022

Charity no (if any)

264853

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

Responsibilities and basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were not kept in accordance with section 130 of the Act; or
• the accounts did not accord with the accounting records; or
• the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

[Signature]

Date:

7/3/23

Name:

JOHN BEYANT

Relevant professional qualification(s) or body (if any):

N/A

LETTINGS REPORT – JO NEWMAN

In September 2022 the New Nursery finally opened.

The Centre continued to be used by our regular users: Wine Club, Saturday Quilters, 3 Bridge Groups, Camera Club, U3A, Art Club, Table Tennis, the Parish Council and the Round Room Ramblers. We have 3 regular commercial users running classes in Ballet, Fitness Training and Yoga.

We sadly lost a cancer support group who lost their space and times when the new nursery opened for longer hours. Other spaces and times were offered but they have gone elsewhere but took time to let us know how much they had enjoyed using the Centre and to thank us. We now have a new Men's Group meeting fortnightly.

A sample of the single lets show us that we had a Holiday Art Club for children, a massive project from Art Pod which looked fabulous, Mindfulness, a Pre-Loved Clothing sale, a Vaccination Clinic, many Church meetings and AGMs, a Book Group, training for Saltdean Lido volunteers, someone using the Round Room for music practice because they couldn't do it at home, rehearsals, and we were the Green Room for the filming of "Grace" in St Margaret's Church.

This is the first year that the report has been generated by the website. Some people have found room booking on the website much easier – it certainly works for single lets as people can now pay by card. For some of the regular User Groups it is less user friendly and many have found it very complicated. We are currently undertaking a review of the booking process on the website and hope to improve the user experience.

For this reason, the report is very different and so difficult to compare to previous years.

Parties and non-profit

46 Bookings – Approximately £3,410

Commercial & for profit

25 Bookings - £3,471

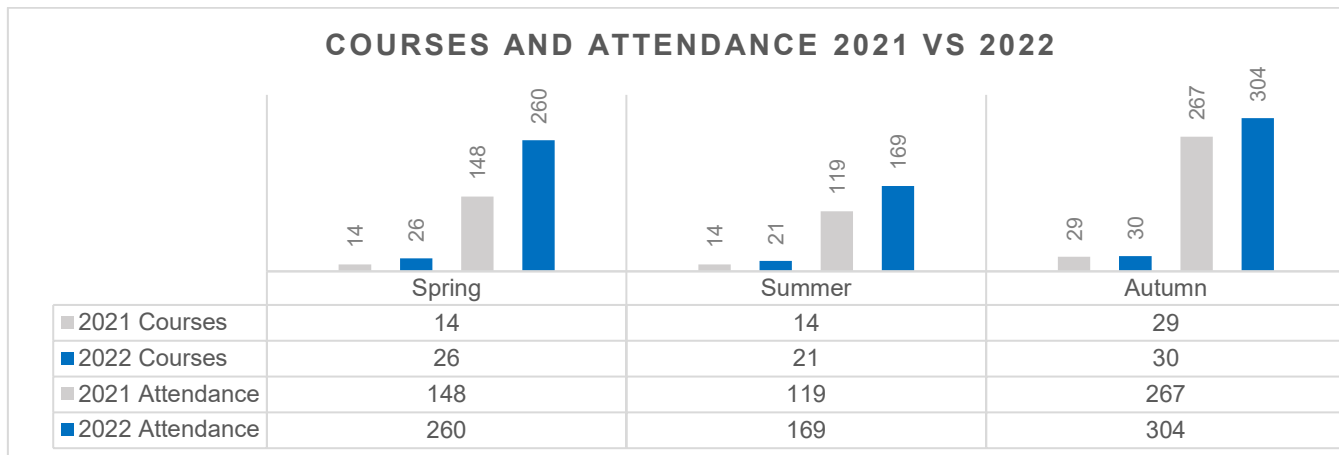
User Group

89 Bookings- £6,710

N.B. This includes multiple bookings so one booking for 6 sessions is recorded as one booking.

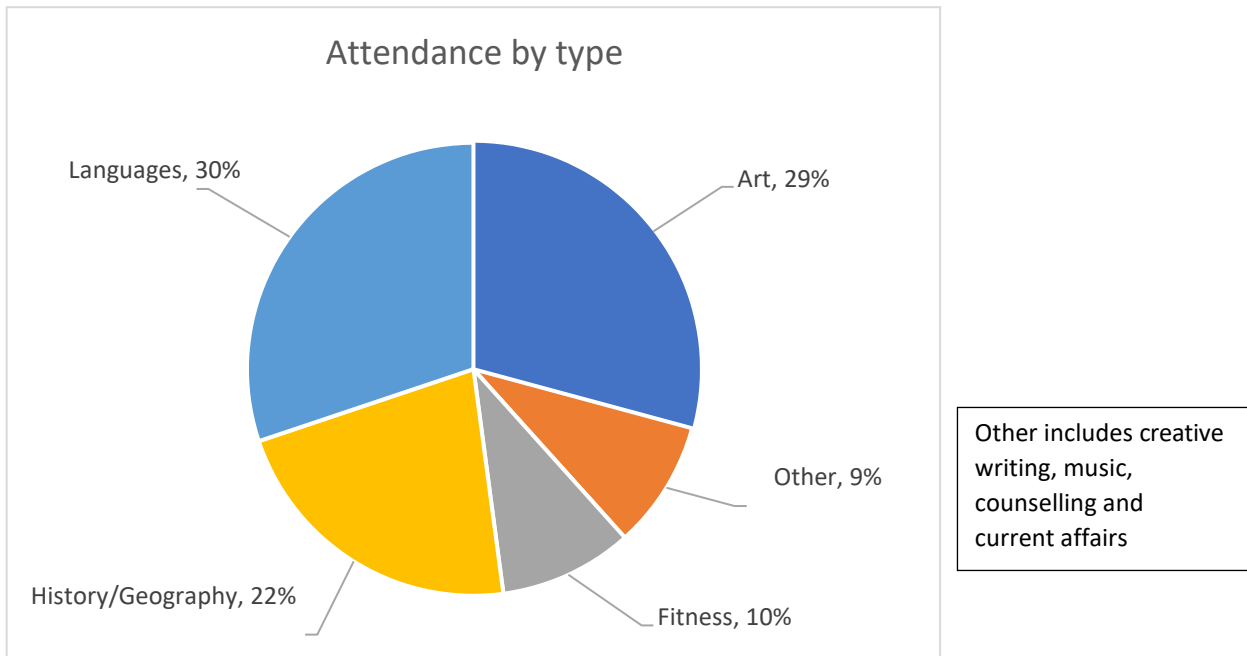
EDUCATION REPORT – ANGELA HOOLE

Course organisation and enrolments



After the challenging conditions of 2021, 2022 was a much more stable year in terms of course provision and student attendance.

In 2022 a total of 77 (57 in 2021) Courses were run with 733 attendees (534 in 2021), most were face to face, but some were via Zoom.



In terms of student engagement, in 2022 we provided courses for nearly 400 individuals and approximately half attended two or more courses during the year.

The standard fee for a 10-week course was increased to £87 and the bursary scheme, to help those who might have difficulty paying course fees, is still available.

Courses were promoted via the Rottingdean Village News, The Deans Magazine, Peacehaven Directory and Seaford Scene. We launched a monthly newsletter, increased our social media postings and have increased the posters and signage at the Centre.

SPECIAL EVENTS REPORT – PETER HEWETSON-BROWN

The programme of Special Events has been successfully restored after the gap caused by COVID. It restarted in November 2021 and since the last AGM on 31 March 2022 there have been ten events, the most recent on 25th February, with over thirty attendees. Three others have unfortunately had to be cancelled because of the illness of the presenters. The subjects of the talks have covered a wide range consistent, I believe, with the charitable aims in our constitution which are for “meetings lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the [village] inhabitants” and which follow on from the excellent series of talks established by Veronica Carter and Mike Gregory during their time on the committee. I have tried to include one talk each year on a medical theme with others covering science, archaeology, history and subjects of general interest so as to complement the more arts and languages leaning in the main ten week term course programme. Financially, every talk has brought some income to the Centre.

I have enjoyed doing this Special Events role enormously but I am retiring from it now. I am handing it over to Dean Hescott-Burke who I know has many good ideas which will bring some valuable fresh thinking to the programme. Publicity for them has always been awkward because of the lead in period to the Rottingdean Village News which is published only on alternate months. Accordingly, I hope everyone will keep looking at the web site from time to time to see what new talks have been arranged.

BUILDING REPORT – STEWART HUTCHINSON

For most of 2022 we did not have a volunteer building manager. I agreed to look after any maintenance schedules/issues that arose.

The fire alarm was assessed as not being fit for purpose and a new fire alarm system has been installed. It has been tested and serviced.

In order to overcome problems with poor radiator performance, new pipework was fitted to the radiators in the main hall and youth hall. This has improved the efficiency of the radiators.

Floor tiles containing asbestos, in the store room and youth hall kitchen cupboards, were covered with sheet vinyl floor covering. Asbestos warning signs were left in situ.

The heating boiler has been tested and serviced.

Portable appliances have been inspected and tested.

The ridge along the full length of the roof from the Round Room to the youth hall was damaged during the storms. This has been repaired.

BURSAR REPORT – STEWART HUTCHINSON

The Centre continues to operate efficiently, with the three part-time caretakers doing daily cleaning and setting up. Any issues are dealt with promptly.

We have employed a window cleaner who does the external cleaning twice a year.

Leaves from the gutters are cleared regularly by the caretaker.

As a result of Covid, hand sanitiser continues to be supplied throughout the building. The wearing of face masks is at the discretion of the individual.

A profit of £552 was made from the supply of refreshments.

WEBSITE ADMINISTRATION REPORT – Amy Barker

The new website was launched in August 2021 and continues to be used successfully by users to book on to courses, special events and to hire rooms. As we continue to use the website, small issues with the day-to-day functionality and user-experience have become apparent. Ian, our website developer, has assisted with making some useful tweaks in order to get things running even more smoothly.

There have been both front-end and back-end changes, so that the website is easier to use for students, users and the management committee. For example, making price information more readily accessible on the Special Events page, or giving us more functionality when seeing data relating to the site's user base.

We have also had some bugs rear their heads but with Ian's help we've been able to squash them. We're keeping a keen eye out for future problems, but we've been through 5 terms worth of bookings, more than a full annual cycle, so hopefully we've encountered the worst of it!

The website has also proved its worth when it comes to marketing online by giving potential students an easy, clickable link to our booking system. This has sped up the process for all users as well as allowing us to market to a wider audience.

We are currently undertaking a full website review and we are confident this will further improve the experience for all concerned. We are grateful to users of the centre for adapting to this new way of booking and, of course, welcome any suggestions for ways to improve the site. Thank you to the rest of the management committee for their website feedback. Special thanks also to Lynn, Angela and our erstwhile secretary Stephanie for their support, patience and guidance with website administration over the past year.