

**Minutes of the annual general meeting of Community Base  
held on 30th July 2002**

**Present:**

Sylvia Alexander-Vine (chair), Bob Cristofoli (Brighton Victim Support and trustee), Ting and Hong Lu (Chinese Educational Development Project), Katy McGrory (Brighton Housing Trust), Clive Pepe (RORE and trustee), Gwen May (trustee), Zina Bratovic and Jackie Grigg (Money Advice and Community Support Service), Alan Pratt (trustee), Rob Townsend (Shaftesbury Society), Paul Bramwell and Michelle Pooley (Working Together Project), Anna King (Community and Voluntary Sector Forum), Lynsey Fairless (Carr-Gomm), Naomi Alexander (The Scarman Trust), Barclay Burchell (Community Health UK), Charity Bevan (St John Ambulance and trustee), Sarah Moore (Richmond Fellowship), Katy Jenkyns (Sumatran Orangutan Society)

**In attendance:** Colin Chalmers (director and company secretary), Peter Watts (building manager) and Sue Cole (minutes)

**1 Apologies**

Apologies were received from Chris Bull (trustee), David Hockey (trustee), Brighton Crossroads, The Fiankoma Project and Sussex Community Internet Project.

**2 Minutes of previous annual general meeting**

The minutes of the annual general meeting held on 17th May 2001 were approved.

**3 Matters arising**

There were no matters arising.

**4 Chair's welcome**

Sylvia Alexander-Vine welcomed members, trustees and employees to the meeting.

**5 Adoption of accounts**

Bob Cristofoli, treasurer, presented audited accounts for the years ending March 31st 2001 and March 31st 2002. The accounts were approved.

**6 Appointment of auditors**

It was agreed to reappoint Clark Brownscombe as auditors.

**7 Election of trustees**

Sylvia passed the chair to Colin Chalmers, director and company secretary, for this item only. Colin reported that valid nominations for election to the board of trustees had been received from Sylvia Alexander-Vine, Charity Bevan, Bob Cristofoli, Hong Lu, David Hockey, Gwen May and Alan Pratt. It was agreed to accept a nomination for Clive Pepe from the floor.

Sylvia Alexander-Vine, Charity Bevan, Bob Cristofoli, Hong Lu, David Hockey, Gwen May, Clive Pepe and Alan Pratt were unanimously elected to the board of trustees.

**8 Proposed changes to articles of association**

It was unanimously agreed to change section 2(1) of the articles of association to read *"Membership of the Charity will be open to all organisations holding a licence to occupy space provided by the Charity, such membership lapsing with the termination of the licence to occupy space provided by the Charity. No person or organisation shall be admitted a member of the Charity unless his application for membership is approved by the trustees"*.

## **9 Report on Community Base activities**

Colin Chalmers, the Community Base director, reported on Community Base activities over the last year.

Colin reported that since the last annual general meeting in May 2001 Warm Front and Homeshare had left Community Base. Community Health UK and the Chinese Educational Development Project had moved into office space on the second floor and the Sumatran Orang-utan Society had moved into the open space.

Colin reported that 28,000 had received help or support from groups at Community Base during 2001. Over 8,000 of these people received help for more than three months and nearly a fifth were from ethnic minorities.

Colin reported that facilities for groups continued to improve. All groups were now linked to broadband internet access, a franking machine had installed by the photocopier and an email group set up. A handbook had been produced to help people working at Community Base.

Colin reported that the Community Base open day on 23rd April 2002 had been a success. A lot of visitors had come to the open day, including a number of local councillors. There had been a lot of interaction between participant groups at the open day.

Colin reported that the Community Fund had given us funding this year to carry out necessary repairs to our roof and outside walls and install new lifts. This work has now been carried out.

Colin reported that rent had been increased this year from £8 to £10 per square foot per year. This was still very good value and allowed Community Base to borrow £450,000 from the Nationwide Building Society to pay for a modernisation programme. This programme would mean toilets being thoroughly refurbished and new wheelchair accessible toilets, kitchens, and a shower being created. There will be new flooring in communal areas, fire doors will be made more accessible and the conference room will be expanded. We have applied to the Community Fund for funding for new lighting and are awaiting their decision.

Colin reported that a number of groups in Community Base, and many outside groups, wanted more space in Community Base. This problem, in many ways a sign of Community Base's success, was being looked at.

## **10 Any other business**

Sylvia closed the meeting and invited everyone to join her for light refreshments.