

**Minutes of the annual general meeting of Community Base  
held on 29<sup>th</sup> July 2003**

**Present:** Sylvia Alexander-Vine (chair), Charity Bevan (St John Ambulance and trustee), Rita Bowman (Brighton Crossroads), Paul Bramwell (Working Together Project), Margaret Carey (Money Advice and Community Support Service), Nick Ericsson (Clark Brownscombe, auditors), Paul Evans (NHS Support Federation), Lynsey Fairless (Carr-Gomm), John Holmstrom (Brighton Housing Trust), Hong Lu (Chinese Educational Development Project and trustee), Gwen May (trustee), Clive Pepe (River Ocean and trustee), Alan Pratt (trustee), Kevin Richmond (Carers Centre), Lucy Stone (Carnival Collective), Peter Wileman (The Big Issue)

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

### **1 Apologies**

Apologies were received from Bob Cristofoli, Amaze, Carousel, Brighton and Hove Community and Voluntary Sector Forum, Cruse Bereavement Care, The Fiankoma Project, Friends, Families and Travellers, Gender Trust, Middle East Community Project, Mosaic Black and Mixed Parentage Family Group, Richmond Fellowship, The Shaftesbury Society, and Victim Support Brighton.

### **2 Minutes of previous annual general meeting**

The minutes of the annual general meeting held on 30th July 2002 were approved.

### **3 Matters arising**

There were no matters arising.

### **4 Adoption of accounts**

It was agreed to adopt audited accounts for the financial year ending March 31st 2003.

### **5 Appointment of auditors**

It was agreed to reappoint Clark Brownscombe as auditors.

### **6 Election of trustees**

Sylvia Alexander-Vine handed the chair to Colin Chalmers.

Colin reported that no notice had been given to him by any member of anyone wishing to become a trustee. Colin also reported that Charity Bevan, Gwen May and Clive Pepe had been drawn by lot to retire as trustees and that all three wished to continue as trustees. All three were deemed to have been reappointed as trustees without opposition.

Colin Chalmers handed the chair back to Sylvia Alexander-Vine.

### **7 Special resolution to change the articles of association**

The trustees proposed a special resolution to change the articles of association. The resolution was passed unanimously.

### **8 Reports on Community Base activities**

Sue Cole reported to the meeting.

- a) Sue asked that all groups should have the correct address on their stationary.
- b) Sue asked people not to admit strangers to the building as this posed a threat to safety and security.

Annette Moss reported to the meeting.

- a) Annette drew the members attention to the new handbook and asked groups to make sure everyone using Community Base read it.
- b) Annette reminded people that if they had any problems with the building they should report it to reception where it would be logged and acted upon.

Colin Chalmers reported to the meeting.

- a) Colin reported that over the last year the Middle East Community Project, NHS Support Federation and Carnival Collective had moved into Community Base. and CRI and Community Health UK had moved out.
- b) Colin reported that Peter Watts had resigned as building manager and Annette Moss had replaced him in that post in March 2003.
- c) Colin reported that Community Base had been extensively refurbished over the last year with wheelchair access, toilet facilities and meeting rooms in particular being dramatically improved.
- d) Colin reported that since April 2003 all our electricity was being supplied from entirely renewable sources.
- e) Colin reported that we continue to have difficulties getting Brighton and Hove City Council to take action over our need for improved loading facilities.
- f) Colin reported that Community Base had repaid a £57,000 loan from Brighton and Hove Council for Voluntary Service which had helped Community Base come into existence.
- g) Colin reported that the board had decided in principle to carry out much needed improvements to our lighting and ceilings. This would cost over £300,000 and the board had agreed to increase its loan from the Nationwide building society towards meeting this cost and to seek further funding from public sources, trusts and, if necessary, further borrowing
- h) Colin stated that it was likely that rent would be increased in April 2004 to meet the cost of this work and that the board had promised (1) not to increase the rent before April 2004 and (2) to give notice of any rent rise from April 2004 by December 2003.

On behalf of the board and the members, Sylvia Alexander-Vine thanked the Community Base staff for their hard work

### **9 Any other business**

Paul Bramwell congratulated Community Base on the refurbishment which had transformed the building for the better.