

Minutes of the annual general meeting of Community Base held on 5th October 2004

Present: Sylvia Alexander-Vine (chair), Duncan Blinkhorn (Brighton and Hove Community and Voluntary Sector Forum), Hugh Clench (aMaze), Bob Cristofoli (Victim Support Brighton and trustee), Arran Evans (Sussex Interpreting Services), Paul Evans (NHS Support Federation), Helen Goss (Video Educational Trust), Kate Jessop (Brighton Housing Trust), Sheila Killick (Carers Centre for Brighton and Hove), Clive Pepe (River Ocean), Michelle Pooley (Working Together Project), Lucy Stone (Carnival Collective and trustee) and Robert Taylor (Sussex Community Internet Project)

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

1 Introduction by chair

Sylvia Alexander-Vine welcomed members to the Community Base annual general meeting and opened the meeting.

2 Apologies

Apologies were received from Brighton and Hove Black History, Carr-Gomm, Food Matters, Friends, Families and Travellers, Mosaic Black and Mixed Parentage Family Group and the Scarman Trust.

3 Minutes of previous annual general meetings

The minutes of the annual general meeting held on 29th July 2003 and the extraordinary general meeting held on 24th September 2004 were approved.

4 Matters arising

There were no matters arising.

5 Adoption of accounts for 2003-2004

It was agreed to adopt the audited accounts for the financial year ending 31st March 2004.

6 Appointment of auditors

It was agreed to reappoint Clark Brownscombe as auditors.

7 Election of trustees

Sylvia Alexander-Vine handed the chair to Colin Chalmers.

Colin reported that since the last annual general meeting Charity Bevan, Gwen May, Clive Pepe and Alan Pratt had resigned as trustees and the board had appointed Lucy Stone and Bert Williams as trustees. Colin also reported that Sylvia Alexander-Vine and Bob Cristofoli were retiring by rotation at the meeting. The meeting voted to appoint Lucy Stone and Bert Williams as trustees and reappoint Sylvia Alexander-Vine and Bob Cristofoli as trustees.

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

8 Report on developments at Community Base

Colin Chalmers reported to the meeting on developments since the last annual general meeting.

- a) The Sumatran Orangutan Society, Richmond Fellowship, Shaftesbury Society and Money Advice and Community Support Service had moved out of Community Base and Brighton and Hove Black History, Food Matters and Brighton and Hove Workers' Educational Association had moved in.

- b) Sussex Community Internet Project, Mosaic, the Working Together Project and the Chinese Educational Development Project had moved into larger offices within Community Base.
- c) We have published a development plan for 2004 to 2008, expanded our guide to include other local services, published a much expanded website and changed our articles of association.
- d) We have changed our phone, cleaning, internet and security companies and made many improvements to our building.
- e) We had our first essay competition and will now be holding one annually.
- f) Our finances remain sound though we require capital funding for new lighting and will be seeking this in the coming months.
- g) Colin thanked Sue Cole and Annette Moss for their hard work over the year and invited them to say a few words.

Sue asked groups not to let unauthorised people into Community Base and ensure that their visitors do not admit people.

Annette reported that health and safety was everyone's responsibility and thanked people for their continued vigilance.

9 Any other business

On behalf of the board and the members, Sylvia Alexander-Vine thanked the Community Base staff for their hard work and invited everyone to have some refreshments.