

Community Works

Minutes of the 2023 Annual General Meeting

Date: Thursday 30 November 2023

Time: 10:15

Venue: The Barn at Southwick Community Centre, 24 Southwick St,
Southwick, Brighton BN42 4TE

1.	Introductions and Announcements
	Jess Sumner, CEO, welcomed everybody in the room.
	1.1. Jess thanked all the VCSE sector for the work they do. Jess thanked our interpreters who had attended. Jess thanked the Member organisations that attended the AGM. Jess asked if people could share the AGM on social media.
	1.2. Apologies were received from several member organisations and/or projects; the list of apologies is available from Community Works.
	1.3 Jess announced that the meeting was quorate with 41 voting member organisations in attendance who submitted their votes online prior to the meeting (quoracy is 5% of membership, i.e., 29).
2.	Minutes of the previous AGM: 17 November, 2022
	2.1 There were no matters arising.
	2.2 Members were asked to agree that the minutes of the 2022 AGM were an accurate record of that meeting.
	2.3 The motion was proposed by Reyna Kothari from Old Boat Corner Community Association and seconded by Pam Michell from Emmaus The motion was carried, and the minutes were agreed: 21 votes.
3.	Presentation of the accounts
	3.1 Geoff Shanks, Treasurer gave a presentation of the financial highlights of 2022-23, reminding attendees that the accounts had already been accepted by trustees.

	<p>3.2 As our turnover in 2022-23 did not exceed £1m, the accounts were not subject to a full audit. However, an unaudited financial statement was prepared by Chariot House.</p>
	<p>3.3 The auditors had no matters to report in respect of the 2022-23 accounts. The finance sub-committee recommended to the full Board of Trustees to approved by the then accounts – the accounts were passed and approved by the Board.</p>
4.	Approval of Auditors for 2022/23
	<p>4.1 Members were asked to vote on the re-appointment of Chariot House as auditors.</p> <p>The motion was carried, and Chariot House were re-appointed as auditors for 2023-24 by 35 votes.</p> <p>Q: <u>What, collectively, can our organisations do to support Community Works?</u> A: By attending our AGM and other events, this helps us to tell the story of what we do. As an infrastructure organisation, it is harder for Community Works to explain our work than it is for organisations that do frontline work. You can provide Case Studies to explain/demonstrate what CW’s impact is for your organisation (e.g. governance, funding support). You can also complete Our Members Survey (due out January) as this is your chance to tell us your thoughts and helps us to build messages about why the voluntary sector and CW are needed.</p> <p>Q: <u>Reserves – are they adequate? How much [of the surplus] is ringfenced?</u> A: Community Works Treasurer explained that there’s around £250K in total of which £200K is set aside for closure costs: not ‘restricted by funders’ but allows a prudent amount to cover costs if the organisation had to close. Most payments then would be: staff, rents, legal fees, any other closure costs. This leave £50K free to meet future operational need.</p> <p>Q: <u>Finances - A question was raised about Community Work’s sustainability for 2024/25 with specific reference to the deferral of payments for partners.</u> A: We’ve provided for those payments in our end-of-year balance sheet already so no adverse impact. Treasure offered to go through the accounts in more detail if needed.</p>
	<p>4.2 The motion was proposed by Viv Caisey from Brighton and Hove Organic Gardening Group (BHOGG) and seconded by Cat Vizor from Esteem.</p> <p>The motion was carried, and Chariot House were re-appointed as auditors for 2023-24.</p>
5.	Results of Trustee Elections

	5.1 Pam Mitchell put herself forward for re-election. The motion was proposed by Tim Smith from Little Green Pig and seconded by Rebecca Smicle from Independent Lives. 37 votes.
	5.2 Ian Bretman put himself forward for election. The motion was proposed by Cat Vizor from Esteem and seconded by Mo Kanjilal from Here - Care Unbound. 37 votes.
	5.3 Both candidates received the requisite number of votes needed to confirm their appointments as trustees.
6.	Review of the year 2022/23
	6.1 Jess Sumner gave a slide presentation reviewing the year 2022-23 and highlights from last 10 years of Community Works. <u>Q: Diversity and inclusion: Volunteering from different sections of the community and a diversity of lived experience is essential. What are the plans to diversify the Board? It's always good to have a diverse person who looks like you including volunteers. This encourages people.</u> A: This is important to Community Works and is a key area of focus. We acknowledge there's still work to do and are keen to be more representative of our communities.
7.	Close
	7.1 The AGM formally closed at 10:50am.