

# Shrewsbury House Community Association

## ANNUAL GENERAL MEETING

5<sup>th</sup> April 2019, 7.00pm

Old Library Bar

### ATTENDANCE

#### Board of Trustees

John Mills (Chair)  
Richard Perrott (Vice Chair/Treasurer)  
Kathryn Green (Company Secretary)  
Maggie Aiken  
Rob Belfield  
Abi Bralee  
Andy Brockman  
Fiona Kemp  
Jess Macfarlane (minutes)

#### Manager, Shrewsbury House

Sonia Maloney

#### Affiliated Groups

tbc

#### Others

Individual members (c20)  
Friends of Shrewsbury House  
Royal Borough of Greenwich  
Shrewsbury Park Residents' Association  
Local residents

#### Apologies

Friends of Shrewsbury Park

#### 1 Welcome and introductions

John Mills welcomed everyone to the meeting, and the Trustees and House Manager introduced themselves.

#### 2 Finance report

Richard Perrott gave a short presentation on the financial situation and trends. Reserves were being rebuilt after reaching extremely low levels during 2017. We were currently holding ~7 months of expenses as cash, with a target of ~9 months (approx. £100k at current levels of expenses).

Richard explained that SHCA had had one quarter's RBG grant advanced in 2017/18 to enable us to get through the difficult financial period; which meant that we did not receive that amount this quarter (Jan-March 2019). However, there had been a successful bid for funds in the RBG commissioning round which should mean that we would have receive £20k pa approx. for each of the next four years. Peta Cubberley from RBG said that a letter was on its way confirming this.

Richard proposed that independent examiners Michael Adamson be appointed for another year, at a cost of £650.

**Proposal agreed on a card vote.**

### 3 Chair's report

John Mills gave a summary of the year, introduced by a short video presentation.

Developments had included

- recruitment of new Trustees with wide range of expertise; recruitment of new manager; recruitment of casual staff; recruiting Carmel O'Beirn on placement from GLLaB for six months
- new membership rules had been approved at the last AGM; there were now over 100 individual members as well as affiliated groups
- a Business Plan had been developed, which had informed a successful bid for RBG Grant
- the café had opened and had quickly become very popular; the contract had now come to an end and we were currently tendering for new providers.
- comms had continued to improve, including the website, social media, newsletters, leaflets/information available in the House, information screen in reception. Carmel had taken on managing social media, and data available showed that this had already made an impact.
- two surveys had been carried out, one qualitative and one quantitative, both of which were continuing to inform our planning.
- governance procedures had been reviewed and strengthened
- we had nominated a Trustee with specific responsibility for safeguarding

For the coming year, while financial stability remained the key priority, in line with our business plan we would be seeking to reach more and diverse groups in our community who were currently under represented by comparison with RBG ward statistics.

We had two new partnerships starting this month – Headway, a brain injuries charity and Maritime Radio, the community radio station which would be broadcasting to the whole of the borough.

The future of Green Garth, the bungalow adjoining Shrewsbury House, was under discussion with RBG.

### 4 Surveys

Fiona Kemp spoke about the data collection week held in November 2018. There had been a very high response rate, with 344 forms being returned. Fiona gave a brief summary of results and said that more information would be available as the information was analysed and processed. There would be another survey in May, and she hoped everyone would support it – this data was really important to inform our planning.

### 5 Operations report

Sonia Maloney gave a brief report on activities in the House over the year. Room usage had increased and there were lots of new groups. The programme of **Get Together Mondays** had been strongly supported by local people giving time and skills to provide wide range of activities, supported by local estate agents Beaumont Gibbs initially. More efficient and effective admin systems had been introduced; the bar was open regularly on Friday, staffed by volunteers and the number of events had increased. There had been a very successful 50th Anniversary Open Day, with many groups taking part to showcase the House, and there had been joint events with local groups including Friends of Shrewsbury Park, Friends of Oxleas Woods, Art Plumstead, and we had participated in the Charlton and Woolwich Free Film Festival and London Open House weekend. We had hosted the RBG VCS Awards,

where the Mayor presented an award to yoga teacher, former Trustee and long term volunteer Cressida Senkus. Lloyds volunteers had decorated room 1.

## **6 Election of trustees**

Charity Commission regulations and the SHCA Governing Document required one third of Trustees to stand down each year. Rob Belfield, And Brockman and Jess Macfarlane had volunteered, but had said they would stand for re-election.

**Agreed on a card vote that all three Trustees would be re-elected.**

## **7 Green Garth**

Andy Brockman gave a brief presentation on Green Garth, the background, historical significance and present situation. He outlined SHCA thinking, and confirmed that we were in discussions with RBG. There was discussion about funding possibilities, and about the issues to do with the type of lease held by SHCA. Following discussion, members were in favour of the general approach, and there was a proposal from the floor that the meeting should register its support for SHCA to proceed, and to hold a public consultation meeting.

**Proposal agreed by a card vote.**

**Action: public consultation meeting to be organised**

## **8 Friends of Shrewsbury House**

Caroline Sefton gave a brief overview of the work of the Friends, and thanked all those who had been active during the year – Chris, Fiona, Marlow, Hunter, Liz, Gill, Michael, David, Joe Woodcock who had been instrumental in developing a plan for the grounds, Friends of Shrewsbury Park who had been very helpful and generous, and others.

## **9 Donate Scheme**

Kathryn Green explained the scheme which had been set up to allow people to make donations via text. Len Newland said that he would circulate this to the residents' association.

**Action: details to be sent to Len Newland.**

## **10 Q&A**

The café had been a great success, but there was a strong feeling in the room that it would be even better if it was open in the evenings. During the period that there had not been a café at all, people had at least been able to into the café, get snacks from the vending machine and sit down, but since the operation had been taken over that was no longer a possibility. It was explained that part of the agreement with the café operators was that they had exclusive use of both the kitchen and café, and that in any case the kitchen could not be shut off with the grille because there were display cases in the way. The vending and coffee machines had lost money. An honesty trolley was currently provided every evening, but the Board acknowledged that it was not ideal and agreed that the suggestion of evening opening would be fed into the café tendering process, although that could not be promised.

**Action: request for evening opening to be noted.**

## **11 AOB**

John closed the meeting by thanking all the volunteers and Trustees who had given their time over the year, the Trustees who had stepped down, Debbie Cottrell for keeping the café going until new providers could be appointed, the bar staff and Carmel for helping out this evening, Sonia and all the staff who continue to deliver a great service to users, and finally to all users, for their continued support.

Len Newland thanked the Board on behalf of the meeting for the work they were doing.

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