

**Minutes of Annual General Meeting of  
Dover Community Association (CIO)  
held at Biggin Hall on Monday 29<sup>th</sup> April 2024 at 6:15pm**

**Apologies:** Allison Burton (Dover Town Council), Martina White (GoDubris).

**Present:** Alan Elcocks (DCA Trustee / Treasurer)  
Nick Humphrey-Smith (DCA Trustee / Chairman)  
Simon Crowley (DCA Trustee)  
Lisa Oulton (DCA Trustee / Future Foundry)  
Diederik Smet (DCA Trustee / Destination Dover)  
Frazer Doyle (Future Foundry / Dover Pride)  
Steph O'Connor (Dover Creative Network)  
Petra Matthews-Crow (Ceramic Art Dover / Dover Creative Network)  
Freyja Matthews-Crow (Ceramic Art Dover / Dover Creative Network)  
Rainna Erbas (Ceramic Art Dover / Dover Pride / Future Foundry)  
Aarron Monaco (Dover Town Council / Dover Pride / Ceramic Art Dover / Future Foundry)  
Emma Sikora (Anxious Pickle Club / Dover Pride / Artist)  
Zachory Cooke (Dover Creative Network)  
David Toptalo-Hearn (Dover Pride)

The meeting commenced at 6.15pm.

**1. Refreshments and Welcome**

A brief introduction and welcome was given by the Chairman.

**2. Attendance and Apologies for Absence**

Attendance was recorded and apologies for absence were announced.

**3. Minutes of last AGM 27<sup>th</sup> January 2023**

Copies of the Minutes were circulated and the Minutes of the last AGM were approved. There were no matters arising not covered in the agenda).

#### **4. Chairman's Report**

The Chairman's Report was given as below:

- Diederik and Lisa had been appointed as new trustees.
- We continue to acknowledge and applaud all the great work Lisa, director of Future Foundry is doing in carrying out the obligations of Dover Community Association (DCA).
- We continue to support our tenant and working partner, Future Foundry, by providing a grant to cover their rent. Future Foundry continue to manage Biggin Hall on a day-to-day basis and Dover Community Association maintains the services and fabric of the building.
- Details of activities during the reporting period and future plans were summarised (from the Trustees Report f.y.e. 31<sup>st</sup> March 2023).

#### **5. Trustee's Annual Report and Statement of Accounts for financial year ending 31<sup>st</sup> March 2023**

Attendees were given a complete copy of the Trustee's Annual Report and Statement of Accounts for financial year ending 31<sup>st</sup> March 2023.

The treasurer gave a detailed report on the financial statement of accounts. See Treasurer's Report to AGM attached.

The Accounts were put forward for approval and were Proposed by Frazer Doyle and Seconded by Nicholas Humphrey-Smith.

#### **6. Retirement, Nomination and Election of Trustees**

The following trustees retired by way of rotation: Simon Crowley and Nicholas Humphrey-Smith.

Both stood for re-election as trustees with Nick as chair. Frazer Doyle proposed and Diederik Smet seconded. There were no objections.

#### **7. Future Foundry Update**

Lisa Oulton gave a very thorough presentation on what had been happening in Biggin Hall and we had presentations from some of the users, including Anxious Pickles, Dover Pride, Dover Ceramicists and the Forge, who brought to life not only the use but the immense importance of the Hall to the community.

What came out of the talks was that the Hall represents a safe haven for many different seed groups. The meeting was asked what was needed for the community and over whelming it was acknowledged that an additional larger Hall was now urgently needed. It was agreed that the Trustees would look in to this with urgency.

**8. Appointment of Independent Examiner**

McCabe Ford Williams was proposed to continue as Independent Examiners by Nicholas Humphrey-Smith and seconded by Alan Elcocks. There were no objections.

**9. Any Other Business**

There was no other business.

**10. Date of Next Meeting**

The date of the next AGM Meeting will be confirmed nearer the time and will be within 15 months of today's meeting.

There being no other business, the meeting closed at 19.35pm.

## **Dover Community Association (CIO)**

### **Treasurer's Report to Annual General Meeting 29<sup>th</sup> April 2024**

The Agenda, Minutes of the last AGM and full copies of the Report of the Trustees and Unaudited Financial Statements f.y.e. 31 March 2023 were circulated.

The latter had been prepared by MFW, following independent examination of my accounting records, to meet the requirements of our Constitution (21-Dec-15) (available on the website) and the requirements of the Charity Commission for Charity Incorporated Organisations. Thanks were given to Emma Stevens and Ian Pascall for acting as independent examiner's their details of which are on **Page 3**.

Report covers the Accounting Period 1 April 2022 to 31 March 2023 (Full Year)

#### **Page 7: Statutory Information.**

DCA is registered with the Charity Commission and is exempt from taxation on activities.

DCA is not registered for VAT.

#### **Page 1: Aims and Objectives of DCA**

Achievements and Performance and Future Plans (continues on Page 2).

#### **Page 2: Financial Review Reserves Policy**

At the end of the year, Total Funds were £240,209 (£239,035), a gain of £1,174, (break down and summary on Page 5) which includes Ready Available Income Funds £202,086 (£200,047), a gain of £2,039.

DCA has 6 trustees, with Lisa and Diederik joining at last AGM.

**Page 4: Independent Examiner's Statement** – No matters cause any concern and confirmation that records and reports are being kept in such a way as to meet the Charity Commission's Regulations.

**Page 8: Note 5:** There was no Trustee's Remuneration and only one trustees' payment of £10 to cover expenses. Page 8 also summarises Investment Income, Grants Paid and the value of Fixed Assets (Freehold Property Cost, Depreciation and Net Book Value). NB. There were no Government Grants received this year vs £12,122 last year (Covid support).

#### **Page 5: Details Statement of Financial Activities and summarises Total Funds**

#### **Page 6: Balance Sheet Note 8:**

Cash at Bank

Opening Balance: £203,101

Closing Balance: £201,210      Change on Year: -£1,891  
 HSBC Current and Reserve Accounts.

**Pages 7, 8, 9 & 10 Summarise Accounting Policies and provide notes in the support of the Financial Statements.**

**Page 9:** Details Amounts Outstanding at 31<sup>st</sup> March 2023 under Debtors and Creditors.

Creditors (accrued expenses):    -£1,320 (-£5,195)    Accountant's Fee

Debtors (falling due within year):    £2,196 (£2,141)    inc £841 FF Utilities

**Page 9 also summarises the movement in funds which is continued on Page 10.**

**Page 11: Detailed Statement of Financial Activities**

Income

	2023	2022
Donation / Grant	0	12,122
Interest (Bank)	817	21
Rental Income - Biggin Hall	15,000	15,000
<b>TOTAL INCOME (Financial Year)</b>	<b>15,817</b>	<b>27,143</b>

A decrease of £11,326 (no Covid Support Grant this year)

The increase in interest is a reflection of rising interest rates from the previous historically low levels.

There was no increase in Rent (unlike rent increases seen across the market).

Expenditure

		2023	2022	
	Business Rates and Water	-65	333	A decrease
of £6,218	Insurance	1,236	1,270	
Business	Telephone	0	360	
Water is	Sundries	29	19	Rates & negative business from the year.
due to a	Repairs and Maintenance	-3,802	264	
rate refund	Bank Charges (Charity A/C monthly fee)	60	20	
previous	Freehold Property Depreciation (2% on cost)	865	865	
Repairs and	Grants to Institutions – Future Foundry	15,000	16,500	
	Independent Examiner's Fee	1,320	1,230	
	<b>TOTAL EXPENDITURE (Financial Year)</b>	<b>14,643</b>	<b>20,861</b>	

Maintenance is a negative figure as previously claimed VAT (£3,935) has been written off (reported on Page 9: Creditors 2022).

Insurance includes buildings, public liability and charity trustee's indemnity.

**Bottom Line: Net Income (Gain) of £1,174 (as shown on Page 2).**

HSBC Interest Rate on Reserve Account

June '23: 1.46%      Aug '23: 1.95%  
 Dec'23: 1.94%      Mar'24: 1.97%

Business Rates

DCA has been granted Discretionary Rate Relief for 2022/23 and has been renewed in 2024.