
Brighton & Hove Social Welfare and Educational Trust Ltd

Minutes of Annual General Meeting
held on Wednesday 29th November 2023
on Zoom at 7pm

There were 21 organisational members of the company present

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| 1. Alnoure Academy | 12. North Whitehawk Tenants' and Residents' Association |
| 2. Brighton & Hove First Ladies | |
| 3. Brighton & Hove Multicultural Women's Cycling Group (New) | 13. Oromo Community in Brighton & Hove |
| 4. Chattri Memorial Group | 14. On Your Way Job Club & Digital Inclusion |
| 5. Coldean Residents' Association | 15. Parkmead Residents' Association (New) |
| 6. Coldean Women's Group | 16. Robert Lodge Residents' Association |
| 7. East Moulsecoomb Tenants' and Residents' Association | 17. Salaam FC |
| 8. Highcroft Lodge Residents' Association | 18. Stand for Ukraine |
| 9. Hollingdean Residents' Association | 19. Sudanese Community in Sussex |
| 10. Knoll Community Association | 20. Surdi |
| 11. North Portslade Residents' Association | 21. Women of Colour (New) |

Individual members of the Company present

Directors: Robin Berry, Awel Harun Abdo, Aisha El-Turki, Muriel Briault, Christine El-Shabba, Jonathan White

Staff: Dani Ahrens, Judy Goss, Kate Chapman, Kate Page, Meg Archer, Mireille Shimoda, Rebecca Luton

Chair: Kate Page; *Minutes:* Kate Chapman

1. Chair's introduction

Kate welcomed everyone and thanked them for coming.

She introduced the Resource Centre staff.

2. Apologies

Apologies were received from 15 organisational members:

- 1) Bates Estate Community Association
- 2) Brighton and Hove Black History Group
- 3) Clarendon & Ellen Residents' Association
- 4) Coldean Independents
- 5) Craven Vale Community Association
- 6) Friends of Whitehawk Hill (Save Whitehawk Hill)
- 7) Hangleton and Knoll Multicultural Women's Group

- 8) Hollingdean News
- 9) Millwood Community Centre
- 10) Nettleton Court and Dudeney Lodge Residents Association
- 11) Sylvan Hall Residents Association
- 12) Tenant Disability Network
- 13) Vale Community Centre
- 14) Warwick Mount Tenants Association
- 15) Wiltshire House Residents Association

Apologies from groups who are not yet members:

Friends of Hampshire Court

3. Welcome from Chair of Trustees/Directors

Robin Berry welcomed everyone and thanked them for attending. He particularly welcomed Meg Archer, who joined the staff team in June.

Rob thanked Jason Williams and Ramy Alsafe, who were both stepping down from the committee.

He also gave the sad news that Ann Packham passed away recently. She had served on the committee for many years until she resigned in 2022 due to her failing health. Rob talked about the enormous amount of work Ann had done for the community in various groups and capacities, and said that we have fond memories of Ann and the contribution she brought to the management committee. She will be sadly missed.

Rob concluded by thanking all the staff at the Resource Centre. He also thanked all the member groups for the support that they give by using our services. Without the support of our member groups, we would not exist.

4. Minutes of B&H SWET Ltd Company AGM 3rd November 2022, and matters arising

There were no matters arising. The meeting approved the minutes of last year's AGM. There was one abstention and no objections.

5. Finance and Fundraising Report (Annual Report and Financial Statements year ended 31st March 2023 and financial position)

Mireille gave the following report on the Centre's financial position:

Total income in 2022/23	£206,182
Total spent in 2022/23	£207,609
Giving Net expenditure for 2022/23	£1,427
Bank balance at 31 st March 2023	£110,076

Our income of £206,182 came from the following:

- Money raised from print & equipment (21.5%): £44,310
- Grants total (75.5%): £155,700
- Donations & interest: £4,660

Mireille reported the positive news that the money raised from print and equipment services is returning to pre-pandemic levels.

She then gave a breakdown of the grants received in 2022/23:

- Brighton & Hove City Council £89,853
- Brighton & Hove Housing Services £36,347
- Brighton & Hove Early Years and Childcare £7,500
- East Brighton Trust £2,000
- Sussex Community Foundation £5,000
- Chalk Cliff Trust £5,000
- National Lottery Communities Fund £10,000

Finance Report 2023/24 (current year)

Mireille went on to talk about the centre's finance in the current year, 2023/24. She reported that the centre is pleased to have secured grants from Brighton & Hove City Council Third Sector Commissioning (partnership), Housing, and EYC again this year.

She said the partnership funding from BHCC is secure until 2025.

In addition, £2,000 had been successfully raised from East Brighton Trust and £5,000 most recently from Sussex Community Foundation. The staff team are currently waiting on the outcome of an application to Awards for All.

The future

Looking to the future, Mireille said the focus is on working very hard to raise extra grant funding as well as to protect the centre's current level of funding.

She remarked that feedback and support from groups is very helpful when we apply for funding – comments from user groups are used in reports and to bolster funding applications.

Mireille concluded by reminding the meeting that it's always worth mentioning the Resource Centre when talking to Councillors or Council officers - it really helps them to understand what we do and why we are worth funding.

Mireille then invited questions from the meeting: There was one question and one comment:

Comment: Hollingdean Residents' Association thanked the Resource Centre for all its help over the past ten years and the last year in particular. It had been a very difficult year for the group and it was in danger of having to cease functioning without the Centre's support.

Question: Davinder asked whether the Centre has systems for evaluating its work. Dani explained that groups who have used support services are contacted within six months of receiving the support to ask whether it has helped their group and for any other feedback. A wide-ranging user survey is carried out every two years.

The meeting approved the Annual Report and Accounts for the year ending 31st March 2023. There were no objections or abstentions.

6. New Members

Four new membership applications had been approved by the management committee at meetings during the past year.

Since the committee's last meeting, a further thirteen applications had been made by:

1. Bevendean Food Bank, Coffee Morning and Advice Centre
2. Black Anti-Racism Community Organisation (BARCO)
3. Brighton Multicultural Women's Cycling Club
4. Darwell Court Residents' Group
5. Essex Place Social Club
6. Friends of Hampshire Court
7. Hangleton FC
8. Making our Mark! (Art group in Whitehawk)
9. Manor Road Gym Sports Club
10. Parkmead Residents' Association
11. Phoenix Food Shop
12. The Black Tri Tribe (Sports Club BAME participation)
13. Women of Colour Group Brighton

All thirteen groups meet the criteria for membership.

The meeting approved all new applications.

Kate welcomed all new members, some of which were at the meeting.

7. Appointment of new Company Secretary

Kate explained that Brighton & Hove Social Welfare and Educational Trust Ltd (the Resource Centre company) requires a formal company secretary. For the past ten years, Judy Goss has had this job, but the Centre would now like to move Kate Chapman into this role. She asked the meeting to approve this appointment:

The meeting approved Kate Chapman as Company Secretary.

There were no objections.

8. The work of the Resource Centre

Kate Page brought this item forward on the agenda (it was originally item 9) so that the election could take place at the end of the meeting.

Dani introduced her report by saying that the meeting had heard a lot of facts and figures during the course of the evening, so rather than adding more statistics, she had picked out three stories from the year to give a flavour of the work that had been going on at the Centre:

Peter Gladwin School

This PTA responded to our 2022 survey with a lovely comment:

"The Resource Centre is brilliant for running events. The reasonable prices mean we are not spending loads of money on equipment which means we can make more valuable profit. It's easy to book, and the staff are always friendly and helpful."

Dani explained that this group is a perfect example of the kind of group we designed the

service for. They are run by a group of 6-10 volunteers, and their activities benefit up to 500 people - the community of their school. They get no grant funding from the council and rely on events to raise funds, which are often vital at a time when schools are facing their own funding squeeze. Last year the PTA hired equipment from the Resource Centre for its summer fair which was attended by 500 people and raised £3,000.

Print Room Re-opening

Dani talked about the re-opening of the print room to the public after the pandemic. She said how the atmosphere in the Centre has been completely transformed by the decision in the spring of 2023 to reopen the doors for people to come in and do their own printing. The big difference this has made is that we are once again having all those small, seemingly incidental, conversations through which we learn so much about how groups work, what matters to them, and what challenges they are facing.

Dani said that the staff team hadn't been sure whether groups would want to come back to do their own printing, but they have returned and the Centre is once again becoming a busy and buzzy place, where people bump into each other, swap tips and pick up ideas. It's really great to see.

Community Accounting

Dani shared some feedback that a group gave in response to having their accounts independently examined at the Resource Centre:

"We are a small, constituted community group run by volunteers, inspired and led by local parents. Our aim is to support parents and carers of children with special needs and disabilities in the local area. Our income is limited, and if we had to pay to have our accounts independently scrutinised, we would not be able to support parent/carers in other ways, for example, organising family picnics or paying for children's entertainers.

We are immensely grateful to the Resource Centre for providing this service free of charge and also for the excellent advice given both by email, and on the website. Thankyou, Resource Centre!"

Dani explained that like all our services, the Centre has developed a specialism in community accounting because we listened to our member groups who told us this was something they needed support with.

We know that being the treasurer of a small community group can be daunting and a bit lonely sometimes. Our support service gives treasurers someone who is on their side, and actually interested in helping them untangle those knotty accounting problems to gain a clear picture of what's happened with their group's money.

Kate Page thanked Dani for her report and invited questions or comments from the meeting.

There were a number of comments:

- Jonathan White: Without the Centre's help, I wouldn't have a clue where to start with some of the things I've been doing to develop the work of On Your Way Job Club. You have helped a lot.
- Elias Tuffa: Thank you for all your ongoing support for the Oromo Community since

2007 – this help keeps our group going.

- Pauline Rutter: Since coming to the centre for Women of Colour I've been amazed by what's available and by the learning and sharing that's going on between staff and all the people who use the Centre. There's a lot of skill sharing going on at the Centre and I hope we're keeping track of it all. You also make it easy to access resources – thank you for the simplicity, you make my life easier.
- Ian Beck: Thanks again for all the on-going help, especially during a period when the Chair of our group was unwell and we really needed extra support. It's much appreciated.

9. Election of Trustees/Directors for 2023/24

Kate asked this year's nominees who were present to introduce themselves and say a few words about their group and how they have worked with the Resource Centre:

1. **Awel Harun Abdo**
(Oromo Community in Brighton & Hove, existing member of the committee)
2. **Robin Berry**
(Coldean Residents' Association, chair of committee for 2022-23)
3. **Muriel Briault**
(North Portslade Residents' Association, existing member of committee)
4. **Kaddy Jammeh**
(Brighton and Hove First Ladies, new nomination)
5. **Chris El Shabba**
(Robert Lodge Residents' Association, existing member of committee)
6. **Aisha El-Turki**
(Alnoure Academy, existing member of committee)
7. **Jonathan White**
(On Your Way, existing member of committee)
8. **Ahmad Yabroudi**
(Sussex Syrian Community, existing member of the committee)

The voting system was explained, and votes were cast using a Zoom poll system.

10. Election results

All eight nominees were elected as trustees and directors to sit on the Resource Centre Management Committee for 2023-24

Kate congratulated the new committee, and thanked candidates for standing.

11. Close of meeting

Kate thanked everyone for their support and contributions to the meeting, and invited them to stay on Zoom for a while if they wanted to chat to each other or staff.

These minutes were approved by the Annual General Meeting of Brighton and Hove Social Welfare and Educational Trust Ltd on _____ (date)

Signed

on behalf of the Management Committee