

## Cottonmill and Sopwell Hub (CASH) Annual General Meeting Minutes



8pm, 16<sup>th</sup> November 2021; St Julian's Church Hall, Abbots Avenue, AL1 2HY (preceded by Grow Community – Sopwell Community)

### Attendees:

Michelle MacKenzie Chair MM	Kate Swindells Treasurer KS	Chris Samways
Elaine Rainsford Vice-Chair and Events ER	Gail Jackson GJ	Sam Mackenzie
Jo Cooney Secretary JC	Sarwar Shamsher, Sopwell Ward Councillor	Rachel Baker
Alison Shipperlee	Sallyann Chapman	

### Apologies:

Sandy Walkington, County Councillor  
Emma Matanle, Sopwell Ward Councillor  
Andy Kent  
  
Janet Audley Charles Vice Treasurer JAC

### Minutes

<u>Agenda Item</u>		<u>Action</u>	<u>Responsible</u>
1. Welcome and apologies	Thank you to Grow Community – Sopwell for the lovely tea and cake.  MM welcomed everyone to the CASH AGM and presented apologies.		
2. Presentation of Annual Report	ER presented the Annual Report.  The report covered the process of getting our Community Centre over the last year, including passing planning, CASH's event sharing the plans, the appointment of a contractor, the destruction of the old Marlborough Pavilion and the start of construction of the new building. ER noted that the building had come out more expensive than predicted.  MM continued with an explanation of forward plans. Hopefully, by next Spring the		

	<p>Community Centre will be built. CASH hopes to be part of the Forum set up to help guide the new Community Centre, alongside other interested groups such as Sopwell Community Trust (SCT) and Verulam Cycling Club (VCC). However, as CASH's purpose will be fulfilled, we plan to dissolve the organisation and instead become a sub-committee of the Sopwell Residents Association. This sub-committee will be part of the Forum.</p> <p>MM noted that increase in costs for the Community Centre means that we are fundraising from the community. This is being done as a crowdfunder, which four days after launch already stands at just over £3.8k. MM showcased the brick slip example, where people can buy a name on a brick in the Community Centre for £50, and other rewards such as community branded tote bags, artwork and donated rewards from generous local businesses.</p> <p>A copy of the full Annual Report is included in Appendix 1.</p>		
<p>3. Financial Report and Questions</p>	<p>Treasurer KS presented the Financial Report, a copy of which is included in Appendix 2.</p> <p>The accounts run from August 2020 to the end of July 2021. There wasn't much change in the accounts. CASH generated £986.09, primarily from a grant from County Councillor Sandy Walkington, with outgoings being Communities 1<sup>st</sup> membership and Public Liability Insurance.</p> <p>Of course, since the accounts the crowdfunder has begun with £3.8k raised from over 80 donors so far.</p> <p>GJ asked what was planned with the funds that the group currently has: When the group winds down, the majority of the money will go into the Community Centre, but there is a plan that some money will be kept back for the Sopwell Residents Association (SRA) to help with community events such as Larks.</p> <p>It was noted that the decision to dissolve the organisation was taken as the group has done what it set out to do but the group would still like to be involved in the building</p>	<p>Get a note in Marlborough School newsletter.</p>	<p>KS</p>

and has been offered a place on the consultative Forum, which will have a strategic role in running the building. The position on the Forum was to represent Sopwell residents, and it was felt that there was significant overlap with SRA. Therefore, CASH will become a subcommittee of the SRA.

GJ noted that if we can make £5k, we can apply for matched funding from Hertfordshire Community Foundation (HCF). GJ noted that alongside the crowdfunder there's been various applications for grants, including a grant from Tarmac.

It was noted that there is also a role for community engagement through the crowdfunder.

Sarwar Shamsher asked what engagement there had been with schools:  
KS noted that Mandeville and St Peter's Primary School are helping fundraise with an event before February half term. There will be an event at Marlborough School (Helen Kirby clubercise), where they are giving the hall for the event for free.

Sally is going to think about how her gardening groups can take part in fundraising.

KS noted that we'd like engagement with St Adrian's and St Bart's, but haven't had a response so far. Sarwar said he may have a connection at St Adrian's.

KS noted planned events:

- Prospect Rd will be fundraising for us this year through their charity door advent calendar.
- White Hart Tap will do their quiz for us on 1<sup>st</sup> December.
- Helen Kirby clubercise in January / February.
- We'd like a big family event in March.
- There'll also be an article in the Sopwell Residents' Association newsletter.

Sarwar asked about the other groups on the Community Centre fundraising committee:

	KS and GJ noted that SCT, VCC and the Scouts were also on the fundraising group and there was cross-sharing of posts.		
4. Election of Committee Members for 2021/22	<p>The Committee must stand down after three years, and then be re-elected.</p> <p>Sarwar noted that he would like to be more involved. The committee agreed to check the constitution for (I) notice to election and (II) whether we can have a Councillor on board. The point was made that even if Sarwar as an elected councillor is unable to be on the CASH committee, there is definitely a role for him as part of the Sopwell Residents' Association sub-committee.</p> <p>Chairperson: Michelle Mackenzie was nominated by KS and seconded by GJ Vote was for unanimously.</p> <p>Vice Chair: Elaine Rainsford was nominated by MM and seconded by KS Vote was for unanimously.</p> <p>Secretary: Jo Cooney was nominated by ER and seconded by Alison Shipperlee Vote was for unanimously.</p> <p>Treasurer: Kate Swindells was nominated by MM and seconded by ER Vote was for unanimously.</p> <p>Assistant Treasurer: Janet Audley Charles was nominated by ER and seconded by GJ Vote was for unanimously.</p> <p>Committee Member: Gail Jackson was nominated by MM and seconded by KS Vote was for unanimously.</p>	<p>Check the Constitution and whether Sarwar can take a position, and get back to him.</p> <p><i>It was noted that there should be notice to election for potential Trustees.</i></p>	MM/ JC

5. AOB	No other business was raised. AGM was concluded at 20.39.		
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## Appendix 1: Annual Report



### Cottonmill and Sopwell Hub 2021 AGM

## Annual Report

In February the Council announced that a further £250k from Section 106 payments (money property developers agree to contribute in recognition of the impact developments have on neighbourhoods) would go towards the Marlborough Pavilion Project.

### *Helping with Design*

Throughout February, March and April we took part in a number of 'Design Team' meetings with the Council, architects and the other stakeholder groups during which we finalised the design and specifications for the new community centre ready for submission to planning. The planning application was finally submitted at the end of April.

### *Events*

In June we were finally able to hold an event again! Due to covid restrictions, the Council weren't able to hold any 'in person' public consultations for the project, so we decided to hold an Covid safe 'See the Plans' event outside the Marlborough Pavilion. On Sunday 6<sup>th</sup> June we set up our gazebo, inside which we had a display of the planning drawings and welcomed residents to come and take a look and a chat with us.

### ***Planning Permission Approved***

Then, on the 28<sup>th</sup> June, we heard the fantastic news that planning permission for our new community centre and cycling facilities had been approved! During the next eight weeks the contractor tender process took place and Motacus Construction Ltd were appointed as the building contractor. And, in late August, they began setting up on site.

### ***Building has Started***

And finally, during the first week of September, demolition of the old Marlborough Pavilion building began. This was both an exciting and emotional moment for us, to finally see three years of hard work finally coming to fruition.

Unfortunately, due to current market conditions, including a shortage of building materials, the tenders for construction had come in higher than previously anticipated and, in late September, the Policy Committee agreed to commit a further spend of £807,000 to complete the new facilities.

## **Forward Plans**

### ***Forum Meetings***

A new forum group is in the process of being set up which will enable the current project stakeholders and council representatives to continue to participate in the discussion of issues affecting the new community centre and external cycling facilities

### ***The future of CaSH***

CaSH's purpose, as an organisation, was to campaign for a new community centre for Cottonmill and Sopwell. Hopefully, by the end of March next year, our new community centre will be built and that means we will have achieved our purpose. But, having come this far, we don't want to just walk away!

We have been invited to take part in the new Forum to continue to contribute support for the community centre and cycling facilities. Our role in this forum would be to represent the Cottonmill and Sopwell community and, after discussions with the Sopwell Residents Association, we've decided that, once the new centre is completed, CaSH will be dissolved and we will join the SRA, creating a new 'Marlborough Pavilion' sub-committee.

### ***Fundraising Campaign***

The council asked if the community groups could also help raise £79,000 of the remaining funds, due to the unexpected increase in building costs. In August 2021 a Fundraising sub-group of the Forum was set up, with representatives of Cottonmill and Sopwell Hub group, Verulam Cycling Campaign, Sopwell Community Trust, and St Albans' scouts, together with council officers. The group have set up a Crowdfunding campaign, with the support of local businesses. They also have to apply for grants, get business sponsorship and hold events to raise the funds by end of March 2022. There remain plenty of opportunities for businesses to support the centre, including naming a room, or donating to see their name on the Honours Board which will go up in the reception area.

## Appendix 2: Financial Report



### Cottonmill and Sopwell Hub

#### Accounts 01.08.20 – 31.07.2021

Cottonmill and Sopwell Hub generated £986.09 overall in the financial year to 31.07.2021.

Income was mainly generated by a grant from County Councillor Sandy Walkington's Hertfordshire County Council Locality Budget to assist us with future fundraising efforts.

Our expenses were Public Liability Insurance and Communities 1<sup>st</sup> membership. (C1st membership has not been reimbursed yet, but accounted for in this financial year).

Income & Expenditure 01.08.20 - 31.07.21			
Income (£)		Expenditure (£)	
Events & Fundraising	112.09	Events & Fundraising	0.00
Grants	1000.00	Printing & Promotion	0.00
Interest	0.00	Insurance, Subscriptions & Memberships	126.00
<b>Total income</b>	<b>1112.09</b>	<b>Total expenditure</b>	<b>126.00</b>
Bank Balance brought forward 01.08.2020	<b>8080.01</b>		
Petty Cash	<b>0.00</b>		
Bank Balance at 31.07.2021	<b>9096.10</b>		
<b>Funds of the organisation</b>	<b>9066.10</b>	Not yet reimbursed/banked	30.00

Checked  
Suggillan  
*[Signature]* 21/9/21  
Councillor