



HCA Annual General Meeting 2024

Hanover Community Centre

Monday 25th November 6:30 PM

Agenda

- Welcome & introductions
- Activity report
- Financial report
- Proposed constitutional amendments for vote (included in this pack)
 - *To update the Area of Benefit of the Hanover Community Association*
 - *Replace the term 'Honorary Officers' to 'Trustees'*
 - *Remove unused Junior Members category*
- Election of trustees, treasurer and secretary

HCA Annual report 2023-24

About Hanover Community Association

The Hanover Community Centre is a vital meeting place for our neighbourhood providing low-cost indoor space for organised activities and private gatherings. We also provide a much-needed green space for our community, most of whom live in small properties with limited outside space.

Hanover Community Association is the charity responsible for the management and maintenance of the centre building, which is 100% community run. We have a monthly meeting of trustees, and the meeting is also open to anyone with an interest in the centre and its activities. The trustees and two p/t members of staff work closely with community groups who run activities from the centre, and we have centre users as trustees.

The current trustees formed as a group following the exit of the previous chair in December 2022, and we have spent the last 2 years developing our vision for the centre, involving centre users, local community through social media channels, and most importantly through our centre staff and volunteers working on the ground and speaking to existing and potential centre users.

The new trustees have great ambitions for the Centre - we want to develop it into a community hub and meeting space, and provide more opportunities to connect, learn and live sustainably. As a result of our efforts over the past two years, in addition to our regular hirers, we now have a thriving garden group, have hosted several community art events, and have launched an e-cargo bike-hire scheme to help reduce local car journeys. We have won more than £40K in external funding in 2024 for essential and desired improvements to the centre facilities.

Acknowledgements

The current Trustees want to recognise the dedication and efforts of former HCA Chair **Jill Peters**. Jill's tireless work over more than a decade saw the centre through both exciting and challenging times, including the pandemic years. On behalf of the Hanover Community Association we would like to thank Jill for all her work, without which we would not be here today.

The Trustees would also like to thank **Laura Haynes** who worked as Centre Manager from November 2022 to October 2024, before relocating out of Brighton. She managed the centre expertly through its transition to a new group of Trustees, and has done a fantastic job securing much needed new business, and helping trustees prioritise work. We wish her all the best in her new endeavours.

The Trustees would also like to thank outgoing treasurer **Stephen Rooney**, who has expertly managed finances as we have transitioned to online banking and a new account system, making sure that our staff and suppliers have been paid on time, and that our accounts are correct and well managed.

Trustees

Who	Role	Term
Current		
Andy Currie	Trustee	2022-
Maggie Houghton	Chair	2018-
Alexia Lazou	Secretary	2002-
James Mathieson	Trustee	2022-
Paul Norman	Trustee	2024-
Stephen Rooney	Treasurer	2018-2024 (stepping down at AGM)
Keith Tramplesure	Treasurer	2022-
Former		
Rich Everett	Trustee	2023-to September 2024 (resigned)

Current Staff

Who	Role	Hours per week/ FTE
Amanda Softly	Centre Manager	25h / 66.6%
Ian Macintyre	Centre Caretaker	10h/ 26.6%

Activity report January 2023 to September 2024

The main activity the centre delivers is room hire to local groups, businesses and individuals.

It should be noted that at the current charging structure the income from our regular hiring activities only just about cover our monthly regular outgoings. In order for the centre to remain a safe and functional space, and to deliver any wider community activities, it is essential that we increase our income, either through fundraising; expanding our income generating potential through new products; by reviewing our charging structure, or all three.

Hiring activity

We currently have good occupancy. 27 different groups hire the centre on a regular basis, and we estimate a monthly footfall at the centre of about 1,000 people:

Third Space Theatre Group	Breastfeeding Drop in	Leo Taylor Yoga
Pulse Healthcare	Hanover Playgroup	Baby sensory group
Katie Bringloe Pilates	Homeschool hub	Breathwork Brighton
Bev Hetherington Yoga	Sussex Narcotics Anonymous	Battle Re-enactment
Bollymoves	Hanover Action: towards a sustainable community	Salutem Training
Magic Moves	Dramatherapy	Future You PT
Wutan Kung Fu	Brighton Ballet	Mascot Youth Group
Crazymonkey Martial Arts	Iyengar Yoga	Woodland Tribe
Brighton Morris Men	Rachel Attmere Yoga	Diabetes Support Group
Dani King Kids Zumba		Dream Spin Hoopla

We are generally fully booked for one-off events and parties on the weekends.

Centre maintenance, repairs & upgrades

The following works have been completed in the reporting period:

- New remotely managed digital door entry system
- Redecorated main entry and stairs
- Redecorated small meeting room and built custom storage
- Minor repairs to car park surface
- New equipment: Mobile phone, PC & Mini Mac
- New visual identity; new logo and new website (in development)
- New easy use signage system inside the lobby
- Children's book library
- Repaint and repair of garden seating
- Mud Kitchen play area in garden
- Full fire assessment inc all doors and egress

The following works are planned (see also *Fundraising* below):

- New front door
- New garden ambient & security lighting
- Garden storage for e-bikes, garden equipment and street party furniture
- Hall storage for furniture
- Relocating staff office, and repurposing existing office as storage
- Kitchen hatch
- Fire safety works including fire boarding, upgrading fire-doors and signage
- New notice boards and external signage

Community events

- 2023 Fringe events (Woodland Tribe Big Build)
- 2023 Beer Festival (Beer, wine, cider, live music, food)
- 2023 Hanover Advent Evening (tree lighting, childrens' orchestra, arts & crafts)
- 2023 Christmas Markets (artisan stalls, cafe, craft classes)
- 2024 Easter Trail in Garden
- 2024 Brighton University Student Architects projects, with public open day "What could the Centre be?"
- 2024 Fringe Live Shows over two weekends & Woodland Tribe week
- 2024 Community Day Aug 10th (live performances, cafe, beer festival preview bar, book and toy swaps stalls, woodland tribe build, face painting, lawn games, Hanover Action stall on sustainable living).

Bike Hire Scheme

The Hanover Community E-Cargo bike share scheme has now launched, allowing registered users to hire 2 high quality E-Cargo bikes from the centre. These can be used for everyday tasks, from a big food shop or visit to a hardware store, to multi day hires for social use, reducing the need to rely on a car when carrying small loads.

Inductions have started and we hope to fill the available membership spots within the next 18 months.

Fundraising

We have submitted 5 funding bids to help us deliver essential and desired works to the centre, without depleting centre reserves. Three bids have been successful and are currently being delivered:

- **£19,820 from Awards for All (National Lottery)**
 - Furniture for two main halls & kitchen shutter
 - Improved office space - construction and materials
 - Front door- supply and install
 - Fire safety improvements - fire boarding & fire doors
- **£21,250 from Asda Foundation**
 - Electrical works [TBC]
 - New place-built accessible storage solution for hall furniture
 - E-bike storage sheds in garden
 - Storage for street party library, and garden equipment
 - Improved outdoor security, ambient lighting & notice board

- **Independent Energy Assessment report from DCMS (government grant)**
 - VCSE Energy Efficiency Scheme report to help deliver more efficient services for people and communities by saving money on their energy bills.
 - Outcome: independent energy assessment (IEA) report identifying energy-saving opportunities in the Hanover Centre building.
 - Providing eligibility to apply for capital grants to install recommended energy efficiency measures.

Unfortunately two bids were unsuccessful but we would still like to acknowledge the amount of work that trustees, staff and volunteers put into putting the bids together:

- **VSCE Energy Efficiency Capital Grant**
 - Grants to install capital energy efficiency measures, identified in your IEA, to reduce building's energy costs. Application for £115k to fund energy efficient boiler and upgraded controls, roof insulation, internal wall insulation (halls only), suspended floor insulation, and replacement windows. Cost savings used to better support the delivery of frontline services.
 - Unsuccessful: due to higher prioritisation to other applicants who were more directly supporting users/frontline services suffering in the cost of living crisis.

The works on this can be redeployed to other possible grant sources (e.g Rampion Community Benefit Fund) to take forward the objective of improving the energy efficiency of the building.

The Trustees would like to acknowledge the contribution of **John Smith** of CityZen Design Ltd., an architectural design practice who provided *pro bono* briefing, technical support and technical calculations to support the VCSE Energy Efficiency capital grant application.

- **Shared Prosperity Fund**
 - £20K to deliver centre garden upgrades

Our fundraising events have also contributed to the centre's income:

- 2023 Beer festival raised £5,900
- 2024 Community Day raised £277 (ring fenced for the garden group)

Looking ahead

We continue to identify, plan and deliver activities that fall within our 3 strategic aims; to facilitate use of the centre, enrich the culture of Hanover, and support the wellbeing of our community.

Our priorities for the next 12 months are:

- Complete all externally funded works, prioritising fire & staff safety.
- Streamline booking and hiring processes to free up staff time for community engagement
- Continue to upgrade garden, working with the freeholder, volunteers, local business and centre users to further develop its potential
- Seek external funding for energy efficiency improvement works on the building.
- Deliver more community events, subject to staff capacity, and volunteer availability

Centre accounts

The centre's audited accounts can be accessed through the Charity Commission webpage:

<https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/272127/charity-overview>

Proposed constitutional amendments

The following amendments were agreed unanimously by the Trustees at its meeting on 14 October 2024. These are now presented to the AGM for agreement.

For all amendments, it is required that: Quorum of 25 Members present; and $\frac{2}{3}$ of those attending agree.

1. To update the Area of Benefit of the Hanover Community Association

from a narrow section of Hanover to the whole Ward, recognising that Hanover Community Centre is the only Community Centre in the Ward, that there is a need for a larger pool of Members to draw on as Trustees, to align with others relevant community bodies (e.g. Hanover & Elm Grove Communities Forum) and to facilitate grant application and monitoring process with the ease of full, Ward-based data.

In the final para of 2. Objects

Delete:

The Association shall be non-party in politics and non-sectarian in religion. The area of benefit shall be the area bordered by the south side of Albion Hill from Grove Street to Newhaven Street, the centre of Newhaven Street, the centre of Southover Street, the centre of Lewes Road, the centre of Elm Grove, the centre of Queens Park Road, the centre of Sussex Street, the west side of Windmill Street, the north side of Richmond Street and a line drawn from the west end of Richmond Street to the junction of Albion Hill and Grove Street.

Add:

The Association shall be non-party in politics and non-sectarian in religion. The area of benefit shall be the area bordered by the local authority Ward of Hanover & Elm Grove.

Note: Under the terms of Section 22 of the Constitution:

“No alteration to Clause 1 (Name), Clause 2 (Objects), Clause 12 (Personal Interests), Clause 21 (Dissolution) or to this Clause shall take effect until the approval in writing of the Charity Commissioners or other authority having charitable jurisdiction shall have been obtained.

2. Replace the term ‘Honorary Officers’ to ‘Trustees’ reflecting the Hanover Community Association as a Charity, with elected Trustees.

To:

rename ‘9. Honorary Officers’ to ‘9. Trustees’

replace reference to 'Honorary Officers' to 'Trustees' throughout 8(a)(iii), 9.,
10(a)(i)
delete word Honorary in 16(c).

3. Remove unused Junior Members category

To:

delete the junior category of membership in 4(ii), and re-number subsequent
causes accordingly.

delete reference to 'Junior Members' in 6.