



**Joseph Cowen**  
**Lifelong Learning Centre**  
A Charitable Incorporated Organisation

**Annual General Meeting**

**Monday 16<sup>th</sup> May - 2.30pm**

**Face-to-Face (Brunswick MC Hall) & Via Zoom**

**Unconfirmed Minutes**

Present:

**JCLLC CIO Trustees**

Malcolm Grady (chair), Dorothy Stainsby, Anthea Lang, Jo Champion, Louise Freeman, Joy Rutter, Jack Pennie, Rita Prabhu, Simon Pallett, Geoff Taylor (Legal Advisor)

**JCLLC CIO Members:**

F2F: Sheila Armstrong, Myra Bavidge, Margaret Brown, Marie Browne, Peter Fuller, Gloria Grice, Patricia Hutson, Hazel Mitrani, Enid Pearson, Roger Reeve, Kath Smith, Helen Watson, Andrea Westwood, Anne Williams

Zoom: Margaret Adams, Anne Bayliss, Ann Boardman, Nova Brockbank, Barbara Buck, Trevor Buck, Anne Bundock, John Bundock, Lily Burnett, Christine Burrige, Elsie Denham, Pamela Denham, Stephen Fry, John Hazeldine, Elizabeth Hole, Sheila Hull, Nick Johnson, Eileen Martin, Quentin Mitchell, Raymond Oughton, Jennifer Peace, Helen Pennington, Peter Robertson, Raymond Shepherd, Bill Tavener, Jan Widmer

In Attendance: Nancy Isherwood (minutes)

	<p><b>Welcome</b> Malcolm Grady opens the AGM and welcomes all in attendance, both at Brunswick MC and via Zoom. Reflects on a previous observation by JR that the AGM coincides with the demolition of CUH.</p>
1	<p><b>Apologies:</b> Helen White, David Allen, Linda Allen, Pat Fuller, Harry Rose</p>

2	<p><b>Minutes of meeting 3<sup>rd</sup> November 2021</b></p> <p>MG outlines the previous minutes page by page and requests any comments or suggested amendments to the proposed minutes – none noted.</p> <p>MG asks for those in attendance F2F to show agreement and introduces Rita Prabhu to start voting process for Zoom attendees.</p> <p>Vote to accept minutes of last meeting as a correct record – minutes accepted.</p>
3	<p><b>Matters arising from minutes</b></p> <p>No matters arising from minutes. (Any other matters arising to be discussed as separate item later in meeting)</p>
4	<p><b>Statutory Financial and Trustees Report for year ending 31<sup>st</sup> August 2021</b></p> <p>Simon Pallett introduces Financial Report and shares screen to show simplified figures to aid understanding (Excel of Income and Expenditure) Gives context for time period covered and highlights key variations/figures.</p> <p>Income – Donations and Gift Aid show increase, SP thanks members for responding to uncertain times so generously. Reminds members that the Statutory Maternity Pay (SMP) income is countered by expenditure figure. Highlights significant fall in membership income, due to both a decrease in membership due to Covid-disruption and also a reduction of the membership fee agreed for the reduced programme. Highlights that there was intentionally little membership development as it felt inappropriate to be focussing on attracting new members during such unsettled period, although we did welcome some new joiners.</p> <p>Expenditure – significant drop in tutor fees due to the reduced programme during the pandemic. Also reduced expenditure due to no room hire costs, however the office rent was paid throughout the pandemic and until contract ended for demolition. Staffing costs are higher as maternity cover wages also paid during Season Three, but additional staffing costs largely covered by SMP rebate (shown in income)</p> <p>Overall there was a surplus, although this was not our intention - Covid was unpredictable and we had expected a planned deficit. This unexpected surplus stands us in good stead, especially for future plans around premises.</p>

	<p>SP asks for any questions – none.</p> <p>MG asks for F2F attendees to vote to accept Accounts - Poll run for Zoom attendees to accept Accounts. Accounts agreed.</p> <p>MG notes the bittersweet situation of surplus following such a challenging period. MG &amp; DS offer thanks to SP and note how much effort he puts in to managing and communicating the financial situation, and how much it is appreciated for offering a sound basis for the organisation.</p>
5	<p><b>Appointment of Trustees</b></p> <p>GT explains the appointment of trustees - SP is content to continue for another 3 years in the Treasurer post so willing to stand for re-election. Leslie Pringle had been shadowing and co-opted in April, so she can now be elected. JP &amp; JR are also up for re-election. All proposed and seconded.</p> <p>Following the previous request for expressions of interest there are no new nominations, so it is therefore not necessary for members to vote for trustees, only to accept the nominations.</p> <p>Members' vote for acceptance of Trustee nominations – Accepted.</p> <p>GT explains that there are now two vacancies on the board but no names put forward. Stresses that expressing an interest is not a 'now or never' situation as board can co-opt people at any stage. Interest members can get in touch for information, shadow the board then be co-opted – LP, AL, &amp; RP have all been through that, and MG, DS &amp; GT can all take people through the process. GT asks people to please think about it as those two vacancies do remain.</p> <p>MG thanks GT and expresses support for the process, explaining that it helps refresh the board with new input and ideas.</p>
6 & 7	<p><b>Any Other Business and Open Forum (Items combined)</b></p> <p>MG acknowledges the difficulty of a structured discussion so begins with a presentation from AL on behalf the programme team, noting that if the Trustees steer the ship then the Programme team are the engine room – they put a tremendous amount of work and we are very grateful. Following this, SP will talk about premises and members are invited to offer questions and comments.</p>

AL thanks attendees and speaks about the situation facing the programme team this year – not quite the four horsemen of the apocalypse but the combined challenges of Plague, Premises & Programming. AL offers huge thanks to the programme team noting that the process is so much more difficult now. And thanks of course to RP for all her work 'an absolute powerhouse' (Applause (actual and symbolic/clapping icon from F2F and Zoom))

For transcript of AL's presentation see [Programmers Report text HERE](#)

AL expressed thanks to the staff at Brunswick MC who have been hugely helpful. The programme team will continue to do the best that they can, to give the best they can, and hope that members will continue to attend and support them.

MG thanks programme team and notes that we were lucky to have CUH so to be realistic we are unlikely to find the provision and flexibility at the same cost. Introduces SP to talk about premises.

SP shares screen to show table of comparable costs relating to premises options, comparing approximate/assumed costs for previous CUH, current Brunswick & estimated own space (spanning 3 years as any initial funding support/reduced rates decline) Explains that we had a good deal at CUH but unfortunately it doesn't look like Ampersand will come up with anything suitable for us in future. Own building would be expensive as well as additional responsibilities. Brunswick is still the most appropriate cost for us.

RP also comments that Brunswick offers us a range of spaces for varying and parallel bookings, whereas having our own space permanent room/space would be more limited/only one space.

Trustees have therefore concluded that Brunswick is our best option. It was important to show members how the trustees have come to make these decisions, as it has not been simple.

Applause and thanks for SP.

MG explains the importance of working in partnership with our hosts at Brunswick MC and that we hope to continue that positive relationship.

Additional comments invited

HW stands to speak – following discussion of programme team explains the need to engage members more in planning and preparation. Some programmers have been in the role for 8 years now and we need people to bring in new contacts etc. Members need to know that the existing

	<p>programme team do not want to continue forever as it is bad for the organisation.</p> <p>MG we need to engage more, we need more active involvement from members.</p> <p>JR stands to speak – almost exactly 9 years since the old CLL was cut and founding members established Explore. We are in a similar position now. Explore was established because there were enough members putting in enough work to make sure it didn't die. The future of Explore relies on having enough members working hard enough to keep it alive. We need more people to volunteer for day-to-day set up as currently it falls to the programmers who don't always want to attend all sessions.</p> <p>HM comments that it feels like we have all been told off. She does help as a volunteer but there needs to be more direction and she isn't sure how she fits in with the broader system and needs more information/guidance. JP showed where Brunswick office is but it was closed – highlights issue of not having our own office on site. RP highlights a new instruction pack and offers a Zoom session to help inform &amp; coordinate/instruct volunteers.</p> <p>No further questions or comments.</p> <p>DS thanks everyone – the indefatigable trustees, the programme team without whom we would have no programme at all, the volunteers for all their help and patience, Administrator NI, for her resourcefulness, positivity, and warm communications which have done much to keep Explore together. MG for his calm and wise chairmanship. AB (Boardman) signals via Zoom and gives thanks to Dorothy. Special thanks to RP who does a huge amount.</p> <p>MG gives thanks again to RP for all her work, and finally thanks to members – 'You are why we are here, long may you enjoy Explore!'</p>
8	<p><b>Date of next meeting – May 2023</b> Specific date TBC</p>