

Company No. 8928970

MELTHAM CARLILE COMMUNITY INTEREST COMPANY

DIRECTORS ANNUAL REPORT FOR 7TH MARCH 2014 – 31ST MARCH 2015

1. The company's objectives for the Year

Background

Meltham Carlile CIC was first incorporated on 7th March 2014. Its objectives, as stated in the Articles, are to carry out activities which benefit the community in particular (without limitation) to:- acquire land, own, lease, let, manage, charge, dispose of, transfer and otherwise deal in real property (both leasehold and freehold); and repair renovate, clean and rehabilitate existing buildings within the community and make them accessible to the members of the community and/or allow the use of them for the benefit of the members of the community.

The company is 'not for profit'. The Company is not established or conducted for private gain: any surplus or assets are used principally for the benefit of the community.

Board Structure

There were three Directors at the company's inception; Richard Noon, Charles Greaves and Paul White, with the expectation that this number would grow as additional Directors were invited to join thereby increasing the connections to the wider community and strengthening the expertise and skills of the Board. It was also decided to invite two Directors from Meltham Town Council in order to ensure close working relationships between the two organisations. Cllr Jean Wrathall and Cllr Edgar Holroyd Doveton (since replaced by Cllr Kate Buchanan) were selected by the Town Council. The Board was strengthened with three members of the Meltham Carlile Support Group; Pam Murgatroyd, Robert Pepper and Bob Irwin. Pam Murgatroyd has since been replaced by Eva O'Donovan.

The principle activity of the Company has been to acquire the Meltham Carlile Institute as an 'asset transfer' from Kirklees Metropolitan Council and renovate and repair the building so that it can function as multi-purpose community

hub. Capital has been raised from grant funding from Kirklees Council, Meltham Town Council, The Valleys Area Committee and Crossroads (a Meltham based community charity). There have been other funds received from donations and sponsorship.

Our objectives for this year

1. To acquire the Meltham Carlile Institute buildings from Kirklees Council
2. To manage the Meltham Carlile Institute for the benefit of the Meltham community
3. To raise sufficient funds to pay for the costs of running the community hub
4. To raise additional funding in order to pay for the proposed repair and renovations works to the institute, including works to enable a community Post Office to start operations; to assist in the relocation of the local library; for new business space to be leased to local businesses and to increase community activity within the building.
5. To employ both volunteers and contractors to clean and maintain the facility and ensure that the property is secure and open appropriately for community use.
6. To consider additional improvements and building works for the future in order to enable additional and improved use of the building.
7. To support where possible new and existing community groups and clubs to develop and improve.

2. Our Strategies for achieving the Objectives

1. Our business plan indicated that there was a need to urgently undertake improvements and repairs to the building in order to ensure that the company had business tenants and community activities as early as possible after taking ownership of the building. The purpose of this so that income was being generated from both tenants rent and fees from community activities as early as practicably possible.
2. It was anticipated that the running costs of the Carlile Institute would be in the order of £35,000 per annum. This would be paid for principally through the income generated from business rents and community fees.

3. To take possession of the building from Kirklees Council before a formal asset transfer so that renovation and repair works could commence at the earliest time possible.
4. To obtain substantial capital grant funding to fund works in the order of £150,000.00 which would enable the first two phases of work to be completed.
5. The Board of Directors to meet monthly in order to agree policy but also to make decisions and agree delegation to the Directors involved in the day to day project management of the capital works and the facility management.
6. Two Directors, Paul White and Richard Noon were selected to undertake the day to day management of the building works project and the running of the facility and were given delegation to make appropriate decisions.
7. To establish a Community Support Group which would have a number of responsibilities and purposes, including ensuring wide support for the company's activities, but also raise income from the use of the community space/rooms and manage these spaces for the benefit of the community users.
8. To set up appropriate financial controls and accountancy procedures. The Directors to monitor finances at the monthly meetings and agree appropriate action with the Treasurer, including borrowing, further grant applications and fund raising.

3. Our activities and Achievements during the year

1. The Company acquired a temporary lease of the Carlile Institute on 23rd June 2014 and immediately commenced work renovating and repairing the building. The first phase of work concentrated on the main part of the building fronting Huddersfield Road and Carlile Street.
2. In the meantime Richard Noon had secured a franchise from Post Office Ltd to run a community Post Office from the building. Works to accommodate a Post Office counter and provide the essential security measure were undertaken alongside the other works.
3. The community Post Office is the first of the Companies business tenants and they have a ten year lease commencing from September 2014. The

new P O counter opened on 9th September 2104 to wide acclaim and has proved very popular with the local community since.

4. Renovation and repair works to the ground and first floor (Jubilee Room) included new double glazed windows, roof and gutter repairs, damp proofing and re plastering, rewire and new lighting, new floor on the ground floor, new central heating to both floors, new disabled access and automatic doors, toilet and kitchen for the Post Office. The expenditure was audited and signed off by Kirklees Council in January.
5. A second phase of building and renovation works was commenced in November 2014 to the ground floor of the annex, which included damp proofing, new floors and windows, re plastering and repairs to electrics and new security measures. This was completed in February 2015 and three local businesses took occupation almost immediately on business tenancies, securing further revenue funding for the project as well as local employment.
6. The Company engaged a local Architect, David Bottomore, to draw up plans for the third and final phase of the renovation and remodelling into a Community Hub. These plans include the provision of a new entrance lobby and lift to enable disabled access to the first floor; new toilets (access to the public during Post Office hours) and kitchens on both ground floor and first floor; new electrics and heating in the former mechanics and an office for the Meltham Town Council Clerk and a new meeting/local history study room.
7. Planning Permission for the third phase was achieved on March 2015. The new plans and costs for these works will be the basis of funding bids both nationally and locally.
8. Our accounts, as expected demonstrate a loss in our first years trading. This is principally because we didn't have any rental income until December from the Post Office and until March from the Business Tenants. Next year we expect to have a full year's income from both these sources. We have also had income from the use of the community rooms and this is also growing as more activities and events take place. The Board is extremely grateful for the work the Support Group has undertaken during this year in order to achieve this.

9. Our revenue costs of c £20,000, during the year are much as expected. We hope to reduce some of these with more efficient heating and lighting systems as we move forward. But other costs will increase as there is more use of the building.
10. The Company has performed well above expectation within its first year of operation. Much of this is down to the hard work and commitment of Richard Noon who has been tireless in his pursuit of our goals but also as a consequence of the exemplary support of the Board and other volunteers in the community.

4. Our plans for the future.

1. We aim to build on the successes of our first year by increasing the revenue from rentals as well as the community activities within the facility. We anticipate that we will be in a position to break even in our third year and making financial surpluses thereafter.
2. It is expected that the local library will relocate into the shared space with the Post Office and Meltham Town Council will relocate both the Town Clerks office and their meetings into the building sometime during the next twelve months.
3. We will continue with preparing and submitting funding bids in order to complete the capital works to the building. Our aim will be to complete all the planned capital works within the next financial year, but this relies on the decisions of funding bodies.
4. The Board intends to review our governance model in order to ensure that it is fit for purpose and is effectively engaged with the community. Part of this review will include seeking charitable status for the company in order that the community receives the maximum benefits from the company's activities, as well as improving our community engagement.
5. We will continue to meet on a monthly basis and invite further Directors to join the Board in order to ensure that we have the necessary skills and experience as well as effective connections to the community we serve.

