



theKenilworthCentre  
we're here for you

## theKenilworthCentre (tKC)

### 11<sup>TH</sup> Annual General Meeting – Wednesday 20th September 2023 at 7.30 pm

#### MINUTES

**Present**            **Trustees:** Richard Dickson (RD) Chair of meeting, Mandy Brougham (MB), David Littleford (DL) Michael Anderson (MA), Rachel Graham (RG), Dr. Becky Johnson, Jim Price (JP) early departure.

**Staff:** Sarah McCaffrey (SM) Joint Centre Manager, Becky Webb (BW) Joint Centre Manager, Louise Male (LM) Administrator and minute taker, Sam Metcalfe (SM) Mentoring and Youth Club Lead.

**Volunteers:** Leticia Smith (Youth club volunteer), May Lau.

Sim Connor, Andy Garsed, Lesley Plant, Bob Wildman, Brian Goredema-Braid, Mark Stevens, Elisabeth Stevens, John Bowman, Kate Dickson, Alison Insley, Gerry Cowdon, Nigel Briggs, Nick Hoten, David Morgan, Peter Jones, Anne Cross (Waverley Day Centre), Pauline Haywood.

**Apologies**        **Trustees:** Graham Leach (GL), Victoria Mier

**Others:** Nick Cadd, Craig Ricardo, Sharon Maxted, David Maxted, Alix Dearing, Cllr James Kennedy, Fiona Spiers WCAVA.

#### 1. **Welcome**

RD welcomed guests and thanked people for coming.

#### 2. **Apologies for Absence and disclosures**

All apologies are noted above.

RD - RD is a member of the Town Council who support tKC with a grant, is a District Councillor and is also a trustee of Compassionate Kenilworth.

#### 3. **Minutes of the Wednesday 28th September 2022 and Matters Arising**

The minutes of the last AGM were approved as a true and fair record. Andy Garsed proposed, Bob Wildman seconded. There were no matters arising.

#### 4. **Chair's report** (verbal, summarized below)

RD recapped what the trustees responsibilities were to the Charity Commission and tKC. And thanked Michaela Anderson, our finance officer and Flemons and Co as our independent examiners for preparing the accounts

RD said that the cost of living and the cost of energy are currently huge challenges for tKC and tKC has had to take difficult decisions about the money it spends.

RD spoke about the cost of living crisis and how last year tKC were planning to provide warm hub and holiday food club activities for local residents. tKC worked to deliver many of these with the local charity

Compassionate Kenilworth, with the local business Cook and with local schools who've helped with the promotion of these events. tKC is grateful to all these partners for working with tKC on these successful activities.

As tKC envisaged 12 months' ago, our energy costs have increased massively, now being more than 25% of our lettings income.

Difficult decisions tKC has had to take in the past year have included focusing its youth work on the practical activities that we provide here at the Centre and on our mentoring work at Kenilworth School. We could no longer justify the resources that we were spending on the detached work that we had been doing. The Executive Head and other staff at Kenilworth School, have said how important tKC's counselling work is and will be at the School's new site, both for students and as part of the School's community engagement. Thanks to all youth work staff.

Sarah and Becky, Joint Centre Managers have some excellent relationships with partners and users. Louise continues to give our users the quality experience that defines us as a community venue. tKC's amazing volunteers, whether with its youth work, its building and with Radio Abbey all do fantastic work.

tKC relies hugely on so many organisations, donors and funders. Thank you to all of them.

Over the next 12 months and in the next few years several thousand new households will move to Kenilworth. We're committed to ensuring that tKC will be here for them. Because new properties themselves don't create a community. It's the activities and facilities like those that tKC provides, both now and in the future, that gives a place a heart and a soul.

Financially tKC cannot continue to operate at a deficit, with expenditure exceeding income. tKC has reviewed its fundraising activity and it's why we're so grateful to all our funders and donors. tKC has also started discussions with our landlord the County Council about the terms for renewing its lease even though it's not due for review for a few years yet. By working with our partners, with our funders, our users, our staff and our volunteers we're optimistic for both what, in the next part of our journey, tKC will be doing as a go-to community venue of choice and how tKC will be working.

It's the experience that tKC gives its users, partners, young people and radio audiences that creates the memories that keeps people coming back to activities here, that ensures people continue to fund tKC's work and that keeps tKC's listeners tuning in.

I want to thank all my Trustee colleagues. In the past year we've worked hard to keep our Trustee Board refreshed and outward looking. Tonight we'll be welcoming three new Trustees. These new Trustees will ensure we continue to look outwards, that we focus on the experience that we're giving our users and on the impact we're helping people to achieve and that we ensure - with the help of others - that tKC's finances are sustainable.

During the past year Miranda de Freston stood down as a Trustee. At this AGM, David Littleford and I – who joined as Trustees at almost exactly the same time back in 2016/17 - will be stepping down as Trustees. Thank you David for all that you've brought to tKC, for your help in getting us through Covid and when John Whitehouse died, for your input on building matters and in recruiting new staff. You'll be much missed. As I'm sure David you'd be the first to agree, as Trustees we're here not as owners nor as managers of tKC. We're here simply as stewards of tKC's vision and purpose as a youth and community centre, of its people and of its physical assets. I think David I speak on behalf of us both to wish our successors as Trustees well.

It's been a privilege to be part of tKC on this journey. RD said he has met some amazing people on the way and if people have been able to enrich their lives in the community of Kenilworth as a result of what tKC does and how it does it, that's great.

Now, with everyone's help, the journey for tKC goes on.

Andy Garsed asked if RD will be remaining as a trustee. RD said he was not, and that it was healthy to have a turnover of trustees bringing new viewpoints and skills to the table. AG thanked RD for all he has done to tKC.

## **5. Centre Manager's report (PPP)**

In the past year the new joint centre management team significantly expanded our community outreach, collaborating with partners to address post-pandemic challenges and the escalating cost of living. We are particularly concerned about the hardships that the approaching winter may bring for our community.

tKC actively organises various youth, family, and community initiatives, such as Youth Clubs, Pop-up Family Cinema, Holiday Cafes, Radio Abbey, and Rain or Shine playgroup.

We are at the heart of our community, accommodating up to 800 individuals each week from various demographics. Our youth provision alone supports over 140 young people weekly through mentoring, counselling, youth clubs, and projects.

### Trustees

Thank you to all of the trustees who have worked hard to support the Kenilworth Centre. At this year's AGM we are sad to see David Littleford step down as trustee.

David has been a key member of the board of trustees for many years and we thank him for his time, commitment and passion and for all of his work with our HR processes and buildings maintenance and management.

Miranda De Freston resigned from her trustee position recently and we thank her for her assistance with setting up of new systems and processes, our website and supporting new Centre Managers.

We are sad to see Richard Dickson step down from being Chair of the Kenilworth Centre and trustee. Richard has been such a support to us as Centre Managers over the past 14 months. Available to help with all elements of the Centre, attending meetings, writing reports, volunteering at events and championing the Centre at every opportunity. We thank you for your help and support and hope we can continue to come to you for your input in the future, it has been so valued.

We welcomed Dr Victoria Mier Victoria who has presented a music radio show with a particular focus on folk music.

We want to thank Mandy Brougham who has agreed to step up as Chair. Mandy has also been a trustee for the past 17 years and knows the Centre, the town and the young people of Kenilworth well and will bring experience and continuity to the board. Mandy is our trustee with the responsibility for Safeguarding and can be found most Friday nights supporting our Youth Clubs.

Also tonight, we want to welcome new trustees to be welcomed in this evening:

Dr Rebecca Johnson, specialist in Public Health with a keen interest in social impact.

Sim Connor - Accountant with a history of working in the private and third sector.

Nick Cadd - Housing and Communities Manager at Stratford upon Avon council.

We are grateful for your support, input and guidance.

### Staffing

2 x part time Centre Managers  
1 x part time Centre Admin Manager  
1 x part time Finance Manager  
1 x part time General Assistant  
4 x part time Youth Workers

1 x contract Youth Worker  
1 x contract Cleaner  
1 x contract Gardener

8 x Trustees

10 x Volunteers who support with:

- Youth provision
- Gardening
- Maintenance
- Community provision
- Consulting regarding strategic planning
- Abbey Cinema
- Sports & fitness
- Recycling.

12 x Radio Abbey Volunteers responsible for the production and presenting of Radio Abbey

#### Summary of the variety of people user groups using the centre

#### Funding

Over the past 12 months tKC has received donations and grants to allow us to deliver Youth and Community Provision, install emergency lighting, repair furniture and update radio and audio equipment.

While we are a business and rely on facilities hire for a percentage of our income, we are facing substantial increases in our utility and repair and maintenance costs. To allow us to continue to operate at the level we currently deliver across all demographics in Kenilworth, we need to access core funding. Our small team has been working hard to apply for grant funding, to seek sponsorship and to develop sustainable income streams but we need your help.

Huge thanks to all our donors, contributors and organisations who have provided grants historically and in the future. We hugely appreciate it.

We are set up on **Local Giving** for regular donations: [www.localgiving.org/charity/tkc](http://www.localgiving.org/charity/tkc) and have specific fundraising streams on **JustGiving** for Youth Provision, Abbey End Studios & Asylum Seeker Provision: [www.justgiving.com/thekenilworthcentre](http://www.justgiving.com/thekenilworthcentre)

We are planning several fundraising and crowdfunding events over the next six months, so please contact us if you are able to help.

- If you are interested in sponsoring a project or activity, please ask to see our sponsorship tables.
- If you have suggestions about grants and funding streams we can apply for, please let us know.
- For more information about how to support tKC in either of these areas, please contact Sarah or myself to discuss.

## Youth Provision

Past 12 months, tKC has continued to deliver a regular Friday night youth club for juniors and seniors. Delivering targeted youth support including sessions on:

- Vaping, Alcohol & Drugs Awareness
- Internet Safety
- Knife Crime
- Risk Taking Behaviour
- Radio Production
- Arts & Crafts
- Mindfulness & Wellbeing
- Sports & Fitness
- Healthy Eating

We have on average **30-40** young people attending each youth club on Friday nights during term time. Youth Club is funded from a combination of grants from **Targeted Youth Support, Kenilworth Town Council & Kenilworth Lions**.

## **Mentoring at Kenilworth School**

Since September 2022, Sam & Howard have been based in Kenilworth School on average 12 hours a week. They work with up to **12 young people** each week during the academic term on an ongoing basis, looking at issues affecting young people. This can range from goal setting, confidence building, relationship support, anger management, antisocial behaviour to issues with education and social isolation. This is part funded by **United Kenilworth Charities** and a donation from **Kenilworth Rotary** from their calendar sales.

## **Counselling at tKC**

We have been hosting a qualified counsellor at tKC for the past 2 years to offer ongoing support to young people who are in need of **therapeutic** support. This service is **free to access** although we are currently seeking funding in order to continue to offer this provision. Our counsellor will on average see **3 young people a week** and for a variety of issues. We are incredibly lucky to have this resource available to us at a time when waiting lists for therapeutic support are extensive and it is imperative that we secure this provision on a longer term basis.

We have revamped our referral and data collection process for Mentoring & Counselling and our membership scheme for Youth Club to ensure safety, GDPR & to enable us to gather evaluation feedback to help us apply for further grants.

Our short courses program of activity addresses wellbeing.

## **Wellbeing Courses**

**Arts & Crafts for wellbeing** - Our youth worker Beth Zeen who is also an artist has been running the arts & crafts course in 5 week blocks for the past 2 years. These well attended courses offer groups of 12 the opportunity to explore themes around **wellbeing**. Addressing relationships, risk taking behaviour, keeping self safe, self esteem & confidence through art. This is self funded, although we are currently seeking grants to make this free to access.

**Kickboxing** - We have partnered with **Hussar's Kickboxing Gym** to offer an introduction to Kickboxing course. We have run a successful pilot and as a result were able to secure funding from **Crimebeat** to run this until Spring 24.

**Yoga** - We continue to run Yoga workshops throughout the year for groups of up to 12 young people at a time. The next course will commence towards the end of the year. We are seeking funding to be able to continue to run this.

**Babysitting** - This is a 3 week babysitting skills course that we offer several times throughout the year which enables young people to **upskill** and increase **confidence** and **first aid skills** to babysit.

**Youth Panel** - We have established a youth panel made up of young volunteers who want to share their experiences, ideas and thoughts on tKC and wider issues facing them locally and wider. We have hosted 2 youth panel events and have more scheduled this term. We aim to involve young people in **future decision making and stratgic planning** at the Centre and would love to establish this more widely in Kenilworth.

### **New projects in process**

**Young Men's Group** - We have received a generous **donation** to pilot a young men's group addressing **socially isolated and hard to reach young men** who are at risk of being involved in **antisocial or offending behaviour**. Our Youth Worker, Howard has developed a program of resources and during the autumn term we will pilot this short course.

**Pathway to work** - We have been nominated as one of the **Mayoral Charities** of the year and are working closely with our Mayor to develop support pathways to work for young people in the town. This will be developing opportunities to access **mentoring** and **leadership** support, work experience as well as bringing in facilitators to develop **skills based workshops** on site at tKC.

### Community Provision

tKC have continued to develop our in house community provision and currently offer the following free or low cost activities.

**Rain or Shine** - weekly term time outdoor **playgroup**, connecting children and carers with **nature and wellbeing** activities. We have had grant funding which allowed us to deliver this during the spring term. There is now a small charge although as with all of our activity, if cost is a barrier, we are able to offer some free spaces.

**Pop up cinema** - We have hosted several successful child friendly films in our main hall. Currently this is not financially sustainable, however with investment and a committed volunteer pool, we can revamp this provision as part of our longer term strategy.

**Pop up Cafe** - Thanks to WCC Councillors grant we were able to open up the Youth Room, 3 x a week over the summer holidays as a free to access space for families and young people. The aim was to provide a safe space with **activities, sports and free refreshments** so families and young people had somewhere free to go over the summer period. We will seek further grant funding to enable us to deliver this much needed space during school holidays.

### **Compassionate Kenilworth Partnership Projects**

tKC have continued to work in partnership on a number of community projects with Compassionate Kenilworth. Since September 2022 we have delivered a series of Warm Hub/Community Hub events. These include delivery of a regular monthly Board Games Hub, a monthly Community Dinner and Live Music Hub and regular blocks of Community Kitchen to support locally placed Asylum Seekers.

**Board Games Hub** - We run a monthly board game hub in our youth room. This is a free to access games hub where families, individuals can play a variety of board games. We have regular special events, such as Magician Angus Baskerville and a recent Pokemon themed cafe.

**Community Dinners** - We have hosted with sponsorship from Cook, monthly free community dinners with live music since last October. These have proved successful and a lovely opportunity for the community to socialise and eat together.

### Community Provision - Food

#### **School Breakfast Provision**

Through Compassionate Kenilworth funding, we have delivered breakfast provision to students at Kenilworth School for the past 18 months - our Lead Youth Worker, Sam Metcalfe takes responsibility for

managing this project, working with teachers and support staff to ensure that children can access breakfast items.

**Bakers Dozen Voucher Scheme** - Sam has been working in Kenilworth School to identify young people attending school hungry. Compassionate Kenilworth sourced funding to create vouchers for local bakery that are given to young people in need.

**Supermarket Voucher Scheme** - CK & tKC are in receipt of a grant to address cost of living and have been working with local referrers from Social Prescribing team, Kenilworth School and local faith groups to provide an emergency supermarket voucher to identified families and individuals in need alongside referrals for additional support. In line with Food Bank criteria and assessment process, we offer signposting and onwards referrals as part of this package of support.

tKC are a referral and a collection point for **Warwick District Foodbank**

### **Asylum Seeker Support**

Since November 2021 tKC has been working with Compassionate Kenilworth and local faith groups and Warwickshire County Council to support locally placed Asylum Seekers. We have been working with volunteers to provide the following supports:

**Clothing Distribution** - tKC took over the storage and distribution of donated clothing for Asylum Seekers in August 2022. Since then we have received over 450 requests for clothing and have volunteers sorting and packing weekly. We receive donations from the local community, Warwick University Sustainability Team and Gain International.

**Community Kitchen** - tKC have opened up the kitchen we have a grant to fund regular opportunities for asylum seekers to access our kitchen and cook for themselves and their peers.

**Together Through Sport** - in partnership with our friends at Onside Coaching, we have been working to deliver access to sports for locally placed Asylum Seekers. Onside have raised over £3000 since June 2022 which has funded weekly football pitch hire at the old and now new Kenilworth School sites. Football practice every week and regular friendly matches against local teams. PE Sports International have delivered a free six month block of volleyball sessions at tKC, funded by various fundraisers at Warwick University.

### Radio Abbey

**Radio Abbey is our community radio station currently broadcasting 24/7.**

We have a pool of 11 presenters who write and produce their own shows, ranging from Musical Theatre, Film, Folk Music, Literature, 60/70's to an Improv Show.

Our presenters work hard to engage with the local community, offering support to local theatres, live events and providing the opportunity to produce one off specials. **Victoria Mier** is providing additional support to centre managers by running monthly meetings, managing programming and social media. Thank you Victoria!

**Local, Loud and Proud** champions local musicians and artists, offering an opportunity for emerging talent to perform and be interviewed, this year gaining sponsorship from **Mid8 Music**.

Each show has a target audience and numbers are growing steadily across the board.

Presenters are involved in planning, promoting and fundraising for Radio Abbey with events such as the **Big Quiz** (next quiz, 30th September, tickets available). Over the past year, we have said goodbye to longstanding presenters, **Jason Cobley** with his Prog & Rock show and **Mark and Nathan** with their soul show, although these are still available on our listen again service. We thank them for their contribution to

the station. We have a pool of new presenters joining the ranks and look forward to welcoming them to the team.

We are pleased to be the official MC for the annual **Round Table Fireworks** and thank them for their grant to help upgrade our equipment.

If you are interested in **hosting** a show, learning how to **present**, recording a one off **podcast** style show, get in touch, we can offer **training and support**.

### **How you can listen?**

You can listen via the website [www.radioabbey.com](http://www.radioabbey.com) or via the **TuneIn app**.

### **How you can support?**

- **Like** and **share** Radio Abbey **social media** posts
- **Listen** and spread the word
- Join us for the **Big Quiz**
- **Sponsor** a show
- **Fund** equipment
- Join us as a **presenter/producer**
- Send us a request **for firework night**

### Volunteering

We have developed our volunteer recruitment and induction process and are currently looking for volunteers to drive projects in the following areas:

- Community provision
- Recycling & Environment
- Youth Provision
- Audio & Media Production
- Radio Abbey Presenters, trainers and producers.

We currently have a wonderful core group of volunteers who work tirelessly to support the Centre. We want to take a moment to recognise two in particular who support us with maintenance and our environmental impact.

**Vic** has been volunteering to support with buildings and maintenance issues and is often spotted hard at work installing shelving, replacing brickwork, fixing signs, lighting, painting, weeding (often with the help of his wife Carol) at all times of the day. Without his help the Centre would be at a loss, our combined DIY skills fall far short of what we should be capable of, so a big thank you to Vic for all of your time, dedication and solutions you provide us.

We want to thank **May** who has been working behind the scenes to set up a fantastic recycling initiative that raises much needed funds for the Centre. May is responsible for multiple recycling programs around Kenilworth and on site here that contribute towards reducing our impact as a community. Watch this space for some exciting new initiatives in the coming months.

Our partnerships with Compassionate Kenilworth and the large number of volunteers who assist here with our asylum seeker support, various warm hub events and at the pop up cafe mean that we have access to a greater pool of volunteers.

We have regular contact with Warwick Volunteers who recruit students for specific projects, this year supporting us with clothing collections and pop up cinema. I have mentioned Onside who work incredibly hard to provide sporting opportunities for displaced people on behalf of tKC.



Next week we are hosting a corporate volunteering day for staff from National Grid via Volunteering Matters, we hope this will be the first of many events where groups will come and help with one off events, this time weeding, clearing and cleaning our outside space. tKC is a community venue with a small team, without the hard work and commitment from volunteers, our impact and success would be dramatically reduced.

**From all of the trustees, staff & Centre users, we thank all of our volunteers!**

### Networking/Relationships

We want to **thank** all those that we have existing relationships with across the community, Centre Users, Funders, Supporters & local Councils & organisations that we confer and plan with. Local Service Clubs, Charities, Faith Groups as well as those we are initiating contact with now.

Our work relies on having the support and backing of businesses, charities and statutory bodies within the community. This support allows us to develop our provision, provide for the community and create new and innovative responses to identified need.

To survive and thrive, we need to establish and maintain links and partnerships with investors, businesses, health and education providers as well as continuing to partner and support Small Medium Enterprises' (SME) and Community Interest Companies (CIC) and Charities.

If you or anyone you know is interested in supporting tKC with any element of our provision or has ideas or suggestions of how we can increase our sustainability, please do get in touch.

### Challenges

Over the last 12-18 months, we have witnessed a substantial rise in fixed costs, exceeding our income by £3,000 monthly. These increases stem from lease conditions, escalating outgoings, lack of core funding, and mounting repair and maintenance expenses. Notably, due to our current lease terms, we are ineligible for maintenance grants. Our fixed costs, including staff wages, utilities, insurances, and licenses, have surged, exacerbated by rising energy costs.

**Lease Conditions.** The Kenilworth Centre is owned by Warwickshire County Council (WCC) on a fully repairing lease (peppercorn rate). Our current lease is up for renewal in 2027 and due to the short time left on the lease, we are ineligible to apply for any maintenance/repair grants that are usually available to community spaces. We are negotiating with WCC to surrender the current terms of our lease in order to renew the lease with new terms which will enable us to apply for grants for maintenance and development costs, and for WCC to take responsibility for elements of repair. Over the past 12 months we have used reserves to fund maintenance of the building to comply with health and safety regulations.

**Increase in all fixed outgoings.** Increase in outgoings for all aspects of Centre, including staff wages, utility bills, insurances & licences have risen significantly.

**Lack of core funding.** We believe that we are one of the only community centres within the district who receive no core funding from either Town, District or County Councils and instead rely solely on income from room hire, donations and grants.

**Repair & Maintenance bills over the past 12 months.** During the pandemic, the Centre was closed for a period and regular maintenance, repair and development ceased. As a result, since July 2022, multiple reviews on health and safety, maintenance and repair have resulted in high repair and maintenance bills due to dilapidation of a dated building. We also predict that there will be further repairs and building maintenance in the next 1-2 years that we will need to source funding for, including but not limited to: upgraded fire doors, new linoleum throughout the building, replacement automatic doors, roof maintenance, security systems and IT systems.

You may have noticed that our lift is out of order - this has been an ongoing issue with intermittent faults. Only this morning, we have been informed about the magnitude of the repair, needing the lift to be taken

apart to source the problem. This impacts our users. Without access to the upstairs rooms, many of our users are restricted, so it is imperative to the nature of our business to repair this as a matter of priority.

### Moving Forward

At our core, tKC is a space for youth to access support and activity and we know that since 2011, 69% of youth services nationwide have been cut.

We do not want to reduce our youth and community provision at a time where the impact of the Covid pandemic and the increased cost of living along with the usual stresses and strains of cuts to public services continues to have a detrimental impact on lives.

### **Our strategy to secure the future of tKC includes the following:**

- **Recruit new trustees** to support with accounts, business development, fundraising, social impact, strategy, and evaluation of delivery.
- **Increase Room Hire** – We are working with our trustees, staff, volunteers, and network within the community to increase room hire at the Centre. We have seen an overall drop in occupancy levels this year, we are confident with some minor changes and upgrades to the rooms, plus a strong marketing campaign, we can bring these levels back up to a more sustainable capacity within 6 months.
- **Amend lease** - We are working closely with WDPG to renegotiate the terms of our lease, so that issues with the building in the future will be at least in part covered by them. This will help to keep the future of tKC and what we deliver secure.
- **Partnership Projects** – We continue to work closely with Compassionate Kenilworth to devise community projects addressing social isolation, loneliness, delivering warm hub/cost of living activity. We are working in partnership with Kenilworth Arts Festival to develop our creative quarter and their community engagement strand, to deliver accessible arts workshops and events.
- **Sponsorship** – We have developed a sponsorship strategy and are offering local businesses and the community the opportunity to sponsor an element or a program at the Centre.
- **Fundraising** – we have a **Local Giving** account which receives regular donations from individuals and is shared widely on our website and social media channels school newsletters each academic term. We host multiple **JustGiving** streams– Asylum Seeker support, Youth Provision & Development of Abbey End Studios. These are shared on our website and social media channels.
- **Core funding** –National Lottery, Hodge Foundation, Newby Trust & HofE Community Foundation & BBC Children in Need. Long term core funding for staffing will enable staff to deliver additional community provision and provide security to the community and everyone we support.
- **Project Grants** – We will continue to apply regularly for funds to enable us to cover all costs for Youth Work & Community Provision
- **Development Grants** – We have been working on development grant applications to help us develop a sustainable income stream by updating and refurbishing Abbey Radio Station and the recording area.

### Abbey End Studios

**Abbey End Studios** – Redevelop existing space to create studio and radio space to create additional income stream.

We intend to increase access to and audience of our long-standing community radio – **Radio Abbey**.

Using restricted funds to refurbish existing rooms to soundproof and install up to date audio and video recording equipment to repurpose the rooms as hire spaces for businesses, charities, home educated and young people out of mainstream education.

They will be available to use to **record audio, edit videos, record podcasts, audio drama and live music** with a focus on content creation for social media for businesses, students and hobbyists. We have trailed this with a group of **young people who designed, planned and recorded their own podcast style**

**show.** Alongside these opportunities will be a program of support to educate children, young people and adults in **safer online** use.

We will have a booking system which allows us to develop membership tiers. This will mean that we can charge higher prices for businesses and individuals and have a sliding scale for charities, not for profits and education groups.

We are in the process of partnering with a new University Campus in Leamington Spa, SAE who offer creative audio and sound degree programs to develop a community offering with a view to creating a onwards referral program.

We have support and backing from several Warwickshire based professional studios who have been consulting on the design and delivery of a community recording facility in Kenilworth.

### Conclusion

As our community, we would ask that you continue to support the Kenilworth Centre, converse with us, tell us your ideas, what you would like to see, make suggestions, donate resources, time & funds. We are custodians of the space and will do our level best to ensure that the centre continues to thrive, grow and deliver what is needed for the growing population of Kenilworth.

## **6. Treasurer's Report and presentation of the Accounts for the Year Ended 31<sup>st</sup> March 2022**

The annual report and accounts (see attached) were signed off at the last trustee meeting in September, and RD thanked Michaela and Flemons for their help.

### RD reported on the good news:

Income	£114,568 (y/e Mar '22 £112,520)
Grants received	£29,022 (£5,437)
Lettings income	£72,682 (£66,946)
Staff	£60,063 (£48,018)
<b>Property</b>	<b>£28,574 (£23,725)</b>
Radio Abbey	£2,220 (£2,073)

### And the no so good news:

Total Spending	£139,482 (£125,201)
Property	£28,574 (£23,725)
Reserves	£49,620 (£74,534)
Unrestricted funds	£21,186 (£42,551)

### What's being done?

More fundraising applications  
Even more marketing for lettings  
Talking to County Council  
Reduced staff headcount

Andy Garsed said that he was part of the team that negotiated the lease with WCC, and they probably did not think there would be a high spend. He asked what the big building spends were. RD replied saying a new lift had been installed (c £17k), a new boiler (c £7k), an energy bill (c £7.5k) and improving security systems.

Andy Garsed asked if costs were rolled over and should utility providers be compared? SM said there were a policy that three quotes are sought, and this also applied to utilities. SM mentioned that future costs will include the ISDN changeover/phone/internet and that the CCTV system was antiquated.

David Morgan asked if it was better to pay an increased rent with WCC taking on responsibility for the building. SM said WCC do not want to do that. MB said it took over a year to negotiate the existing lease.

David Morgan asked about approaching companies for community funding. BW said it is easier to find funding for projects and not core funding.

MB trustee meetings will be increased to bi-monthly.

#### **7. Appointment of external examiner**

RD: Suggested tKC use the accountants Flemons again next year. This was agreed unanimously.

#### **8. Appointment and re-election of Trustees**

All appointments agreed unanimously.

Re-election and appointed:

- Michael Anderson
- Victoria Mier
- Graham Leach

New appointment/s:

- Dr Becky Johnson
- Sim Connor
- Nick Cadd

Appointment of Mandy Brougham as Chair for next 12 months

RD thank MB personally.

Closed Meeting