

## **1. Welcome and apologies**

John Armstrong (Chair of Trustees) welcomed everyone to the meeting.

He was particularly grateful to Cllr George Illingworth (Chairman of Warwick District Council) and Mrs Joanna Illingworth, Cllr Bill Gifford (Mayor of Royal Leamington Spa), Cllr Alison Firth (Mayor of Kenilworth) and Cllr Neale Murphy (Mayor of Warwick) for their attendance.

He reported that a number of apologies had been submitted and these would be recorded in the minutes.

## **2. Minutes of the Annual General Meeting and Matters Arising**

The minutes of the Annual General Meeting held on 12 July 2018 were approved. There were no matters arising.

## **3. Chairman's Report**

John Armstrong referred to Action 21's charitable aims which support the principle of 'Reduce, Reuse and Recycle'. This is achieved through the Re-Useful Centre and the Emporium, a new second outlet, which opened in June 2018.

We continue to receive donated items otherwise be destined for landfill for resale and reuse. Items of better quality, together with furniture refurbished onsite by volunteers are sold from the Emporium.

In addition, hundreds of donated bikes are refurbished and sold each year, providing a means of sustainable and affordable transport for the local community.

Significantly, Action 21 engages with a range of volunteers who benefit from the vocational experience, training and social interaction available. He offered his grateful thanks to them for their continuing support.

We continue to promote "skill share" activities, including a popular monthly Craft Club at the Art Gallery and Museum. We again participated in this year's Leamington Peace Festival. Activities included sewing for all ages and bicycle maintenance - "Dr. Bike."

Ecofest 2019 saw an exhibition showcasing the work of local environmental groups. This built upon the Eco Fun Day held in previous years. It is expected this will become a regular event in future years.

The Trustees have continued to identify organisations and activities which can be supported financially and have provided funding for the Sydni Centre Repair Café.

### **Future Issues:**

JA reported that the existing leases on the Re-Useful Centre had less than two years to run, (expiring on 1st April 2021). The potential nearby development activity and the proposal for this area to become part of the Leamington Creative Quarter means there is significant uncertainty over our future use of the site. This presents a significant risk to the charity's ability to maintain a strong financial performance in the medium to longer term. However we remain optimistic that Action 21 will continue to operate for the foreseeable future.

#### **4. Operational report**

Martin Smith gave an overview of the operational activities for 2018 -2019:

- More than 200 tonnes kept out of landfill – roughly the combined weight of 27 double-decker buses;
- Around 500 bicycles were refurbished and sold, generating an income of around £18,000
- Online sales generated an income of around £2,500
- More than £10,000 worth of electrical items sold
- More 10 tonnes of scrap metal diverted from landfill
- 10 tonnes of textiles and books sent for recycling and saved from landfill.

He offered his thanks to all the volunteers who, in a variety of roles, had made this possible and the staff for their hard work. He also highlighted the support given by Action 21 to other charities including LWS Night Shelter and Vision Aid Overseas. It was also noted that the transfer of the Dobson Lane allotments to a stand-alone charity is ongoing.

#### **5. Report and Financial Statements**

Mike Cronin (Treasurer) summarised the financial position for 2018 - 2019, before drawing comparisons with the preceding year:

- A deficit of £9.1k was incurred in 2018 – 2019
- The overall cash position had reduced from £112.8k to £100.9k
- Income generated by the Re-Useful Centre had increased from the previous year by £11k
- The Emporium generated £20k in 9 months of trading from a standing start
- Overall costs had increased by £53k, these included:
  - Increased staff costs incl. those associated with the Emporium
  - Initial set-up costs for the Emporium and regular operating costs (rent, rates, insurance, etc.)
  - Craft Club activities recommencing during the year
- Costs of holding and promoting events including Leamington Peace Festival and EcoFun Day had reduced
- Other overhead costs were broadly similar to the previous year.

This resulted in an anticipated reduction in general reserves from £116k to £107k. This is well within Charity Commission guidelines of a minimum three

months normal operating expenditure. The outlook for 2019/2020 remains positive, although we are still conservatively budgeting for a reduced deficit.

As John had mentioned earlier, the Trustees would be actively seeking new activities to utilise some of the reserves to support Action 21's wider aims and objectives.

Following an opportunity for questions from the audience the Financial Report for the year ending 31 March 2019 was adopted.

**6. Appointment of Independent Examiner**

The appointment of Dafferns as Independent Examiner for the ensuing year was approved.

**7. Proposal to amend the Articles of Association**

An amendment to the penultimate sentence of Article No. 36 was proposed. After "A retiring member shall be eligible for re-election..." delete the remainder of the sentence. This was agreed.

**8. Election of Trustees**

It was reported that Mike Cronin, Belinda Pyke and Roger Twiney stand down by Ann Bryan and Martin Lythell resigned during the year.

John Armstrong, Margaret Begg, Mike Cronin, Chris Pollock, Belinda Pyke and Roger Twiney were elected as Trustees of Action 21 (2010) Ltd for the ensuing year.

**9. Any Other Business**

Emily Bunce (University of Warwick) introduced an environmental assessment of Leamington and Warwick that was currently in a developmental phase.

**10. Date of next meeting**

To be confirmed.

The meeting ended at 8.15 p.m.

**Present:**

|                         |                                      |
|-------------------------|--------------------------------------|
| John Armstrong          | Action 21 – Chair of Trustees        |
| Jenny Armstrong         | Action 21                            |
| Steve Barber            | Action 21                            |
| Margaret Begg           | Action 21 – Trustee                  |
| Emily Bunce             | University of Warwick                |
| Cllr Mubarik Chowdry    | Royal Leamington Spa Town Council    |
| Mike Cronin             | Action 21 – Treasurer and Trustee    |
| Cllr Ian Davidson       | Warwick District Council             |
| Daryl Davies            | Action 21 – Re-useful Centre         |
| Cllr Alison Firth       | Mayor of Kenilworth                  |
| Cllr Bill Gifford       | Mayor of Royal Leamington Spa        |
| Jane Gregg              | Action 21 – Emporium                 |
| Ash Hopkins             | Action 21 – Re-Useful Centre         |
| Cllr George Illingworth | Chairman of Warwick District Council |
| Cllr Neale Murphy       | Mayor of Warwick                     |
| Michael Noonan          | Action 21                            |
| Belinda Pyke            | Action 21 – Trustee                  |
| Martin Smith            | Action 21 – General Manager          |
| Suzanne Twiney          | Action 21                            |
| Roger Twiney            | Action 21 – Vice-Chair               |
| John Webber             | Action 21                            |
| Michael Wilson          | Action 21 – Emporium                 |
| Jenny Worrall           | Action 21                            |

**Apologies:**

|                       |                          |
|-----------------------|--------------------------|
| Cllr Pippa Austin     | Kenilworth Town Council  |
| Peter Blackledge      | Action 21                |
| Cllr Noel Butler      | Warwick Town Council     |
| Bertie England        | Action 21                |
| Cllr Graham Hyde      | Kenilworth Town Council  |
| Cllr James Kennedy    | Kenilworth Town Council  |
| Cllr Andrew Milton    | Warwick District Council |
| Kirstie Niamo         |                          |
| Geoff Randall         |                          |
| Cllr Mrs Sidney Syson | Warwick District Council |
| Matt Western MP       | Member of Parliament     |