



NEWMARKET - ON - FERGUS COMMUNITY CENTER CLG

THE COMMUNITY CENTRE, BALLYCAR ROAD, NEWMARKET-ON-FERGUS, CO. CLARE

Bookings and General Enquiries; 087 7761882.

Website www.newmarketonferguscommunityhall.ie

Annual General Meeting 2018

Reporting on the business of year ending December 2017



The Turret Newmarket-on-Fergus

Volunteering Builds Communities

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CHAIRPERSON'S REPORT

At Newmarket-on-Fergus Community Centre we endeavor to facilitate as many groups as possible to use our facilities and to keep it alive and vibrant. We are delighted that there is now activity at the centre 7 days a week. We recently developed a web site which helps to promote the centre and helps us reach out to the community which we serve. In the website there is a calendar of events which is constantly updated with the latest on events and centre users. While developing the website we created a new company logo which gives the company a higher profile for those receiving correspondence from us. The logo represents people engaged in activity depicted in the Clare colors surrounding the date 1812 in which the Community Centre was first formed.

The facility is not a new building and as with all older buildings it needs repairs and maintenance from time to time. Early in 2017 we had a leaking roof over the mineral bar area, this was repaired but it exposed a problem with the squash court wall which had developed a subsidence causing a crack in the wall which had to be dealt with. Expert advice was sought and taken and the wall had to come down and be rebuilt. This work was completed early in 2018.

At the centre we provide office space for Parish Organisations, the local Community Employment Scheme. Their existing office was affected by the subsidence and to continue to facilitate them we provided a new space for a supervisor and office administrator. The office is spacious, comfortable and provides daylight from the street.

On the administration side we have been successful in 2017 in retaining our charitable status for another five years. By being registered as a charity we are recognized as existing for social good. This can assist with fundraising. Also, from 2018 forward, as a charity we can reclaim any expenditure on VAT at the end of each financial year. There are benefits to registering as a charity.

Our bingo is the main money earner for the centre and would not be such a success without the time put in by Ger Fahy and Geraldine Hansbury, and all the volunteers involved, a big thanks to them for their continued efforts. I would like to thank all our directors and especially Ger Fahy for his diligent work in looking after the accounts and his dedication to the centre. I would also like to thank our secretary Edwin Bailey for his hard work in keeping tabs on the behind the scenes activity of our meetings and discussions.

We were delighted in November 2017 to welcome new member/director Tommy Sheedy. Tommy has taken on responsibility for Health and Safety on the premises. We as directors are actively looking for new volunteers to come on board with us and assist us with the running of the Community Centre. Do come on board and help us to make things better for our community.

Margaret Kennelly
Chairperson

Newmarket-on-Fergus Community Centre CLG

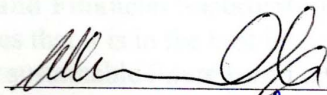
Annual General Meeting 19th October 2017

Reviewing the business of 2016

In attendance – Martin Duggan - Chairman, Edwin Bailey – Secretary, Ger Fahy -Finance, Geraldine Hansbury - PRO, Fiona O'Brien Maxwell - Director, Margaret Kennelly - Director.

- 1) The meeting was called to order by the chairperson Martin Duggan and directors were welcomed to our AGM 2017.
- 2) Minutes of the previous AGM were read by the secretary, accepted, proposed for adoption by Martin Duggan and seconded by Ger Fahy.
- 3) Chairman Martin Duggan addressed board members saying it is our challenge to keep the community centre open and active. We strive to have as many groups and activities as possible using the centre and keeping it alive. In 2016 board members agreed to convert the company to a Company Limited by Guarantee in accordance with the company act 2014. There were a number of maintenance issues during the year, the roof redone over the gents toilet area, the store area reconfigured and repainting carried out by volunteers. These volunteers included teams from Intel Ireland and White Horse Insurance with contributions from Clean Habit and Shannahans Paints. Organised by Geraldine Hansbury through Clare Volunteer Centre. EuroSpar continued to sponsor our organisation during the year which we greatly appreciate. Bingo continues to be our biggest funder, thanks to Geraldine Hansbury and Ger Fahy for their super effort here. He said our Facebook page was full of bingo related articles, we should be promoting our other activities on Facebook also. He said the company needs new member/directors who will help to run the organisation and perhaps replace existing member/directors should they retire. Chairman's remarks were proposed for adoption by Margaret Kennelly and seconded by Geraldine Hansbury.
- 4) The Finance officer Ger Fahy reviewed the accounts for year 2016 which were approved by the members. For year end 2016 they showed a surplus of €5,065 compared to a deficit of (€7,494) the previous year. The accounts were proposed for adoption by Martin Duggan and seconded by Fiona O'Brien Maxwell.
- 5) Directors.....
Due to company law whereby one third of directors must retire annually, Martin Duggan and Margaret Kennelly retired having served 2 years. As they were willing to continue as directors and serve, they were declared re-elected. There was one nomination to the board, Tommy Sheedy proposed by Edwin Bailey. His nomination was accepted by the board and secretary will notify him.
- 6) The Auditors Clune/Lynch, bankers Bank of Ireland and solicitors Crimmins/Howard were reappointed for the coming year, proposed by Edwin Bailey and seconded by Martin Duggan. In a review of bank account signatories Margaret Kennelly was proposed as a third signatory by Ger Fahy and seconded by Martin Duggan. The other two signatories are Ger Fahy and Fiona O'Brien Maxwell.
- 7) The AGM concluded and further essential business continued in a regular board meeting and is recorded in the minutes of that meeting dated 19.10.2017.

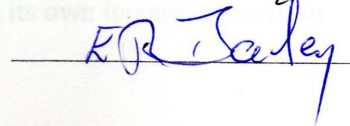
Signed Chairperson



Date

22.11.2018

Signed Secretary



Date

22/11/2018

Purpose - Mission - Values

Purpose

- To provide safe, suitable and comfortable facilities for the social, cultural, sporting, artistic and youth activities of the parish of Newmarket-on-Fergus and surrounding areas.
- To act as custodians and guardians of the Newmarket-on-Fergus Community Centre for future generations.
- To maintain and improve the facilities at Newmarket-on-Fergus Community Centre within the means available.
- To prudently and honestly manage the financial affairs of the Newmarket-on-Fergus Community Centre.
- To facilitate the residents of the community, so far as is possible within our remit, to enable them to enjoy a high quality of life, to achieve their economic, social and educational goals, and to ensure they are part of a strong, prosperous and caring community.

Mission

In order to achieve its purpose, Newmarket-on-Fergus Community Centre has as its mission:-

- To manage a Community Centre which provides high quality facilities and a range of activities that is accessible to all sections of the community.
- To continuously develop and update the centre, to meet the changing needs and expectations of the community, both now and in the future.
- To provide facilities for community groups, public sector organisations and family groups in order that they are enabled to assemble in a safe and comfortable facility for sport activity, social activity, competition, discussion and activities which enhance their living experience.
- To facilitate as far as is possible, access to activities for those who are disadvantaged, vulnerable or who face difficulties accessing facilities for their recreational activity and social interaction with their peers.

Values

Newmarket-on-Fergus Community Centre operates within the following values:-

- **Equal Opportunities** - As a provider of recreation facilities, Newmarket-on-Fergus Community Centre promotes equality of opportunity and believes in challenging discrimination of all kinds.
- **Community Cohesion** – Newmarket-on-Fergus Community Centre is committed to helping create a strong and vibrant community in which individuals from all cultures, backgrounds and beliefs are able to develop mutual understanding and respect.
- **Democracy and Accountability** – Newmarket-on-Fergus Community Centre is accountable to the community through open meetings and exchange of views with stake holders. It regularly communicates with and consults all sectors of the community, to ensure that its planning and decision making continues to reflect locally identified priorities.
- **Partnership Working** - Newmarket-on-Fergus Community Centre believes that collaboration with voluntary and community groups, public sector bodies and private sector businesses improves its ability to enhance resources and deliver better facilities for the community.
- **Independence and Financial Sustainability** - Newmarket-on-Fergus Community Centre recognises that it is in the best interests of the community it serves for it to plan for a financially sustainable future based on sound management, cost effectiveness and increasing its own income generation.

VOLUNTEERS

Volunteers are worth their weight in gold. Everyone in Newmarket-on-Fergus Community Centre is a volunteer. From our management team, our board of directors and our wonderful group of volunteers, we have no employees. Our company is run on volunteerism. We must keep in mind that volunteers are not the same as employees. They can choose to stay with us and work with us or to walk away at any time without any loss to themselves.

*That is why we appreciate you our volunteers so much. We sincerely thank you for your dedicated work and commitment to our organisation. You are crucial to the success of our Community Centre and its continuity in serving our community.
You have generously given of your time, effort and skill to
make events run smoothly and successfully.
Thank You*

To be a volunteer is an opportunity to further develop, it means you already have the following characteristics.....

- V** Value - being able to appreciate other people
- O** Outgoing - to communicate and to enhance the experience of those whom you assist
- L** Living life - You love what you do
- U** Understanding - of different lives and different people and their backgrounds
- N** Neighbourly - being friendly and kind
- T** Time - giving freely of your time, effort and skill
- E** Empathy - to put yourself in someone else's shoes
- E** Eager - to make a difference in the community
- R** Reward - doing something for others

Doing nothing for others is the undoing of ourselves.

Horace Mann (an American educationalist d.1859)

Governance

During 2017 The Board of the Community Centre began preparing for the adoption of the 5 Principles of the Governance Code. The Governance Code is for board members, managers, staff and volunteers of community, voluntary and charitable organisations. It is a resource to assist them develop their overall capacity in terms of how they run their organisation. It is a voluntary code provided free to all boards/committees/executives of not-for-profit groups to encourage them to check themselves against best practice in the management of their affairs. The Governance Code will be an invaluable tool to help give confidence to the board of Newmarket-on-Fergus Community Centre and to all our stakeholders. Good Governance means that policies and procedures are in place to ensure our organisation is run well. It also ensures continuity if board members resign and new board members can pick up the good governance of the company without interruption. Our policies give us direction. But good governance is not only about regulations, it is an attitude of mind. It is about the ethical culture of the organisation and the behavior of the people on the governing body and its volunteers.

Board members of Newmarket-on-Fergus Community Centre have undertaken work on registering for the Governance Code and we are now compliant with the five principles of the code. We are registered and our company name is listed with the 540 companies already compliant. There are another 1450 on the journey.

There are 3 types of companies which may register as compliant with the Governance Code

Type A - small companies run by volunteers without employees

Type B - small companies which may or may not have employees but are a registered charity

Type C - larger companies with a number of employees and are a registered charity

We have registered as a type B company without employees.

- The Governance Code will assist us to make sure that our organisation is run responsibly and that we are rewarded for compliance with greater efficiency and effectiveness and hopefully elevated reputations.
- The Governance Code clearly outlines the roles, duties and responsibilities of all those who sit on our board of management, and our volunteers.
- By adopting the Governance Code and abiding by its ethos, all our stakeholders can have confidence in our management and our oversight.

**Public Statement of Compliance with the Governance Code for Community,
Voluntary and Charity Organisations in Ireland**



Name of organisation: Newmarket-on-Fergus Community Centre CLG

Address: Ballycar Road, Newmarket-on-Fergus, Co. Clare

I wish to state that we have completed the process as set out for a Type B organisation and now comply with the principles and practices of the Governance Code for a three-year period from 13.09.2018 when our Board certified our compliance.

Principle 1. Leading our organisation

Principle 2. Exercising control over our organisation

Principle 3. Being transparent and accountable

Principle 4. Working effectively

Principle 5. Behaving with integrity

Chairperson name in BLOCK CAPITALS:

Margaret Kennelly

Signature:

Date of signature:

13.09.2018

Secretary name in BLOCK CAPITALS:

Edwin Bailey

Signature:

Date of signature:

13/9/2018

Please scan and email this form to: info@governancecode.ie

Policies

The Board of Newmarket-on-Fergus Community Centre has developed policies linked to our purpose, mission and values, and our vision for the future. Our Purpose, Mission and Values statement may be viewed on page 3 of this document. Our policies are available to view on our website www.newmarketonferguscommunityhall.ie. They are an organised, agreed upon collection of procedures that come from the governing body of our organisation. It is important that we have these documented procedures written down as people move on and new people will not be familiar with previous board decisions. They keep the operational structure of the organisation in place. These procedures can be changed and improved upon by later committees and any changes updated in the procedures. The written procedures or policies are a useful tool to train in new volunteers or new board members. They also give consistency to what we do on a day to day basis and provide a framework for accountability and compliance to the highest standard in what we do and the services we provide.

We have developed policies on the following procedures:-

- a) Child Protection**
- b) Equality**
- c) Food and Beverage**
- d) Garda Vetting**
- e) Health and Safety**
- f) Volunteers**
- g) Data Retention**
- h) Privacy**

These policies are published on our web site www.newmarketonferguscommunityhall.ie.

Activities

The activities which take place at the Community Centre vary from time to time and are mostly dependant on the organisations or sporting clubs who arrange them. Hereunder find a list of the most frequently arranged events which are mostly organised on a weekly basis.

- Zumba
- Fergus Keep Fit
- Indoor Soccer
- Karate
- Scouts - Beavers - Cubs
- Special Olympics
- ICA
- Weekly Bingo
- Hip Hop with Shelly
- Cricket
- Gun Club
- Apostolic Society
- Shannon Rehabilitation
- Obair Summer and Easter camps
- Hand Ball
- Squash
- Botchey
- Medieval Sword
- Volly Ball
- Shannon Flyers
- Badminton
- Living Waters Church
- School Parties
- Private Parties

The most popular weekly event is bingo which is organised by members of the company assisted by volunteers and is the main source of income which is used to run the facility.

Our Web Site

In 2017 the Board of Newmarket-on-Fergus Community Centre CLG decided to create a website for promoting our facility and informing people of what we do and the facilities we provide and maintain. We engaged Gerry Hegarty of 'Jack the Lad Productions' to create this website for us. He specialises in small to medium website design and we are happy with the creation and development of our website. We believe it creates a professional impression for our organisation and it inspires confidence in what we do and it helps create an interest in our activities. Our website is easy to navigate, user-friendly, and is visually appealing. The calendar of events is popular and a useful tool to let clients know what is on and when.

We have a section on local interest which high lights the history of our area with photographs where possible. Pupils in our schools and visitors should find this interesting. It is hoped to expand this section over the coming year.



Annual Report on Bingo

Bingo continues to generate which enables the Board of the Community Centre to maintain the building to an high standard. Bingo takes place every Wednesday night. There is a dedicated team of seven volunteers who together with four directors ensure that a good nights entertainment is had by up to 150 people from all over Clare. Occasionally visitors travel from as far away as north Cork and Portlaoise on the night. Also we have hosted groups of up to 15 from Tyrone and Donegal who were holidaying in Clare and wanted to sample Bingo in Clare. The Jackpot is €10,000 and is available to anyone who checks in 45 numbers.

As well as raising money for the Community Centre the following groups have run successful sponsored bingos, St Caimin's Transition Year students, Pakie Ryan Memorial Run, Newmarket-on-Fergus Handball and Crumlin Children's Hospital.

Directors

Margaret Kennelly	Chairperson
Edwin Bailey	Company Secretary
Ger Fahy	Finance Officer
Geraldine Hansbury	Director
Fiona O'Brien Maxwell	Director
Tommy Sheedy	Director
Frances Quinn	Director
Aisling Halpin	Director
Manus O'Donnell	Director

Contact

Bookings and general enquiries 087-7761882

e-mail address newmarketonferguscommunityhall@gmail.com

FACEBOOK www.facebook.com/VillageCommunityCentre

Auditors

HLB McKeogh Gallagher Ryan, 50 O'Connell Street, Ennis, Co. Clare.

Bankers

Bank of Ireland, Shannon Industrial Estate, Shannon, Co. Clare

Solicitors

Crimmins Howrad Solicitors, Dolmen House, Shannon, Co Clare