**Mr Chairperson and members of Cappoquin Community Development Company CLG;**

I present hereunder the annual report of the Company for the calendar year 2017. The Company has completed 24 years of existence and this is the 23rd annual report.

The Company has in 2017 continued to provide a range of services, amenities and entertainment to people of Cappoquin and surrounding areas. In addition the Company’s history of performance in the management of a sustainable entity has again enhanced its reputation amongst the local populace, government agencies and other community organisations. The Company’s members are recognised as a group with a record of achievements that is second to none amongst voluntary community associations.

The Company’s operation of the Community Centre and Enterprise Units and its presence in Cappoquin has made it a significant contributor to the economy and social advancement of the area. The Company, with an annual expenditure in excess of €300,000, has a noteworthy spend in the town and provides employment for many people both directly and indirectly.

During 2017 the Company provided a full childcare service, educational and training services in partnership with the Waterford Wexford Educational and Training Board (WWETB), facilities for leisure and fitness pursuits, a venue for performing artists, a location for meetings, a location for activities for young and old and commercial units for start up and small businesses. In general the Community Centre is the principal location in West Waterford for leisure, education and entertainment.

2017 was a year of consolidation for the Company with the childcare operations in particular being targeted to ensure that all fee collection was streamlined and staff hours were fully aligned to children numbers. It is essential that this trend is monitored on a daily basis as the childcare facility has the capacity to be profitable but also be a significant loss maker if not continuously assessed.

The financial position of the Company has also strengthened with income exceeding expenditure by a significant amount despite some unforeseen works having to be carried out and a short term loan having been fully repaid within the year.

Previous reports have referred to the loyalty and allegiance of members to the management and operations of the Company. This has to be again emphasised and it was clearly evident during the year when members and particularly committees continuously ensured the efficient and effective performance of the Company. It must also be again emphasised that members receive no remuneration for their voluntary work for the Company.

At the 2017 AGM, 14 persons were elected to the Governing Body of the Company under the Chairperson Dr Ben Murphy. A full list of the Members of the Governing Body is given in Appendix A.

The Governing Body held 12 meetings during the year on the second Wednesday of each month. The minutes of all these meetings were recorded and are filed in the Company office. The Directors and committees also met as required during the year.

The Company provided employment for 29 persons during the year both in full time and part time capacities. This was in addition to the employment provided by WWETB for their educational and training programmes. A list of Company employees is provided in Appendix B attached.

**Community Centre:**

Cappoquin Community Centre continued to enhance its reputation in 2017 as a prominent provider of an extensive range of services and as a location where people seek entertainment, education, leisure and childcare provisions. In attracting many people to the town to avail of these services there is a significant additional benefit to the local business community.

In 2017 the weekly users of the Centre were Affane Bridge Club, local Active Retirement Group, Quiddlers Group, West Waterford Athletics, Badminton club, Dungarvan gymnastics, Conor Prendergast circuit training, Paul Murray fitness class, Cappoquin GAA adult and juvenile clubs, Cappoquin Camogie club and indoor football group. One off events included Munster and Waterford Badminton competitions, Waterford Scór na nÓg, Irish Blood Transfusion Service, Polling Station, First Communion Breakfast, Valentines Dance, Dungarvan Lion’s Club Jigs and Reels, Sharon Shannon, Keith Barry, Pat Shortt and Neil Delamere on behalf of Ardmore Festival Committee.

The gymnasium is a much used service provided in the Centre. Following receipt of planning permission in 2016, an application for funding under the Sports Capital Programme was successful and €50,000 was approved. A further €55,000 for this extension was received from the TOMAR trust. Quotations for the construction were received from local contractors and the successful tender was provided by Tom Hennessey Construction. It hoped to begin construction early in 2018.

Guidance for gym users and individually tailored coaching programmes were provided by Ms Claire Egan, Mr Conor Prendergast and Mr Paul Murray. Further assistance in relation to gym equipment was provided by Mr Pat Hallissey. The Directors wish to thank all four for their contributions and assistance.

The Waterford Wexford Educational and Training Board (WWETB) continued to provide adult educational and training services as part of its 5 year contract which began in September 2015. During 2017 a total of 130 students participated in weekly courses leading to accreditation from Quality and Qualifications Ireland (QQI) level 2 to level 5. The major awards were, General Learning, Office Skills, Business Administration, Healthcare Support and Early Childhood Care and Education. A list of all courses provided is given in Appendix C. The Directors acknowledge the assistance and cooperation of the WWETB staff particularly Ms Edel Walsh.

**Childcare:**

The Childcare Facility is the principle service provided by the Company and is much valued by the local community and parents and guardians of children. It is regarded as a high quality service and is thus very much in demand. In excess of 100 children per week are provided with crèche, toddler, preschool and afterschools services from Monday to Friday each week.

This service is most onerous and carries with it much responsibility in caring appropriately for the children and complying with all relevant legislation and childcare guidelines. Management is thus demanding and the Directors acknowledge the input of the childcare committee and supervisory staff of Ms Maria Uniacke, Ms Mairead Landers and Ms Kerry McLaughlin in maintaining a high standard of service. They are ably assisted by a number of very capable childcare assistants. All staff are vetted and fully qualified and received additional up skilling and training as required during the year. A full list of childcare staff is given in Appendix B attached.

During the year the contracts of all childcare staff were reviewed and amended as necessary and contracts were provided for all new staff. Many new policies were prepared and a Policies and Procedures booklet was given to parents of all children. Staff rotas, which were amended in accordance with numbers of children attending, were regularly monitored. Childcare staff took part in Kids Active Childcare programme phase 1 in March. Also in March the staff and children took part in the annual St Patrick’s Day Parade and were successful again in winning an award. We complement the staff and parents on this achievement.

The payment of fees has now become more structured in that the majority are collected by direct debit and subventions from Pobal are continually monitored. Arrears in payments are invoiced on a weekly basis.

A successful application was made under the Childcare Capital programme and a grant of €10,950 was received to renew the surface of the childcare play area. This work was carried out by McSweeney Sports Surfaces. The front elevation of the childcare building was painted with bright and child friendly designs and colours by Ms Cora Cummins.

The continued support of Dr Tom Cavanagh for the afterschool’s service is much appreciated. Dr Cavanagh supports families from disadvantaged backgrounds who might otherwise be unable to attend this afterschool’s service.

The support and advice of Ms Liz Murphy and the staff of Waterford County Childcare Committee is greatly appreciated in the management of the childcare service. It is noted that this assistance is always available be it over the telephone or via personal visits of expert staff.

Whilst we have a very successful childcare service it is imperative that it is continuously monitored particularly in relation to staff children ratio and checking that all income is received and that expenditure is fully within approved budget. Failure to adhere to these procedures would no doubt put the future of this Company in jeopardy.

**Enterprise Units:**

All 6 enterprise units in the IDA Carrigeen Industrial Estate were occupied at the beginning of 2017. However early in the year difficulties arose with the occupant of unit 5 and the unit subsequently became vacant in May. This was most disappointing as considerable time and finance were expended to bring the unit up to a food preparation grade standard. Fortunately the unit has now been partly re-let.

At the end of 2017 units 3, 4 and 5 were leased to Blackwater Distillery Ltd, units 6 and 7 to Cappoquin Meats Ltd and unit 8 to the Lismore Food Company.

As in previous years a maintenance fee for services was paid to the Aramak Ltd which manages the estate on behalf of the IDA.

**Finance:**

The Consolidated Accounts of Cappoquin Community Development Company CLG and Cappoquin Community Centre Ltd are attached to this report and will be formally presented for approval at this AGM. Copies of the Financial Statements for both companies are available in the Company office. The financial procedures which were put in place in 2016 and continued in 2017 have ensured that our financial position is now satisfactory. The Finance Committee meets in advance of every Governing Body meeting and provides extensive financial reports for these meetings, covering monthly statements of income vs expenditure and comparison with adopted budget, bank account statements and reconciliations, invoices for payment and statements of monthly expenditure on materials purchased for Community Centre and Childcare. Whilst the financial position of the Company is satisfactory, constant monitoring and supervision of income and expenditure is required, particularly in the childcare area which is a significant risk, to ensure that the Company remains in a stable financial position. Budget preparation and budget compliance are both essential to guarantee financial stability.

The principle sources of income continue to be childcare fees and subventions, WWETB rental, weekly lotto, enterprise units leasing, Dr Tom Cavanagh support of afterschools, gymnasium and hall and room rental for meetings, sports, events and functions.

The principle sources of expenditure were childcare staff wages, vat repayments, insurance, energy costs, capital loans repayments, rear boundary construction and general maintenance and administration costs. The short term capital loan of €20,000 received in 2016 was repaid in full in 2017.

The Company’s account with the local Credit Union was also reactivated in 2017 with regular monthly deposits now being made.

The Directors acknowledge the input of the Finance Committee for preparation of annual budget and in monitoring and managing the finances during 2017 and particularly the input of Ms Anne McGovern and Ms Christina Johnston. The Finance Committee also held meetings with our bankers as necessary during the year.

The assistance of the staff of Glavin and Ronan, Chartered Accountants and Registered Auditors in the management of our finances is greatly appreciated.

**Lotto:**

The weekly lotto continues to be a significant source of income for the Company. The lotto is managed by Anthony and Carmel Prendergast assisted by Miriam Coughlan and the Directors are indebted to them for its success. Their dedication to the weekly sales of tickets and collection of monies is to be complemented. The weekly draw is overseen by independent supervisor Mr Denis Reilly and we thank him for this support.

**Health and Safety:**

The Company continued to monitor its compliance with Health, Safety and Welfare legislation during 2017 by including the matter as an agenda item on all its governing body meetings. All relevant matters were immediately dealt with as they arose and due to such vigilance it is pleasing to report that there were no significant issues to record during 2017. All emergency lighting and signage was checked and replaced as necessary as part of maintenance programme.

**Projects:**

As already mentioned an application for sports capital funding made early in 2017 for the gymnasium extension, was successful and a sum of €50,000 was approved for this purpose. In addition following approaches, the TOMAR Trust awarded the Company a further €55,000 for this project. This project will be completed in 2018. The construction of a new boundary embankment and associated fencing, which was outstanding for a number of years, was also completed in 2017.

In October members began participating in training with Waterford Leader Partnership with a view to establishing a Blueway on the River Blackwater. This a long term project and should enhance the local tourism product.

**Miscellaneous:**

In accordance with the change of names of our 2 companies required by legislation which was carried out in 2016, new Certificates of Incorporation were received and are filed in the Company office.

In January an operation transformation event took place which was organised by Maura Purcell in conjunction with Grainne O Connell who provided the dietary information.

In March Elma and Michael Cusack, descendants of the Crowe family who lived in the town, made a presentation to the Company at a function in the boardroom attended by friends of the Crowe family living in Cappoquin. An illuminated picture presented by the family now hangs in the main entrance hall.

A review of the governance of the Company, financed by Waterford Co Childcare Committee, was carried out by Warren Consulting Ltd. This assessed the governing structures and Memorandum and Articles of Association of the Company and compliance with Companies Act 2014, Charities Act 2009 and Code of Governance which may lead to some management restructuring in 2018.

Meetings were held with the Villierstown Education and Culture Project group to examine possible means of collaboration in respect of tourism projects and particularly river walks between Cappoquin and Villierstown. These will continue to be assessed in conjunction with the Blueway project.

Mr Tom Feerick was the Company’s representative in the development of the St Declan’s Way project organised by the Munster Vales team. This passes through Cappoquin and will benefit tourism in the locality if the desired services are available.

The decision of the organisers of the Sean Kelly Tour to omit the Community Centre from its itinerary caused much disappointment locally. The Community Centre had in previous years been a much valued food stop and highly praised by the cycling participants.

The Irish Blood Transfusion Service held its annual donor day in the Community Centre with in excess of 100 donors giving blood.

Additional gymnasium equipment, to the value of €2,000 was purchased during 2017.

The Company actively considered the appointment of new members and a number of people were identified and approached. It is expected that the Company will have new members in 2018.

A shop local flyer was prepared by the Company and distributed locally in November.

An application was made to the ESB for the provision of electric car charging points in the car park. This is being considered at present.

In conjunction with the local Daycare Centre an application was made under the RAPID programme for funding towards the purchase of a mini bus. This was successful and €15,000 was received for this purpose to be spent in early 2018.

A presentation by the Waterford County Childcare Committee on the pending General Data Protection Regulations (GDPR) which come into effect in May 2018 was attended by members in November.

The Company provided financial support to the childcare staff for their annual Christmas outing and also provided a Christmas dinner for caretakers in Barron’s restaurant. In addition the workforce of the local council staff was also treated to a Christmas dinner in Barron’s restaurant.

The office administration during 2017 was carried out by Ms Anne McGovern and Ms Christina Johnston. Additional administration hours were added and new contracts were prepared and signed. Anne and Christina provided invaluable assistance to all members of the Company in the operation and provision of the Company’s services and in the maintenance of the Community Centre. The extent of reports provided, particularly in the financial area, has helped significantly in the administration of the Company and achieving its current stable position. The Directors wish to thank and complement Anne and Christina on this assistance.

The Directors acknowledge the contribution of the caretakers to the operation and maintenance of the Company’s buildings. Their work on a daily basis, and often at unsociable hours, supports the entire management of the Company. They perform an essential role which is greatly appreciated. Their liaison with members of the Company and members of the public was always most satisfactory. The following caretakers completed their time with us during 2017, Ms Janice Barry, Mr Kieran Roche, Mr James Mason, and Mr Colm Lonergan and we thank them for their contributions. Ms Hilda Curran and Mr Donal Fraher began with us as caretakers during the year to join existing caretakers Mr Billy Bray, Ms Tracey Fraher and Mr Ml Coughlan. We wish to acknowledge the assistance of the local Community Employment office and Waterford Leader Partnership for provision and payment of these caretakers.

The assistance, advice and support of Mr Jimmy Taaffe, Waterford Leader Partnership in the operation of the Company is greatly appreciated.

The Directors wish to thank the staff of Waterford City and County Council, particularly Ms Josephine McGrath and Mr Ml Bennett for their valued support during the year.

The Directors notes with thanks the assistance of other state agencies during the year namely, HSE, TUSLA, Dept of Social Protection, Pobal and Waterford County Childcare Committee. The Directors also acknowledge the assistance of our legal advisors Lanigan and Curran, auctioneers and valuers, Edmond Spratt and Company and our bankers Allied Irish Banks.

The continued and much valued support of Dr Tom Cavanagh and the TOMAR trust, particularly Ms Emma Lane Spollen, is also greatly appreciated.

The Directors also thank Mr Shane Barry plumber and Mr Daniel Leahy electrician for their assistance during the year and also Mr Paddy Halley for his assistance.

The Directors wish to thank Coillte for the provision of a Christmas tree for the Community Centre grounds and the council staff for its erection and removal.

The general support and advice of Ms Siobhan Murphy, Arachas, our insurance broker is also appreciated.

The minutes of our Governing Body meetings were accurately recorded by Mr Joe White and we thank Joe for this important function.

There are many issues which will concern us in the coming year. Not least amongst these is the continued management of our finances which are currently satisfactory. However prudent monitoring of these finances is essential. We also need to consider the issue of dereliction and vacancy of premises in the town which are currently at unacceptable levels.

On behalf of all members I wish to thank our Chairperson Dr Ben Murphy for his stewardship of the Company during 2017 and also acknowledge the significant contributions made by all members to the efficient and effective management and administration of the Company.

Denis McCarthy

Company Secretary

**Appendix A**

The following persons were elected to the Governing Body at 2017 AGM.

Dr Ben Murphy, Chairman.

Mr David Keane, Vice Chairman

Mr Denis McCarthy, Secretary

Mr Joe White, Minute Secretary

Mr John McGrath, Treasurer

Ms Maura Purcell

Mr Anthony Prendergast

Ms Marian Looby

Mr John Flynn

Ms Orla Nicholson

Mr Tom Feerick

Ms Grainne O Connell

Mr Ollie Wilkinson

Mr Aidan Walsh

**Directors:**

Dr Ben Murphy,

Mr Ollie Wilkinson,

Mr Tom Feerick,

Mr Denis McCarthy

**Appendix B**

The following staff were employed by the Company in 2017

**Administrators:**  Ms Christina Johnston, Ms Anne McGovern.

**Childcare Supervisors:** Ms Maria Uniacke, Ms Mairead Barry, Ms Kerry McLaughlin.

**Childcare Assistants:** Ms Marguerite O Keeffe, Ms Margaret Walsh, Ms Claire Brohan, Ms Laura O Rourke, Ms Sandra O Brien, Ms Ceire Barry, Ms Dawn Hennebry, Ms Michelle Kenrick, Ms Claudia Cremins, Ms Niamh Foley, Ms Nicola Donnelly, Ms Marian Kavanagh.

**Cook:** Ms Josephine Kearns, Ms Heather Matthews.

**Homework Club:** Ms Bridget Wilkinson, Ms Anne McCarthy. (Both voluntary)

**Caretakers:** Mr Billy Bray, Ms Tracy Fraher, Ms Hilda Curran, Ms Janice Barry, Mr Ml Coughlan, Mr Kieran Roche, Mr Ml O Shea.

**Lotto Administrators:** Ms Carmel Prendergast, Ms Miriam Coughlan. (both voluntary)

**Gym Instructors:** Mr Conor Prendergast, Ms Claire Egan, Mr Paul Murray.

**Appendix C:**

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| **Component / Subject** | **QQI Level** |
| Computer Literacy | 3 |
| Spreadsheets | 3 |
| Desktop Publishing | 3 |
| Computer Skills | 2 |
| Using Technology | 2 |
| Internet Skills | 3 |
| Digital Media | 3 |
| Reading | 1 |
| Writing | 1 |
| IT Skills for Farmers | Non-certified |
| Communications | 3 |
| Art & Design | 3 |
| HSE – Cook It | HSE Certified |
| Cooking on a Budget | Non-certified |
| Culinary Operations | 3 |
| Life Science: Horticulture | 2 |
| Planting & Potting by Hand | 3 |
| Word Processing | 5 |
| Business Administration | 5 |
| Bookkeeping - Manual and Computerised | 4 |
| Early Care and Education Practice | 5 |
| Special Needs Assisting | 5 |
| Communications | 5 |
| Communications | 4 |
| Business English | 4 |
| Work Experience | 4 |
| General Office Skills | 4 |
| Customer Service | 4 |
| Word Processing | 4 |
| Bookkeeping & Accounts | 4 |
| Information Technology Skills | 4 |
| Business Calculations | 4 |
| Kitchen Skills | 4 |
| Pastry, Baking and Desserts | 5 |
| Safety & Health at Work | 5 |
| Food & Nutrition | 4 |
| Communications | 5 |
| Care of the older person | 5 |
| Care Skills | 5 |
| Care Support | 5 |