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

I present hereunder, for your approval, the annual report of the Cappoquin Community Development Company CLG for 2019. The Company has now completed 26 years of existence.

2019 has been a very successful year for the Company. It was a year of consolidation rather than expansion. The year was marked by the decision of the Company to address the issues of vacancy and dereliction in the town and the consequent establishment of the Cappoquin Regeneration Company Ltd in March 2019. The Annual Report of that Company is presented separately.

The financial position of the Company continues to strengthen and this is due primarily to the persistent analysis by the Finance Committee. The annual turnover of the Company now exceeds €0.5M, which is continuously monitored by our administration staff. This level of expenditure provides a significant beneficial impact to the local economy.

The Company continues to establish itself as a major successful player in the provision of community facilities. It has become a role model for many other community organisations in the region and attracts people from far and wide to its services. It has continued to provide a range of services from Cappoquin Community Centre to the general public of the area. These services include sports and recreation, education, childcare and cultural events. Indeed, all these services attract additional people to Cappoquin which has a further beneficial impact on the local economy.

The contract with the Waterford Wexford Educational Training Board, (WWETB) which allows for the provision of adult education and training from the Community Centre, continues to be successful. Over 100 students availed of these facilities in 2019.

At the 2018 AGM, 14 persons were elected to the Management Committee of the Company under Chairperson Dr Ben Murphy. Members were also elected to the Finance, Childcare, Hall and Gym and Projects Committees. A detailed list of members and committee members is given in Appendix A.

Monthly meetings of the Management Committee took place in 2019 with corresponding meetings of Directors and the various committees. Minutes of all meetings are filed in the Company office.

The commitment and dedication of our voluntary members to the aims and ambitions of the Company has been recorded in previous reports. 2019 was no different with all members continuing to give freely of their time to address and manage all issues which arose during the year. These voluntary contributions of all members are again recorded and acknowledged.

The Company provided employment for 27 persons during 2019 in both full time and part time positions. Additional employment was provided by WWETB for their education and training programmes and also by the Companies leasing our industrial units at the Carrigeen IDA Industrial Estate. A list of the Company’s employees is given in Appendix B.

**Community Centre:**

Cappoquin Community Centre is a destination for many people for education and training, sports, recreation, cultural events and childcare. The Centre, which is open from 8.00am to 10.00pm weekdays and 9.00am to 4.00pm on Saturdays, has an increasing footfall with people availing of the services provided.

The extension to the gymnasium which opened in 2018, and which provided additional space and equipment, has resulted in increasing the usage by more than 100%, making this a most popular service. Accordingly, membership has increased significantly.

Guidance for gym users and individually tailored training programmes were provided by Conor Prendergast, Claire Egan and Paul Murray.

The weekly users of the Centre included Affane Bridge Club, community soccer, Mary McGrath badminton, Conor Prendergast circuit training, Paul Murray classes for ladies, Active Retirement Group, Dungarvan gymnastics, Cappoquin camogie club, Cappoquin/Affane juvenile club and Slimming World. Other regular users were Discos, Waterford County Badminton and Tourin Badminton.

One off events included Nathan Carter, Christy Moore, Ml Collins, the 3 Amigos, Valentines Dance, West Waterford Dancers Dance, Mount Melleray Social, Brendan Grace (RIP), Munster Scór, Waterford Scór, First Communion Breakfast, Irish Blood Transfusion, European Elections and Christmas Fair. Sadly, the Brendan Grace event in Cappoquin was his last public performance on stage in Ireland.

The Waterford Wexford Educational Training Board (WWETB) continued to provide adult education and training services in accordance with its 5-year contract with the Company. During 2019 a total of 110 students participated in courses leading to accreditation from level 2 to level 5 Quality and Qualification Ireland (QQI). The major awards were in IT, Business, Food and Social Care - a full list of courses is provided in Appendix C attached. The Directors acknowledge the assistance and cooperation of all WWETB staff particularly Ms Edel Walsh and Ms Aoife Fitzgerald.

**Childcare:**

The childcare service is the primary service provided by Cappoquin Community Development Company. It continues to be a service much in demand with the facility at full capacity for most of the year. A high-quality service is provided by our staff and this has been verified by the various audits carried out by statutory agencies during the year. This service carries a considerable responsibility for the members of the Company to ensure that the children are cared for appropriately whilst at the same time ensuring that all income and expenditure is closely monitored. A small increase in fees was introduced in September and the majority of income is now provided electronically.

The Directors acknowledge the contribution of the childcare committee and the supervisory staff of Ms Maria Uniacke, Ms Mairead Barry and Ms Kerry McLaughlin and each of the childcare assistants in maintaining the high standard of the service. A full list of childcare staff is given in Appendix B attached.

During the year the Company implemented a continuous professional development (CPD) programme for childcare staff. One member of staff who completed courses was fully funded and 3 staff are currently being funded for courses which they are undertaking.

Childcare policies and procedures were reviewed as necessary with assistance of Waterford County Childcare Committee.

The childcare staff again entered a float in the St Patrick’s Day Parade and were successful in their category.

A complete reregistration of the childcare service, which was legally required, was completed in December.

During 2019, the childcare kitchen was fully refurbished at a cost of €5,000. Also, a partial cover of the outdoor play area was provided at a cost of 2,000.

The continued support of Dr Tom Cavanagh and the TOMAR Trust for the childcare service and particularly the afterschool’s service is acknowledged and appreciated. Children from socially disadvantaged backgrounds benefit from this service.

Our childcare service depends very much on the support and assistance of Waterford County Childcare Committee. This support is greatly appreciated by the management of the Company and the Directors wish to thank Ms Liz Murphy, Ms Máire Cooke and the WCCC staff for this support.

The Directors also acknowledge the contributions of parents to the success of this service and also the contribution of bus driver Michael Fraher and his replacements James Coleman and Conor Prendergast.

In 2019 a decision was taken to assess the possibility and need to extend the childcare facilities. This would address the increased demand particularly for the afterschool’s service, the lack of a staff room, staff toilets and storage. Following critical examination, it was decided to provide this extension to the front of the existing building on space currently in the ownership of the Company. Designs were prepared by Falconer and Associates and Enda Kirwan, Engineer. A planning application is currently with the Waterford City and County Council Planning Office.

**Enterprise Units:**

All our six units at the Carrigeen IDA Industrial Estate were occupied during 2019.

Units 3, 4 and 5 were occupied by Blackwater Distillery Ltd, units 6 and 7 were occupied by Cappoquin Meats Ltd. Unit 8 was vacated by the Lismore Food Company in June and Raven (EU) Coffee took up occupation in July 2019.

As in previous years, the Company paid an estate maintenance fee to Aramark Ltd who maintain the services to the estate on behalf of the IDA.

**Finance:**

The consolidated accounts of Cappoquin Community Development Company CLG for 2019 are attached to this report and will be formally presented for approval at this AGM. The financial position of the Company continued to improve in 2019 with income exceeding expenditure for the 4th year in succession. The Finance Committee met monthly in advance of the Management Committee meeting to review the financial position. Reports of income and expenditure compared to adopted budget, bank reconciliations, bank statements, invoices due, materials expenditure in both childcare and community centre and wages are reviewed at these meetings prior to presentation to the Management Committee meetings. This level of monitoring is essential to ensure the financial stability of the Company.

The Finance Committee continues to liaise with our bankers in relation to our finances and in relation to our capital loan on the community centre. It is expected that this loan will be fully repaid in 2023. Regular monthly deposits continued to be made to our local Credit Union during the year to generate a Company contingency fund.

An internal audit of our financial procedures was carried out in February 2019 by our auditors and this indicated that our procedures are generally satisfactory.

The principle sources of income during 2019 were childcare fees and subventions, WWETB rental, Enterprise Units, Lotto, Tomar Trust, theatre events, gymnasium, hall and room rental. The principle sources of expenditure were staff wages, insurances, maintenance, energy, capital loan repayments and administration.

The Directors acknowledge the work of the Finance Committee in the preparation of the annual budget and in the monitoring and managing of the Company’s finances during 2019 and their liaison with financial institutions and particularly the input of Christina Johnston and Anne McGovern.

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

**Lotto:**

The weekly lotto is a significant source of income to the Company each year. This lotto is managed by Anthony and Carmel Prendergast and assisted by Miriam Coughlan. The weekly draws are overseen by Mr Denis Reilly. The Directors wish to thank each of them for the sales of tickets, collection of monies and administering the drawing of tickets. There was no winner of the jackpot in 2019.

**Health & Safety:**

The Company continued to monitor its compliance with Health, Safety and Welfare legislation during 2019. Health and Safety is included as an agenda item at each Management Committee meeting. There were no significant issues of H & S concern during 2019. As part of our insurance renewals, Risk Assessments were reviewed and all electrical appliances, both portable and fixed, were tested and approved by our electrical contractor. All the emergency signage and lighting is checked on a weekly basis as part of our routine maintenance programme. A new intruder alarm system, including new and replacement security cameras and recording units, was also installed at a cost of over €5,000 in 2019. This security system is monitored by an independent company on our behalf.

An annual maintenance programme is in place with Mid-Western Lifts Ltd to test and approve the passenger lift and the stage lighting hoist in the hall.

A contract is also in place for rodent control around the Community Centre.

All waste generated is collected on a weekly basis by a utility company.

**Projects:**

The painting initiative was again undertaken by the Company during 2019. A total of 8 households in the town availed of a grant of €300 each to assist in painting the street façade of their property.

Planning permission was received in August for the installation of 195 photovoltaic cells on the roof of the sports hall. This is part of an energy saving project being investigated by the Company in conjunction with the Waterford Energy Bureau (WEB). WEB is also carrying out an energy audit of the building and has sought quotations for the installation of wall insulation and the installation of air to water heat pumps. We acknowledge the assistance of Mr Liam Fleming, WEB, in this undertaking.

The possible construction of an extension to the childcare facility has already been mentioned above.

The Company again examined the provision of an electronic sign for advertising services and events. Similar signs were viewed in Carlow, Dublin Airport and Naas by members of the Company. However, no decision on such a sign has been made to date.

A display and storage cabinet was constructed in the Boardroom by Ml Doherty at a cost of €4,500. This will display items presented to the Company and store Company records.

**Miscellaneous:**

The Company received a presentation of books from Fr Arthure during the year. These are from his own library and are displayed in the Boardroom cabinet. We are grateful to Fr Arthure for this presentation.

Financial donations were made to Cappoquin Tidy Town Committee, Cappoquin National School Sale of Work, Affane/Cappoquin Gaa Club and to Cappoquin Camogie Club during the year. The Company also provided financial support to the childcare staff for their Christmas party and also provided Christmas dinners for the caretakers and voluntary workers and for the local staff of Waterford City and County Council.

 The Company Website was completely restructured by Déise Design during 2019 at a cost of €2,500. We acknowledge the assistance of John Foley in providing much of the photography for the website.

The Irish Blood Transfusion held its annual donor day in the Community Centre in August attracting over 100 donors.

A shop local flier was again distributed to all households in the town this year.

The Company’s administration during 2019 was carried out by Ms Anne McGovern and Ms Christina Johnston. Anne and Christina provided clerical support to the Management committee and each of the sub committees and provided assistance on a daily basis to staff and caretakers and members of the public. Extensive reports and documentation were provided to enable the management of the Company’s affairs to be continually monitored. The Directors wish to thank Anne and Christina for this essential function.

The Directors also wish to acknowledge the contribution of the caretakers to the operation and maintenance of the Company’s buildings. Their work on a daily basis, often at unsociable hours, provides an essential element to the management of the Company. Their interaction with members of the Company and the general public was always most satisfactory. Mr Donal Fraher completed his time with the Company during 2019 and we thank him for his contribution. Mr Stuart Margate and Mr James Egan started as caretakers, to join existing caretakers Mr Billy Bray, Mr Gordon Meskill, Ms Grace Farrelly, Mr Brian Coughlan and Ms Lorraine Maher. The Directors wish to acknowledge the assistance of the local Community Employment office and Waterford Leader Partnership for the provision and payment of these caretakers.

The assistance of Waterford City and County Council, particularly Ms Josephine McGrath and Mr Michael Bennett and his staff and that of Mr Jimmy Taaffe and the staff of Waterford Leader Partnership to the Company during the year is greatly appreciated.

The Directors note with thanks the assistance of other state agencies during 2019 namely, Pobal, Tusla, Department of Youth and Children’s Affairs, Department of Social Protection, HSE and Waterford City and County Childcare Committee.

The Directors also acknowledge the assistance of Lanigan and Curran, Legal Advisors, REA Spratt, auctioneers and Allied Irish Bank and Bank of Ireland.

The support and assistance of Ms Siobhán Murphy, Arachas, our insurance broker is also appreciated.

We thank also Mr Daniel Leahy, electrician, and Mr Shane Barry, plumber for their support during 2019.

The continued and valued support of Dr Tom Cavanagh and the Tomar Trust to all the activities of Cappoquin Community Development Company is very much appreciated. We extend our best wishes to Ms Emma Lane Spollen who departed from the role of CEO of the Tomar Trust and extend a welcome to Ms Maeve Cavanagh to this role. We look forward to working with Maeve in the coming years.

Ms Grainne O’Connell resigned as a member of the Company during the year. We thank her for her contribution and wish her well in the future.

The minutes of all management committee meetings this year were again recorded by Mr Joe White and we thank Joe for this important and necessary function.

I have referred in previous reports to the need for the Company to address succession planning. As a Company we need to recruit new members who are willing to undertake the essential roles involved in managing and operating this Company. These roles can be onerous but, with the assistance and experience of our existing members, new members will be guided seamlessly into their roles. However, the onus is on each of us to identify suitable persons who are voluntarily willing to devote considerable time as a member of the Company.

 Again, on behalf of all members, I wish to thank our chairperson, Dr Ben Murphy, for his guidance of the Company during 2019 and also again acknowledge the noteworthy contributions made on a voluntary basis by all members to the competent and productive management and administration of this Company.

Denis McCarthy

Company Secretary