**Report 2018**

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

I present hereunder the annual report of the Company for the calendar year 2018. The Company celebrated 25 years of existence in 2018.

Over the past 25 years the Company has reached many milestones and has had many outstanding achievements. In each of the 25 years the Company has gone from strength to strength and, despite the economic downturn and the many obstacles which had to be overcome over the period, it has continued to successfully serve the local community and local businesses. The outstanding achievement over the 25 years has probably been the construction and management of the Cappoquin Community Centre. It has without doubt been a most popular location for the services which it provides. However this has not happened by chance and it is a tribute to the voluntary Company members who have given their time willingly and generously to provide the necessary skills to administer and manage the affairs of the Company. The members of this Company can be rightly proud of their many achievements over the 25 years and in the manner in which they have represented the entire community during this time. The Company is now one of the most successful community groups in Waterford and indeed Munster and is recognised as that by government agencies, other community groups and the local community.

A summary of many of the Company’s achievements is included in Appendix D attached.

In 2018 the Company continued to provide a range of services, amenities and entertainment to the people of Cappoquin and surrounding areas. The management of the Community Centre and Enterprise Units occupied most of the members time throughout the year. The annual turnover of the Company has now reached €0.5M and continuous monitoring is required to oversee such income and expenditure. The financial position of the Company has again strengthened with income exceeding expenditure for the 3rd year in succession.

The contract with the Waterford Wexford Educational and Training Board has been most successful with over 100 students availing of the adult educational facilities. The continued support of TOMAR has again been significant in the Company’s achievements during 2018.

A significant step in the expansion of our services was the construction and opening of the Gymnasium extension in October 2018 at a cost of approximately €127,000.

2018 also marked the completion of our vat obligations to Revenue and the ceasing of the Cappoquin Community Centre Company.

At the 2018 AGM 14 persons were elected to the Management Committee of the Company under the Chairperson Dr Ben Murphy. A list of all members and the members of the various committees is given in Appendix A.

Early in 2018 a review of the governance structures of the Company resulted in the replacement of the Governing Body by a Management Committee. This Management Committee meets on the second Wednesday of each month.

There were 12 meetings of the Management Committee during 2018 with the minutes of all meetings recorded and filed in the Company office. Meetings of Directors and committees also took place on a regular basis.

The Company provided employment for 29 persons during 2018 both in full time and part time capacities. This was in addition to the employment provided by WWETB for their education and training programmes and that facilitated in our industrial units. A list of employees during 2018 is given in Appendix B attached.

The Company embarked on a new and highly ambitious town regeneration project during 2018 for which it is necessary to establish a new Company which will be known as Cappoquin Regeneration Company Ltd.

The Company also received €15,000 grant from the RAPID programme towards the purchase of a new mini bus for the Cappoquin Day Care Centre. This funding was handed over to the Day Care committee in September 2018. This mini bus also serves the after schools service in the Community Centre.

**Community Centre:**

A significant amount of services and entertainment was provided in Cappoquin Community Centre in 2018. The Centre attracts many people to Cappoquin, who may not otherwise visit the town, and this is a major boost to the town and its business community.

The weekly users of the Community Centre included Affane Bridge Club, Active Retirement Group, Quidlers, Paul Murray fitness classes, Conor Prendergast circuit training, community soccer, Dungarvan Gymnastics, badminton classes and Cappoquin Camogie club. One off events included Irish Blood Transfusion, 8th amendment Referendum, Bishop Cullinan community meeting, Waterford Sports Partnership fitness programme for 2nd level female students, Waterford and Munster Badminton, Waterford and Munster Scór competitions, First Communion Breakfast, Valentines dance, 3 Amigos, Christy Moore, Ml English, Nathan Carter, Dungarvan Lions Club Jigs and Reels, the High Kings and a Christmas Market.

The gymnasium extension was completed at a cost of €127,000 with funding of €55,000 received from the TOMAR Trust, €50,000 from the Sports Capital Programme and the balance coming from the Company’s own resources. We are greatly indebted to the TOMAR Trust for this funding and acknowledge the assistance of Senator Paudie Coffey in relation to the Sports Capital Programme. We also acknowledge the assistance of Tom Hennessey Construction who carried out the building work and Mr Enda Kirwan, Consulting Engineer, who supervised the project on our behalf. This extension has proved to be very popular with a significant increase in usage noted. The official opening and blessing of the extension was carried out by Fr Arthure AP and Fr Gear PP on Saturday October 27th.

Guidance for gym users and individually tailored programmes were provided by Conor Prendergast, Claire Egan and Paul Murray. Additional assistance in relation to gym equipment was provided by Jason Fleming and Pat Halissey. The Directors wish to thank all five for their contributions and assistance.

The Waterford Wexford Educational and Training Board (WWETD) continued to provide adult educational and training services in accordance with its 5 year contract with the Company which began in September 2015. During 2018 a total of 120 students participated in courses leading to accreditation from level 2 to level 5 Quality and Qualifications Ireland (QQI). The major awards were in General Learning, Office Skills, Business Administration, Healthcare Support and Early Childhood Care and Education. A list of all courses is provided in Appendix C attached. The Directors acknowledge the assistance and cooperation of the WWETB staff and particularly Ms Edel Walsh. The Directors also wish Edel well in her new role and welcome Ms Aoife Fitzgerald in her place.

**Childcare:**

Childcare continues to be the principle service provided by the Company. It also continues to be a service much in demand and much valued by the local community, parents and guardians. The service provided is of high quality and is highly commended by users and by relevant supervising bodies. This service carries a significant responsibility in caring for children and complying with regulation and legislation. In addition the collections of fees and the constant monitoring of finance and staff are essential to ensure a successful and viable service. The majority of fees are now on a direct debit basis with subvention receipts being monitored regularly. Any arrears in fees are invoiced weekly and strenuously pursued.

The Directors acknowledge the input of the childcare committee and the supervisory staff of Ms Maria Uniacke, Ms Mairead Barry and Ms Kerry McLaughlin in maintaining the high standard of the service. Assistance is provided by competent and qualified childcare assistants. A full list of childcare staff is given in Appendix B.

During the year staff appraisals were carried out by independent assessors and these are being followed up by the childcare committee. The staff received training and up skilling in first aid, fire protection, manual handling and GDPR as required during 2018. Flu vaccination was also provided free of charge to all childcare staff. The staff and children also took part in the annual St Patrick’s Day parade in the town and were once again award winners. We complement staff, parents and children on this achievement.

A strategic planning process facilitated by JE.Warren Consulting and financed by Waterford County Childcare Committee took place during 2018. In addition to examining Company governance it looked primarily at the childcare service. This is driven by the Government policy “First 5 Programme – A Whole of Government Strategy for Babies, Young Children and their Families 2019 – 2028”. This process outlined our Values and Goals and a Needs Analysis and Key Deliverables to achieve these Values and Goals. This will be further considered by the relevant committees in 2019.

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

Our childcare service depends greatly on support from the Waterford County Childcare Committee. This has always been forthcoming by most helpful staff. This support is greatly appreciated by the management of this Company and the Directors wish to thank Ms Liz Murphy, Ms Máire Cooke and WCCC staff for this support.

The Directors acknowledge the contributions of parents to the success of this service and also the contributions of bus driver Michael Fraher and replacement James Coleman.

New Christmas lighting was erected on the front of the Childcare facility this year and it is hoped to expand this in coming years. For the St Patricks festival time the childcare front elevation was lit in green lighting for the occasion.

The Directors acknowledge the success of the childcare service currently being provided. The management of the service from both caring and financial aspects require constant and persistent monitoring by supervisors, childcare committee and management committee. Monitoring deficiencies in any of these areas has potential for Company failure.

**Enterprise Units:**

All six units at the IDA Industrial Estate in Carrigeen were occupied in 2018. Units 3, 4 and 5 were leased to Blackwater Distillery Ltd., Units 6 and 7 were leased to Cappoquin Meats Ltd and Unit 8 to The Lismore Food Company.

As in previous years a maintenance fee for services provided in this industrial estate was paid to Aramak Ltd on behalf of IDA Ireland.

**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 are available in the Company office. The financial position of the Company is now stable with income exceeding expenditure in 2018 for the 3rd year in succession. The Finance Committee continues to meet monthly in advance of Management Committee meeting to review monthly accounts. Financial reports including statements of income and expenditure against adopted budget, due invoices, bank account statements including reconciliations, wages and statements of expenditure on materials in childcare and community centre are presented at these monthly meetings. This level of monitoring will require to be carried out indefinitely in conjunction with budget preparation and compliance to ensure the Company’s continued financial stability.

An audit of office procedures was carried during 2018 out by our auditors and this indicated that our procedures are generally satisfactory with some minor recommendations to be adopted.

As already referred to, our vat obligations to Revenue were completed in 2018. Over €370,000 was paid to Revenue over the last 10 years.

Regular monthly deposits continued to be made to the local Credit Union during 2018 to generate contingency funding.

The principle sources of income for 2018 were childcare fees and subventions, WWETB rental, Lotto, Enterprise Units, TOMAR support for afterschools and gymnasium extension, theatre, gymnasium, hall and room rental and Sports Capital grant also for gymnasium extension.

The principle sources of expenditure were staff wages, vat repayments, insurances, energy costs, capital loan repayments, gymnasium extension, general maintenance and administration costs.

The Directors acknowledge the input of the Finance Committee in the preparation of the annual budget and in monitoring and managing the finances of the Company during 2018 and their liaison with financial institutions and particularly the work of Christina Johnston and Anne McGovern.

The assistance of the staff of Glavin and 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 for the Company each year. This lotto is managed by Anthony and Carmel Prendergast and assisted by Miriam Coughlan and the Directors wish to complement and thank them for their sales of tickets and collection of associated monies. The Directors also wish to thank Mr Denis Reilly who oversees the weekly draw. During 2018 there was one winner of the lotto jackpot of €8,300 namely Ms Hilda Uniacke.

**Health & Safety:**

The Company continued to monitor its compliance with Health, Safety and Welfare legislation during 2018. Health & Safety was included as an agenda item on each Management Committee meeting. There were no significant issues of H & S concern during 2018. All emergency lighting and signing in the Community Centre is checked on a weekly basis. Appropriate training was also provided for all staff in this area.

**Projects:**

As already stated the construction of an extension to the gymnasium was the most significant work carried out in 2018. The total cost was €127,000 of which €10,000 was expended on new equipment.

The Company was instrumental in arranging for the local authority to erect directional signs for the Community Centre, Car Park and Millwheel Park on the N72.

A survey of vacant/derelict and underused properties in the town was carried out early in 2018. This highlighted the significantly high level of such properties and the impact these are having on the town. Out of a total of 505 properties in the town, 86 were found to be vacant of which 37 were derelict. Following on from this an extensive report was prepared by Prescience Consultancy entitled “*Addressing Vacancy and Dereliction in Cappoquin”.*

The Company operated a painting initiative in the town during 2018 whereby €300 was provided for each of 8 properties to assist in painting the external elevations of these properties.

The rear boundary embankment of the Community Centre was subject of a collapse due to heavy rain falls in January and was subsequently repaired and new fencing erected.

The Company also gave consideration to the erection of an electronic advertising sign on site, the construction of a store and the purchase of an adjoining property. These will be further considered in 2019.

**Regeneration:**

In 2018 the Company decided to embark on a major town regeneration initiative to address the dereliction/vacancy/underused properties in the town. This followed from the survey and Prescience Consultancy report already mentioned. A regeneration policy was adopted by the Company in March 2018 and subsequent meetings were held with Mr Ml Walsh CEO Waterford City and County Council, Mr Jimmy Taaffe CEO Waterford Leader Partnership and representatives of the TOMAR Trust. A decision was also made to establish a new company, Cappoquin Regeneration Co. Ltd. with its own bank account separate from CCDC, for this purpose. This new Company will in conjunction with the LA purchase the underused buildings, refurbish and bring them back into active use. The initial emphasis will be concentrated around the town centre area.

In June 2018 the Government announced the Rural Regeneration Development Fund and the Company applied for funding under this programme. With the assistance of the Local Authority and WLP an extensive application was prepared. It was decided that WCCCC would be the main applicant with WLP, CCDCL and TOMAR Trust as co applicants. In preparation of this application Architectural Consultants DHB were employed to prepare a master plan for the town at a cost of approximately €18k and Exodea Consulting were employed to write up the application at a cost of approximately €9k. These costs were covered by the TOMAR Trust. The TOMAR Trust also committed to providing additional funding of €1 for every €3 provided from public funds up to a maximum of €1.0M for this regeneration project. The application was submitted in September seeking a total of €5.2M and a decision is expected early in 2019.

The Company also agreed to purchase the former Fennel’s Public House at a cost of €35,000 and contracts are currently being finalised. WCCC is also considering compulsory purchase of properties which are vacant and derelict and not presently for sale. These purchases are being enabled with funds provided the TOMAR Trust.

Late in 2018 the Government announced that Cappoquin is to be one of six towns in the country to take part in a pilot programme which requires each of the six towns to bring forward innovative housing initiatives to attract people to live in these towns. Funding of €100,000 is being provided to the relevant local authorities to prepare these initiatives. WCCC propose to advertise for architectural consultants early in 2019 for this purpose. In association with this pilot programme Cappoquin was subject of an extensive news feature on TG4 in the autumn.

The Company wish to acknowledge the assistance of WCCC staff Ml Walsh, Ml Quinn, Richie Walsh, Mary Quigley, Rupert Maddock and Morris Conway, and Jimmy Taaffe of WLP in this regeneration project.

This regeneration initiative is most ambitious and challenging for the members of this Company. It is essential that the operation of this initiative does not impact negatively on the administration of CCDCL. There is no doubt that management of both companies will be demanding and will require greater time input from all members.

**Miscellaneous:**

The office administration of the Company was carried out by Ms Anne McGovern and Ms Christina Johnston. This level of administration was increased during the year to provide full cover each weekday from 9.00am to 6.00pm. Anne and Christina provided considerable support to all members of the Company and to all committees and provided extensive reports to enable the management of the Company’s affairs to be continually monitored. The Directors wish to thank and complement 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, and often at unsociable hours, provides an essential function in the management of the Company. Their liaison with members of the Company and the general public was always most satisfactory. Ms Tracy Fraher, Hs Hilda Curran, and Mr Ml Coughlan completed their time with the Company during 2018 and we thank them for their contributions. Mr Brian Coughlan, Ms Lorraine Maher and Ms Grace Farrelly started as caretakers to join existing caretakers Mr Billy Bray, Mr Gordon Meskill and Mr Donal Fraher. 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, advice and support of the staff of Waterford City and County Council, particularly Ms Josephine McGrath and Mr Ml Bennett and that of Mr Jimmy Taaffe and the staff of Waterford Leader Partnership to the Company is greatly appreciated.

The Directors note with thanks the assistance of other state agencies during the year namely HSE, TUSLA, POBAL, Dept of Social Protection and Waterford City and County Childcare Committee. The Directors also acknowledge the assistance of our legal advisors, Lanigan & Curran, Edmond Spratt & Son auctioneers and valuers and financial institutions Allied Irish Banks and Bank of Ireland.

The continued and much valued support and interest of Dr Tom Cavanagh and the TOMAR Trust, particularly, Ms Emma Lane Spollen, to all the activities of the Company is greatly appreciated.

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

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

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

The Company welcomes new member Ms Helen Looby who joined the Management Committee during 2018.

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

A shop local flier was distributed by the Company to all houses in the town prior to Christmas.

Kitchen equipment which was surplus to requirements was sold during the year.

GDPR training was provided for all relevant staff during 2018.

The minutes of all Management Committee meetings of the Company were fully recorded by our minute secretary Mr Joe White and we thank Joe for this important function.

In last year’s annual report we referred to the pressing issue of vacancy and dereliction of premises in the town. It must now be recorded that the Company has now taken significant steps to address this issue. This was only possible due to the astute management of the Company over the last number of years which has stabilised the financial position and put structures in place to maintain this position. As previously referred to, this regeneration project will increase the workload and responsibilities of all members. We have as a unit successfully addressed very significant issues in the past and there is every confidence that the vacancy and dereliction problem in the town will be overcome in due course.

Again on behalf of all members I wish to thank Dr Ben Murphy for his effective stewardship of the Company during 2018 and also acknowledge the significant contributions made on a voluntary basis by all members to the efficient and effective management and administration of the Company.

Denis McCarthy

Company Secretary.