

*Cappoquin
Community
Development
Company Ltd*



Annual Report 2015

Mr Chairman and members of Cappoquin Community Development Company Ltd;

I present hereunder the annual report of the Company for the calendar year 2015. The Company is now 22 years in existence and this is its 21st annual report.

This Company is one of the longest established community companies in continuous operation in the area. It continues to be one of the foremost and progressive in the region with a reputation which is being enhanced year on year. It has successfully survived the economic downturn over the past number of years and dealt efficiently and effectively with many obstacles which were encountered and had to be overcome.

The strength of the Company is attributed specifically to the loyalty and allegiance of its members who have continuously strived to have a Company which is competent, business like and meets the needs of the local community. This loyalty and allegiance is clearly demonstrated in the commitment and dedication of all members. It must again be stressed that all members are voluntary and do not benefit financially in any way. Their return and satisfaction is derived from the fact that they all work to make our area a better place to live and work and benefit the entire community.

In 2015 Cappoquin Community Development Company Ltd again provided facilities for childcare, education and training, leisure and fitness pursuits, a venue for performing artists and industrial units for start up companies. The Community Centre is strategic infrastructure and focal point in the community and provides significant local and economic benefit.

At the 2015 Annual General Meeting 14 persons were elected to the Governing Body of the Company under the Chairmanship of Dr Ben Murphy. In accordance with Company policy, which requires rotation of officers, Mr Tom Feerick was replaced as Treasurer by Mr John McGrath. Tom Feerick has been Treasurer of the Company since its establishment in 1993 and oversaw significant annual income and expenditure and most particularly the large expenditure on the construction of the Community Centre. The Company is extremely grateful for his management and control of the Company finances over that period.

The members of the Company and their respective responsibilities are outlined in the minutes of the 2015 AGM which are attached to this report. The Governing Body of the Company held 12 meetings during the year, with the Directors having many meetings including meetings with the manager. The respective committees also held many meetings during the year.

Community Centre:

Cappoquin Community Centre has, as in previous years, been a hub of activity throughout the year. Its services attract many people to the town which certainly enhances the economy of local businesses. It also has a significant local spend which is a further benefit to this economy.

In 2015 a significant new use of the Community Centre was provided when the Company contracted with Waterford Wexford Educational Training Board (WWETB) for the provision of full time educational courses from the Centre for a period of 5 years. This is a major step forward for the Company and recognition by a state agency of the range and suitability of facilities available in the Centre. WWETB began the provision of courses in September 2015 and there has been a significant uptake by people from the West Waterford area for these courses. The official opening of the WWETB facility took place on 2nd December 2015. WWETB has proposals to expand this service over time.

The contract with WWETB resulted in a number of alterations to the Centre first floor layout with the addition of 3 new offices for use by WWETB. A further alteration to the first floor resulted in the division of the manager's office to provide a full time office for the local CE supervisor. The manager's office was then relocated to the ground floor where it is more accessible to the public and provides for greater monitoring of users and visitors. A small kitchen unit was also constructed on the side area of the stage for use by caretakers and WWETB participants. The cost of these alterations amounted to approximately €20,000.

A range of events took place in the Community Centre in 2015. The regular weekly users included Bridge, Pilates, Soccer, Circuit training, Badminton, Active Retirement Group, Quidlers, Camogie, juvenile GAA, Athletics, Paul Murray fitness class, Gymnastics and supervised study. One off events included Nathan Carter show, Ml Collins dance, West Waterford Hospice dance, Munster and Waterford Scór Na Nóg, Macra na Feirme, Discos, Phil Coulter show, Dungarvan Lions Club Jigs and Reels, Irish Blood Transfusion, National Referendum, First Communion breakfast, Sean Kelly Tour and Waterford Adventure race.

The Gymnasium continues to attract much use. Such is the extent of use that the Company has requested CJ Falconer & Associates to prepare plans for an extension. Additional gym equipment to the value of €2,500 was purchased during the year. The Company acknowledges the assistance of Mr Pat Hallissey, Mr Conor Prendergast, Mr Paul Murray and Ms Claire Egan in providing guidance and assistance for gym users.

The main kitchen facility, which was designated as the "Waterford Food Kitchen Cappoquin" in 2014 has attracted limited use. Currently WWETB use this facility on a

Monday morning which is its only use. This is a matter to be addressed in 2016 to ensure maximum benefit to the Company.

Childcare:

The childcare facility continues to operate as a reliable high quality service. As in previous years the facility provides crèche, toddler, preschool and afterschool/homework club services to over 100 children each week. Independent audits continue to indicate a service operated to the highest standard. The Company fully appreciates the contributions of the manager, staff and committee in maintaining this standard. The supervision of the facility was performed by Ms Mairead Landers, Ms Maria Uniacke and Ms Kerry McLaughlin. Food preparation for the children was carried out by Ms Josephine Kearns. A full list of childcare staff is presented in Appendix A. The Company wishes to thank all childcare staff for their support and commitment throughout the year.

The Company also wishes to thank the following staff who left the childcare during the year, Ms Marian Kavanagh, Ms Jean Mangan, Ms Niamh Coleman and Ms Therese Walsh.

The Company acknowledges the support of parents and families of children attending the facility and thank them for their assistance in fund raising. The voluntary assistance of Ms Bridget Wilkinson to the Homework Club is also acknowledged. The significant contribution of the childcare committee, particularly Ms Orla Nicholson and Ms Marian Looby, to the management of this facility is acknowledged.

The financial support of Dr Tom Cavanagh to the Homework Club throughout the year is greatly appreciated by the Company and also by the local national school. This support ensures that disadvantaged children receive both homework support and the provision of a healthy meal.

We again congratulate the childcare staff in achieving an award in the local St Patricks Day Parade and thank Mr Tom Kiely, Cappoquin Transport, for the provision of transport for the staff and children during the parade.

The Company also acknowledges the support of Waterford Co Childcare Committee staff and TÚSLA, particularly Ms Monica Ryan, in the operation of the facility during the year.

The Company also acknowledges the support of Pobal in processing subventions for this facility.

Enterprise Units:

An additional unit, unit 8, was leased to The Lismore Food Company during the year bringing the total number of units leased to four. Unit 3 is leased to Blackwater Distillers and units 6 and 7 are leased to Cappoquin Meats Ltd. The conversion of unit 5 to food preparation standard is almost complete and the grant of €17,867 will be drawn

down early in 2016. The Company acknowledges the assistance of Ms Eimhín Ní Concubhair, Waterford City and Co Council, in the provision of this grant.

The Company compliments the IDA on the road surface and landscape improvements carried out on this industrial estate during the year.

Finance:

The consolidated accounts of the Companies for 2015 are attached and will be formally presented for adoption at this AGM. Copies of the Financial Statements for Cappoquin Community Development Company Ltd and Cappoquin Community Centre Ltd are available in the Company office. While the financial position of the Company at year end is satisfactory, there are indications of many challenges to this situation. Greater management, monitoring and analysis of finances is required to ensure that we are maximising income and minimising expenditure. This is essential to ensure that we continue to operate as a sustainable Company into the future. The provision of a property maintenance fund and a project development fund suggested at last year's AGM also need to be addressed.

The principle sources of income in 2015 were childcare fees and subventions, private contribution for homework club, weekly lotto, state grants, gymnasium, hall and room rental for meetings, events and functions, WWETB rental and Enterprise units' rental.

The principle sources of expenditure were staff wages, general maintenance, light, heat, power, insurances, vat repayments, bank loan repayments, interest charges, administration costs, roof and wall insulation, commercial kitchen at unit 5 and provision of offices and associated alterations for WWETB.

The Company acknowledges the input of the Finance Committee in managing the Company's finances. In particular the Company acknowledges the contributions of Mr John Flynn, Ms Michelle Woodside and Ms Anne McGovern in preparing annual budgets and monthly assessments of receipts and payments.

Lotto:

The weekly lotto continues to be a significant source of income to the Company. The very significant work of Anthony and Carmel Prendergast assisted by Ms Miriam Coughlan and the manager ensured the success of this fundraiser. Anthony and Carmel collect and sell Lotto tickets each Monday and effectively manage this fundraiser on behalf of the Company. The Company also acknowledges the support of Ms Michelle Woodside, Ms Anne McGovern, Mrs Mary Foley and Mr Denis Reilly who provided independent supervision for the weekly draws.

Health & Safety:

The requirements of the H&S legislation place significant responsibilities on the Company. Managing health, safety and welfare effectively brings with it huge benefits. The Company now has to pursue a proactive health, safety and welfare system which promotes a safer working environment and results in avoidance of accidents and incidents to staff and visitors.

The Company must have in place an effective safety management system. To this effect the Safety Plan has been redrafted in association with Anderlift Safety Services. This must now be adapted to suit the Company's requirements prior to adoption by the Governing Body. In addition a Safety Committee has been put in place and this committee meets on a monthly basis. The members of this committee are Orla Nicholson and Mairead Landers representing childcare, Sonny Landers and Ml Keane representing caretakers, Edel Walsh representing WWETB, John McGrath and Denis McCarthy. All childcare staff and caretakers have received manual handling and first aid training which includes defibrillator use. As part of the safety management system a number of policies are currently being drafted for approval by the Governing Body. The Fire Register is also currently being reviewed for inclusion in the safety management system.

Projects:

The Projects Committee met a number of times during the year. The committee supervised the provision of WWETB offices and division of manager's former office in the Community Centre and the conversion of Unit 5 in Enterprise Park to commercial kitchen, both of which have already been referred to above. Roof and wall repairs, following storm damage, were carried to the office at a cost of €1,700 which has been claimed through insurance. All these works were carried out by Anthony O Rourke, of Mountview Fitted Furniture.

Grant approval to the amount of €9,611 was sought and received for the provision of additional attic and wall insulation to childcare facility. This work was carried out by Pat Kenrick Construction.

The Committee examined the possibility of purchasing derelict properties in the town, namely Neil Twomey's former office and Blackwater Bar. However these proposals were deferred pending further assessment of the Company's finances.

Consideration was also given to extension of the gymnasium and plans are being prepared by CJ Falconer and Associates.

An application to the Heritage Council for a grant to carry out a feasibility study on vacant properties in Upper Main Street was also applied for; however this application was not successful.

A submission was also made to Waterford City and County Council supporting the development of derelict properties in Barrack Street.

Miscellaneous:

The Company wishes to thank most sincerely the caretakers for their contribution to the operation and management of the Company's assets. This contribution cannot be overstated. The caretakers have often worked unsociable hours in ensuring the success of events in the Community Centre. Their assistance to members of the Company and to patrons and visitors to the Centre has always been most satisfactory. The Company thus acknowledges the assistance of Mr Ml Keane, Mr Sonny Landers, Mr Billy Bray, Ms Hilda Curran, Ms Tracy Fraher, Mr John McGovern and Mr George Kearns. The Company also acknowledges the assistance of The Department of Social Protection and Waterford Leader Partnership for the provision and payment of the caretakers.

The Company also acknowledges the contribution of manager, Ms Cathy McGrath, in administering the affairs of the Company throughout the year. Due to constrained finances the hours of the manager were reduced to 20 hours per week from early in 2015. This was however compensated by providing the manager with 20 hours per week in the childcare facility as a childcare assistant.

The Company adopted a retirement policy in February 2015 for all its employees which set the retirement age at 66 years.

The Company has supported the proposed development of St Declan's Way by the Waterford and Tipperary Leader Partnerships and has been represented at meetings by Mr Tom Feerick.

Rationalisation of the telephone lines to the Community centre was carried out during the year and this has resulted in reduced costs.

The Company is most grateful to Dr Tom Cavanagh for his continued support of the Company and his active interest in the affairs of the Company. The Company decided to erect a plaque at the Community Centre to commemorate the assistance of Dr Cavanagh and to also honour his father who lived in Cappoquin at an early age.

The Waterford Adventure Race was again organised by the Company in 2015 with over 140 participants. Mr Tom Feerick chaired the organising committee which included Ms Cathy McGrath, Ms Orla Nicholson, Ms Marian Looby, Ms Martina Murphy, Mr Trevor Mason, Mr Denis Murray, Mr Jim Joe Landers, Mr Sonny Landers and Mr John Flynn.

The Company wishes to thank Coillte for the provision of a Christmas tree for the Community Centre grounds.

The Company acknowledges the assistance of Waterford City and Co Council staff during 2015, particularly Ms Josephine McGrath, Mr Michael Bennett and Mr Paddy Hally. The Company wish to single out Mr Paddy Hally for his work on the lands adjoining the Community Centre where he has constructed a most attractive amenity

for the town. The Company provided a Christmas dinner for the local council staff to acknowledge their contributions.

The Company notes with thanks the assistance of many state agencies during the year namely, Waterford City and Co Council, Waterford Leader Partnership, HSE, TÚSLA, Dept of Social Protection, Pobal and Waterford Co Childcare.

The Company also notes the assistance of Glavin and Ronan, Chartered Accountants and Registered Auditors, Lanigan and Curran Legal Advisors, Nolan Farrell and Goff Legal Advisors, Edward Sprat and Sons Auctioneers and AIB.

The Company also thanks Falconer and Associates, Chartered Architects and Planning Consultants, Mr James Kirwan Electrician and Mr Shane Barry Plumber for their support during the year.

The Company acknowledges the general support of Ms Siobhán Murphy, Arachas, our insurance broker for her assistance in processing cover and claims.

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

The committee structure assisted significantly in the management of the Company in 2015. This proved to be, at times, a most difficult task but each member persisted in their participation to ensure the most beneficial outcome on behalf of the company. This input by committee members which is totally on a voluntary basis represents the dedication and commitment of Company members.

The Company faced many challenges in 2015 and inevitably will face further challenges in 2016. However such challenges only serve to strengthen the resolve of our members to provide services and facilities for the local community and benefit the local economy.

The issue of succession planning is a topic which was previously discussed by the Governing Body. It is necessary to have this matter raised for further discussion to ensure that the Company has the necessary personnel with appropriate skill sets to carry on the aims and ideals of the Company.

Finally I wish on behalf of all members to thank our Chairperson, Dr Ben Murphy, for his leadership of the Company and management of meetings during 2015 and to again acknowledge the contributions provided by all members to ensure the sustainability of this Company.

Denis McCarthy

Company Secretary.

Appendix A

The following staff were employed by the Company in 2015:

Manager and childcare assistant: Ms Cathy McGrath.

Childcare supervisors: Ms Mairead Landers, Ms Maria Uniacke, Ms Kerry McLaughlin.

Childcare assistants: Ms Marguerite McGrath, Ms Sandra O'Brien, Ms Marian Cavanagh, Ms Claire Brohan, Ms Margaret Walsh, Ms Laura O'Rourke, Ms Jean Mangan, Ms Niamh Coleman, Ms Therese Walsh, Ms Dawn Hennebry, Ms Ceire Barry.

Cook: Ms Josephine Kearns.

Homework club: Ms Bridget Wilkinson.

Caretakers: Mr Billy Bray, Mr Sonny Landers, Mr MI Keane, Mr John McGovern, Ms Hilda Curran, Ms Tracy Fraher, Mr George Kearns.

Office administrators: Ms Anne McGovern, Ms Michelle Woodside.