

South Harford & Tuckswood Community Association

Harford Community Centre

Annual General Meeting 25th November 2015

AGENDA

1. Welcome and Apologies
2. Minutes of the last AGM
3. Annual Report
4. Accounts & Treasurer's Report
5. User Group Reports
6. Election of General Committee
7. Election of Honorary Officers
8. Election of Trustees
9. Appointment of Independent Examiner
10. Amendment of Constitution
11. Date of next Committee Meeting



Minutes of Annual General Meeting

Held on 26th November 2014

1. Welcome and Apologies

Chairman Gary Colby welcomed those who attended (Ian Wells (Centre Manager), Max Griffiths (Norwich City Council), L Thain (Dance Exercise Class), Johanne Steward (Lakenham Dale Creative Theatre), Mary Almey (Petanque), Michele Neave (All About Rescue), Richard Nunn (Tuckswood Youths), Sarah Wells, Karen Browes-Walker (Cycle Speedway).

Apologies were received from - Cllr Sue Whittaker, Wednesday Bridge Club, Pearl Cooper (Support Group Meetings), Kay Hall, Julie Guymer (Dog Agility), Hazel (Babies and Bumps). (Bowls Club has finished.)

2. Minutes of last AGM

The minutes of the last AGM (27 11 13) were accepted.

3. Joint Chairman and Treasurer's Report

G Colby read his Annual Report. He began by thanking the committee for their hard work over the past year. He said that the centre is still very popular, with a variety of user groups of all ages, but more volunteers would be welcomed on the committee to help run and made decisions about the centre. During the year some of the committee had been attending training courses run by the City Council covering skills from fire training to social media.

Treasurer's Report - Unfortunately it had not been possible to provide a full treasurer's report as a replacement had not been found for our previous one. However, the accounts had been verified independently and were correct, with a copy available to see. Our biggest outlay was the energy costs which was part of the reason for the increased hire charges. He asked whether there were any questions. L Thain asked whether the remaining rent increases were still going ahead, and was told that this was necessary because of energy costs.

4. User Group Reports

Friday Youth Drop-In - Richard Nunn from Ipswich Road URC presented their report. The summer term had seen a marked improvement in the behaviour of the young people who attended, due to better welcoming procedures, organisation and behaviour management. However, they felt that what was being offered needed refreshing with new ideas, so they employed a trained sessional youth worker. This has enabled them to add a "chill out zone", cafe area, and other new activities to their regular craft work, table tennis, snooker and Wii. They were very grateful to the centre for allowing them to continue to hire the premises for this outreach work from the church.

Petanque - Mary Almey said that they paid £150 yearly for use of toilet facilities in the Centre and for the Council to keep the Terrain weed-free and edges tidy, but had to do their own maintenance because the City Council did very little.

Elizabeth Kay School of Dance - L Thain read the report from Kay Hall. This class has 11 regular attendees which is almost the maximum the room will accommodate due to space taken up by the stage and pillars. She has changed from a pay-as-you-go system to half-termly payment in order to deal with the rising room hire fees. She was pleased to say that they have not experienced problems with local youths recently, which is probably due to the football floodlights being switched off.

Lakenham dale creative theatre - Johanne Steward said that they also have had no problems with youths lately. She thanked Harford Community Centre for the help she had received.

All About Rescue - Michele Neave said that they would be starting a monthly meeting to promote and support dog rescue. They also want to compile a database of all local rescue centres and breed rescue. They would also like to help promote animal welfare and rescue in general. She also said that the on-line support received was extremely good.

Reports were also received from - Afternoon Tea Dance, Cycle Speedway Club, Dog Agility Exercise, and Support Group Meetings.

5. Election of General Committee

The Committee stood down. M Griffiths said that thanks were due to the Committee for making it such a well-run centre, which always seemed to have bookings, and provided a lot of good for the community.

A request was made for people to come on the Committee and have a chance to have their say in decision-making. Michele Neave would like to attend meetings as a User Group. M Griffiths said that User Groups can always attend Committee meetings. There were no other volunteers. G Colby, J Steward and L Thain came forward and were duly elected to the Committee.

6. Election of Honorary Officers

Chairman - G Colby

Minute Secretary - L Thain

were proposed and seconded. The Treasurer post remains vacant.

7. Appointment of Independent Examiner

Jennifer Burns (Freed of London) was appointed as an Independent Examiner.

8. Amendment of Constitution - No amendments received.

9. Date of next Committee meeting - 17 December 2015.



Harford Community Centre

Harford Park, Peterkin Road, Norwich, NR4 6LQ.

Telephone: 0844 665 1034 | Email: office@harfordcentre.org.uk

For every occasion...

Whatever your needs are we can provide a modern attractive venue.

Excellent facilities and equipment at competitive/concessionary rates.

To book any of our rooms contact our centre manager Ian on 0844 665 1034 or pop in and see him any Monday between 10am and 4pm.

Alternatively you can view bookings, conditions of hire and costings at: www.harfordcommunitycentre.org.uk

FUNCTION ROOM -

including Kitchen, Tables, Chairs, Cutlery, Microwave Oven, Cooker, Crockery, FREE WIFI.

BUSINESS SUITE -

including Kitchenette, Tables, Chairs, Cutlery, Microwave Oven, Crockery, Whiteboard, Projector, FREE WIFI.

LOUNGE -

including Kitchen, Large Screen TV, Pool Table, Dartboard, Tables, Chairs, Cutlery, Microwave Oven, Cooker, Crockery, FREE WIFI.

Also at the centre...

- + All About Rescue
- + Boot Camp Fitness
- + Bridge Club
- + Charity Zumba Gold
- + Cycle Speedway
- + Dance Exercise Classes
- + Koi Club
- + Norwich Best For Pets
- + Pétanque
- + Slimming World
- + Tea Dances
- + Toddler & Baby Groups
- + Weight Watchers
- + Youth Drop In

Harford Community Centre is a voluntary run association with minimum paid staffing and is always looking for new volunteers to help with the running of the centre. More details can be found on our website.

www.harfordcommunitycentre.org.uk / www.harforbusinesssuite.co.uk

South Harford & Tuckwood Community Association Registered Charity № 1126830

Annual Report 2015

Welcome to you all and thank you all for attending tonight's AGM

I cannot believe it is a year ago since we were last here, I would like to thank the rest of the committee for their hard work over the last twelve months.

The centre continues to be very popular with many different activities happening each week, hopefully all being represented tonight to give an account of the past year.

Ian, our centre manager is still working hard to make the centre a success and is on site most Mondays to answer any enquiries and to show user groups around.

Unfortunately the Social Club has now folded, mainly due to lack of help and bookings it wasn't viable to carry on trading, I would personally like to thank Ian Stubbs, Paul and Dieter for their efforts over the years.

There is no treasure report but the accounts have been independently verified and you will find a copy in the booklet, as we are a voluntary committee we would welcome anyone interested in joining us we meet once every six weeks for around an hour to discuss the running of the centre.

Finally I would like to mention that the trustees have been approached about moving to the new community centre which has been built at the Asda site on Hall Road, I must emphasise that no decision has been made yet but it is something we as a committee are looking into with the first and against.

Members of the city council are in attendance tonight so if there are any questions, hopefully they can be answered.

Finally I would like to wish you all a Merry Christmas and a Happy New Year.

Gary
Chairman

<u>Income</u>	<u>This Year</u>	<u>Last Year</u>
Come, Sit & Play Dog Training	1,754.00	2,239.00
Elizabeth Kay School of Dance	699.75	396.00
Bridge Club	2,692.00	2,199.00
Tea Dance	551.50	406.00
Bowls	167.75	171.50
Petanque	150.00	150.00
Lakenham Dale Creative Theatre	428.00	535.00
Forward In Faith	3,324.00	704.50
Slimming World	4,875.00	3,890.00
Sure Start	2,451.50	2,007.50
Social Club	8,320.00	6,500.00
URC Youth Drop In	592.00	658.00
Zumba	90.00	158.00
Function Room Private Hire	2,289.00	2,410.50
Other user groups	4,210.00	1,145.50
Bank Interest	28.64	5.21
Misc	3,078.87	-
Business Suite Hire	2,840.00	1,362.50
	<hr/> 38,542.01	<hr/> 24,938.21
<u>Expenditure</u>		
Wages	11,649.12	13,103.38
Cleaning supplies	691.06	1,086.26
Refuse	1,109.52	1,217.42
Gas	2,334.00	4,200.00
Electricity	3,239.43	6,213.69
Telephone/Broadband	858.58	749.54
Licenses	339.94	322.62
Equipment	107.72	237.90
Repairs & Maintenance	-	1,115.56
Security	12.78	-
Deposit Refunds	595.00	570.00
Insurance	1,140.71	536.88
Accountancy	216.24	-
Postage & Stationery	76.67	34.72
Misc	273.52	734.79
	<hr/> 22,644.29	<hr/> 30,122.76

	<u>This Year</u>	<u>Last Year</u>
Opening Fund		
brought forward from previous year	14,164.37	19,348.92
plus surplus from I&E Account	15,897.72	(5,184.55)
	<u>30,062.09</u>	<u>14,164.37</u>

Represented by:-

Current Assets

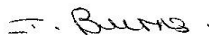
Current Account	18,360.94	3,204.12
Deposit Account	10,554.79	10,521.15
Cash in Hand	1,146.36	439.10
	<u>30,062.09</u>	<u>14,164.37</u>

Cheques still to clear	-
Current Account balance less uncleared cheques	18,360.94
	<u>30,062.09</u>

INDEPENDENT ACCOUNTS EXAMINER

I have examined documentation compiled by the Bookkeeper for the Harford Community Centre, relating to the Financial Year ended 31 August 2015. This documentation comprises copies of manual input documents for the computerised bookkeeping system, together with computer-produced reports, including the Summarised Profit and Loss Account and Balance Sheet.

I am satisfied that these Accounts fairly represent the Financial transactions of the Community Centre, and its overall surplus for the period under review.



J. Burns

25th October 2015

User Group Reports

Friday Youth Drop-In

run by Ipswich Road United Reformed Church

The very nature of Tuckswood Youths as a Drop In means that numbers vary greatly, but we are pleased that a core group, many of whom have been with us for 3 or 4 years, continue to visit. Currently we have a regular attendance of 12-15, but over 50 young people have been registered with us during the past year. We continue to employ 3 youth workers to support our activities and there is always a representative of the church in attendance as well, who takes responsibility for the evening.

We decided earlier in the year to charge admission, hoping that that this would give the young people more ownership of Tuckswood Youths-and soon realised that it had the opposite effect-the young people were (understandably) unwilling to pay if they “dropped in” for a short period and this led to a reduction in numbers attending and conflict over payment. In September we therefore reverted back to free entry, but now charge for a wider range of refreshments-cheese toasties are very popular, with Mars Bars and sour cherries as runners up! This system is working far better and has led to a much more relaxed atmosphere and increased attendance.

We still provide a weekly craft which some young people enjoy and thanks to our sessional youth worker from ENYP, we also now have an X Box on weekly loan.

Making the stage into a “chill out” area with covers and cushions has also worked very well, whilst snooker and table tennis continue to be the most popular activities.

We are extremely grateful to the staff and committee of Harford Community Centre for their support for the group and, as we said last year, would warmly welcome further involvement of the Community in the Drop-In and if anyone wishes to do so they should contact either Richard on richard9cr@gmail.com or Audrey on audrey.elliott@ukgateway.net

Dog Agility Exercise

I use the centre to exercise my dog using agility equipment for 1 hour on Sunday afternoons. I am flexible in the times I use the centre as it is the weekend and I know that other people might want to use the facilities at this time, so I will alter my times to fit in with other people.

Julie Guymer

Cycle Speedway Club

Norwich Stars Season Report 2015

The club has had a reasonable season on track finishing 5th in the South East League div1, the div2 team finished bottom of the league but gained valuable experience. On an individual front we are proud to have the Norfolk under 13, Senior and Veteran champions a great achievement for the club.

Also this year Harford Park was the place to be as we held the British Open Club Championship, which was a great success and an honour for us to hold.

We are still low on numbers and are still looking to recruit more members, we took part in the Get Involved Week which the council organised, and Four Go Ride/ Come and Try it sessions across the city, unfortunately with no interest.

We will continue to promote the club in any way we can to increase our numbers in the 2016 season which kicks off again in March.

If anyone is interested in the club take a look on our Facebook page or email us to find out more

norwich@cyclespeedway.org.uk

Glenn Grange

Support Group Meetings

The room has been very satisfactory - comfortable, warm and clean.

We use the Centre on Monday mornings for these groups. Ian Wells, the centre manager, usually helps to get the room set up which is appreciated.

We have also used the Function Room for fund-raising for a charity called the Breast Cancer Patient Support Fund. We use it once a month for an exercise session, with donations going to the Fund.

Pearl Cooper

pearls@tiscali.co.uk

Harford Pétanque

A group of Pétanque players play on the terrain every Tuesday morning from 10am (roughly 1½ to 2hrs).

We welcome new members of any age. Fee 50 pence per person, per morning.

Contact No. 01603. 928364

Afternoon Tea Dance

We book the centre on alternate Wednesdays from 2pm to 4pm. The dancers number up to 30 and a social afternoon of sequence, ballroom and line dancing is enjoyed by all. John T provides the music and coffee, tea and cakes are served in the interval. At Christmas, Easter, Mid-Summer and Halloween, parties are held with an excellent buffet provided by Pam T. The dancers bring a small prize for the interval raffle which pays for the refreshments. On many occasions a dancer celebrating an anniversary will provide cakes.

Janet Harradine.

On behalf of Tea Dance Committee.

Elizabeth Kay School of Dance

Dance Exercise Wednesday evening 7-30 - 8-30pm.

We have had quite a good year gaining two new members from the local community, but unfortunately this is offset by the loss of two existing members for health reasons.

This puts us at eleven members regularly attending, of which five are from the local area.

We have not suffered so much disruption from local youngsters, just one incident during the summer, which has been a relief

Kay Hall

Wednesday Bridge Club

This has been a particularly difficult year for maintaining a viable membership. However thanks to the Committee's support which was very much appreciated, we have managed to survive. Effects are continuing to increase membership. Those interested in joining us we play 1pm – 4pm in the Lounge.

Ray Thompson

Also on Fridays the U3A play in the Lounge 1pm – 4pm.

All about rescue!

Our group formed in January 2015 and seeking a hall that would allow entry to dogs, we found Harford. What a find! Great support and always a welcome - thank you! All About Rescue is a monthly drop-in meeting for rescues and rescuers. Our aim is simple: to promote and support rescue in any way we can. What we also want is for every pet and owner to have access to information and support and so Norwich Best for Pets campaign was born. We held our launch at Harford on 3rd October as part of Norwich City Council's 'Get Involved Week' and I'm delighted to say that the campaign is well and truly underway. We are proud to say that RSPCA and Dogs Trust attended the launch and we will be working alongside them on key strategies and campaigns, starting with chip/scan. We have just had our first meeting post-launch and this time Norse joined us adding another vital source of expertise to the team, so we are now busy compiling best practice protocols. We are very lucky in Norwich; Norwich City Council and Norse provide a level of cover re welfare that is sadly lacking in other authorities and together we want to provide the 'best'. Collaboration, co-ordination and communication are essential for the success of our campaign and working alongside the council, its contractors, national and local charities and welfare organisations will give us the greatest chance of achieving our goals and engaging the community.

So, if you would like to find out more and join our campaign we would love to welcome you to the group. Our next meeting is on Saturday, 28th November, 10.00 am - 12.00 pm, Harford Community Centre. Be part of the solution. Come and join us. Together we can make a difference - at Harford. Special thanks to Ian Wells and Max Griffiths who have been key in facilitating our progress. You are appreciated!

Michele



*Download voucher from our website T&Cs apply.

Election of General Committee

Not less than 4 or more than 20

Election of Honorary Officers

Nominations received

Chairman - Gary Colby

Minutes Secretary - Lynda Thain

Treasurer - Vacant

Election of Trustees

Nominations received

Michele Neave

Appointment of Independent Examiner

Jennifer Burns – Freed of London

Amendment of Constitution

No amendments received