

## AGENDA

- 1 Welcome and Apologies
- 2 Minutes of the last AGM
- 3 Accounts
- 4 Election of General Committee
- 5 Election of Honorary Officers
- 6 Election of Trustees
- 7 Appointment of Independent Examiner

# South Harford & Tuckswod Community Association

Minutes of the Annual General Meeting on 25th November 2019 at 7:30pm

**In Attendance:** Karen Browes-Walker (Trustee), Jezza King (Chair & Trustee), Dr Mike Brock (Trustee), Ian Wells (Centre Manager), Lee Mills (Committee Member), Clare Skipper (Committee Member), Paula Taylor (Committee Member), Max Griffiths (NCC), David George, Lynda Thain (Dance Exercise), Kay Hall (Dance Exercise), Cathy Eden (Age UK Norwich), Richard Nunn, Audrey Elliott, Sarah Wells, S. Watling

**Apologies:** Lakenham Councillors (due to Purdah)  
Shirley Keeble (U3A Bridge)  
Janet and David Harradine (Tea Dance)

**1. Welcome:** J. King welcomed everybody to the meeting

**2. Minutes of the last AGM** - These were confirmed and accepted.

## **3. Annual Reports and Accounts**

- J. King opened his address with the Chairman's Report. He informed the group of the change in roles as an interim approach, including his role as chairman and M. Brock's role as trustee. He also explained the councillors were not present in light of the upcoming election on December 12th 2019
- J. King then wished a statement of thanks to Derek Thorndyke (outgoing chairman) and wife Sharon for their hard work and dedication to the centre.
- The achievements of the centre were outlined to the group, including the impressive bookings situation, the successful inaugural Xmas party in December 2018 and the free childrens events in August 2019. Both will be repeated.
- J. King explained these events were a direct response to the recognition that the centre could do more for particular sectors of the community and it was felt that this has gone some way to bridging that gap in the centre's role.
- New initiatives planned include the provision of hot meals for local school children which is seen as an ever-more vital service in the current climate.
- J. King then explained that all initial maintenance and repair works have been completed on the centre since the centre arrived, and that the £26k Air Conditioning unit has been a welcome (and energy efficient addition) since the last AGM.
- Many new policies have been introduced over the last year, including a Committee Charter and a Conflict of Interest policy to ensure a fair and transparent running on the centre. Constitution change to reflect the new centre and its adaptations are in progress. The hope will be that this will be ready in time for the next AGM!
- J. King wanted to take this opportunity to thank all user groups, committee members and volunteers for their work, but in particular to I. Wells for his role as now full-time centre manager and the effort and dedication he brings to ensuring this role leads to the smooth running of the centre.
- Finally, this dedication of all user groups was apparent through the success of the recent Christmas Fair (23rd November 2019), where the sharing of duties and responsibilities made the event easy to co-ordinate.
- **Accounts:** I. Wells confirmed these have been independently verified by Jennifer Burns (Freed of London) and the full accounts were available to view.

- L. Thain asked what the difference was between Association and Community Group bookings. I. Wells explained the terms reflected the different needs of these groups and their status under provision of community services.

#### **4 User Group Reports**

- J. King thanked all User Groups for their reports (provided in the evening's agenda) and welcomed any further comments or questions on these, of which none were forthcoming.
- The centre wished to express a special thanks to Cathy (Age UK) for her ongoing commitment and dedication, as well as assistance over the summer activities co-ordination.

#### **5 Election of General Committee**

- M. Griffiths explained the necessary protocol here, and also took the opportunity to thank all for their help and dedication in running the centre.
- Nominees to Committee came from Karen Browes-Walker, Jezza King, Mike Brock, Lee Mills, Clare Skipper, Paula Taylor and David George,
- These were proposed by Cathy Eden and Seconded by Audrey Elliott

#### **6. Election of Honorary Members**

- Nominees came from Jezza King (Chairperson) and Mike Brock (Treasurer), as well as Ian Wells as Secretary,
- These were proposed by Richard Nunn and and Seconded by Paula Taylor

#### **7 Election of Trustees**

- Nominees came from Jezza King, Karen Browes-Walker, Mike Brock and Lee Mills.
- These were proposed by Audrey Elliott and and Seconded by Clare Skipper

#### **8. Appointment of Independent Examiner**

- Nomination of Jennifer Burns (Freed of London).
- This were proposed by Lee Mills and and Seconded by Clare Skipper

#### **A.O.B.**

M. Brock and K. Browes-Wlaker thanked J. King for his hard work since stepping into the role.

J. King reminded everybody that feedback now and throughout the coming year was always valued and this could be directed to I.Wells through the main email address or to trustees through their address (trustees@harfordcentre.org).

<b><u>Income</u></b>	<b><u>This Year</u></b>	<b><u>Last Year</u></b>
Community Group	6,677.50	11,459.70
Association Group	4,132.45	6,500.00
User Group	16,511.25	25,066.50
Business Hire	4,616.88	12,342.19
Private Hire	4,880.18	6,080.62
Bank Interest	15.60	16.97
Fund Raising	101.42	295.08
Misc	10,031.40	1,085.67
	46,966.68	62,846.73
<b><u>Expenditure</u></b>		
Wages	20,226.66	20,793.24
Cleaning	8,409.42	12,101.57
Refuse	425.86	532.53
Gas	5,106.06	307.24
Electricity	4,962.02	903.84
Telephone/Broadband	301.60	486.94
Licenses	339.94	606.94
Equipment	6,584.06	26,205.30
Repairs & Maintenance	663.00	-
Water	276.00	744.88
Deposit Refunds	1,682.50	1,325.00
Insurance	492.80	451.74
Accountancy	175.00	144.00
Postage & Stationery	227.54	848.46
Bank charges	-	-
Misc	5,066.99	4,779.97
	54,939.45	70,231.65
<b>Net Deficit transferred to Balance Sheet</b>	<b>(7,972.77)</b>	<b>(7,384.92)</b>

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	<u><b>This Year</b></u>	<u><b>Last Year</b></u>
<b>Opening Fund</b>		
brought forward from previous year	45,115.49	52,500.41
plus surplus from I&E Account	(7,972.77)	(7,384.92)
	37,142.72	45,115.49
<b>Represented by:-</b>		
<b>Current Assets</b>		
Current Account	6,979.27	9,877.13
Deposit Account	30,028.06	35,012.46
Cash in Hand	135.39	225.90
	37,142.72	45,115.49
Payments still to clear	-	
Remaining available balance	37,142.72	

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**Election of General Committee**

Not less than 4 or more than 20

**Election of Honorary Officers**

Nominations received:

Chairman - Lee Mills

Treasurer - Mike Brock

**Election of Trustees**

Nominations received:

Lee Mills, Karen Browes-Walker, Mike Brock, Paula Taylor

**Appointment of Independent Examiner**

Jennifer Burns – Freed of London