



# SHTCA

South Harford & Tuckwood Community Association  
Registered Charity № 1126830

## ANNUAL GENERAL MEETING

**Monday  
25<sup>th</sup> November 2019**



# Harford

Community Centre

## AGENDA

1. Welcome and Apologies
2. Minutes of the last AGM
3. Annual Reports & Accounts
4. User Group Reports
5. Election of General Committee
6. Election of Honorary Officers
7. Election of Trustees
8. Appointment of Independent Examiner
9. Amendments to the Constitution

# Minutes of Annual General Meeting

## Held on 29<sup>th</sup> November 2018

### 1. Welcome and Apologies

Chairman, Derek Thorndyke, welcomed those who attended - Karen Browes-Walker (Trustee), Ian Wells (Centre Manager), Lee Mills (Committee), Clare Skipper (Committee), Lynda Thain (Trustee, Dance Exercise), Jeremy King (Committee, Ragged Rascals), Max Griffiths (Norwich City Council), Audrey Elliott (Friday Youths, /URC), Rachel Trevor (City Councillor), Joanne Creaser (Yoga Nook).

Apologies were received from Suzanne Gill (Norwich Bridge School), Lottie Parish (SENsational Families), Marie Charles (Twin Group), Maggie Bohannon (Brownies), Shirley Keeble (U3A Bridge), Kay Hall (Dance Exercise), Moira Veira (Sensi Ltd), Keith Roose (Tai Chi), Janet & David Harradine (Tea Dance), Patrick Manning (City Councillor), Richard Nunn (Friday Youths/URC), Mike Brock (Committee).

### 2. Minutes of 2017 AGM

The minutes of the last AGM (30 11 17) were accepted.

### 3. Annual Reports

Chairman's Report - D Thorndyke read his report. He said that it had been agreed to employ Ian Wells (Centre Manager) on a full time basis in order to give more time to hall bookings, advertising, and the smooth running of the Centre. It had also been agreed to take over the children's play and stay sessions, which will still be run by Ragged Rascals. A new fitness class for the over 50s will ensure that we cater for all age groups in the area.

He thanked everyone who worked hard to put on a celebration in the summer to mark the Centre's first year. A Christmas party was being arranged for local children which would ensure that some of the less advantaged children were catered for. Asda were supporting this event. The Centre was in a strong financial position but some large expenditure was expected in installing air conditioning and kitchen improvements which were required.

He welcomed new committee members Mike Brock and Lee Mills and thanked Gary Colby for his service to the Centre, and also to Max Griffiths, Council Enabling Officer, for his help. He also said that Lynda Thain was stepping down as Trustee and Minutes Secretary and thanked her for her support and years of service to the community. He also thanked Ian Wells for ensuring the smooth running and continued success of the Centre.

### 4. Accounts

I Wells said that, in the absence of a Treasurer, there was no Treasurer's report. However he said that the accounts were up to date and had been certified by an independent examiner. The Income and Expenditure sheet and the Balance Sheet for 2017/18 were circulated with the meeting papers.

### 5. User Group Reports

Reports from Friday Youths' Drop-In, Harford Cinema Club, Harford Food Hub, The Yoga Nook, Lakenham & Tuckswold Tai Chi Group, Harford Bingo and Tea Dance were presented.

### 6. Election of General Committee

The Committee stood down, and Max Griffiths (City Council) thanked everyone, especially D Thorndyke for standing in as Chairman.

He then asked for volunteers to be elected onto the Committee. (I Wells mentioned that the number of meetings a year might be increased, partly to avoid the meetings being too long.) K Browes-Walker, D Thorndyke, C Skipper, L Mills, J King, M Brook came forward. A Elliott proposed, J Creaser seconded.

## 7. Election of Honorary Officers

The posts for election were - Chairman, Treasurer and Minutes Secretary.

Chairman - D Thorndyke - proposed K Browes-Walker seconded J King.

Treasurer - M Brock - proposed A Elliott, seconded J King.

Minutes Secretary - Sharon Thorndyke - co-opted.

## 8. Election of Trustees

D Thorndyke and K Browes-Walker (re-elected)

J King (proposed D Thorndyke, seconded L Mills)

## 9. Appointment of Independent Examiner

Jennifer Burns (Freed of London) was willing to continue. Agreed.

## 10. Amendment of Constitution - Nothing put forward.

A question was raised about outstanding repairs, particularly the doors to the main hall which were damaged at Easter. M Griffiths said that Asda have a dispute with their main contractor, Uplands. Asda have stopped communicating with us, which was a very difficult situation. 12-18 months for repairs was deemed to be acceptable. I Wells has a meeting with Asda's PR company on 14 December and will be reporting that there has been no willingness to communicate.

## 11. Presentation

After the meeting, a presentation was made to retiring Minutes Secretary, Lynda Thain, for all her work for the Community Association.

# Chairman's Report

by Acting Chairman Jeremy King

Good evening all.

It has been an extremely busy and exciting year for the centre and us as an Association.

I welcome you all to this years Annual General Meeting (AGM) and say thank you to all of our trustees, committee members, customers, suppliers, the council, and community for their custom, hard work, support and fantastic efforts over the last 12 months.

Firstly, you will notice that I am not Derek, our former Chairman, who resigned from the role in July this year and I would like to take this opportunity to thank him and his wife Sharon for their contribution and hard work during their time with us.

My name is Jezza King, I am one of the Trustees and since July I have been standing in as acting Chairman.

Joining me are my fellow Trustees Karen Browes-Walker and Dr Michael Brock whom is currently acting as minutes secretary, Centre Manager Ian Wells.

We are also joined by our wonderful committee members and our Neighbourhood Enabling officer Max Griffiths.

I shall try to keep my report brief,, however, we do have some superb achievements to report.

I am very pleased to report that the centre is now running almost at capacity with vast increases in both regular and repeat bookings from user and community groups, corporate clients and large increases in private function bookings especially at weekends.

I will leave the financial details to the Centre Manager, as although there has been an increase in income we have made several investments. Including the introduction of air conditioning throughout the centre at the cost of £26k and the funding of a number of regular activities and special free events provided by the centre.

One of the things myself and the committee concluded from 2018 was that the centre was very busy with hires from other groups and businesses and was not really providing many of its own community based activities. Something that was supported further 12 months ago, when the council carried out a survey of the users, that also highlighted the age groups that were being well catered for and those that were not. From this survey, the committee decided to bring some activities 'in house' and make greater efforts to provide more for our community of Harford, Lakenham and Tuckswood.

We are now providing directly or funding the following regular sessions:

Harford Bingo  
Harford Fab Fitness  
Harford Cinema Club  
Harford Stay n Play twice a week  
Harford Food Hub and  
Friday Youths

All of which have been very successful with strong regular attendance.

At Christmas last year we funded a fantastic Children and families Community Christmas Party that sold out, we also provided a number of free tickets to the local school pastoral care teams to give to the children they felt were most in need. We have decided to fund the event again this year and have doubled the number of tickets available. The children will be provided with a gift from Santa, a snack box and entertainment over the three parties, all in one day.

Off the back of the success of last years parties, we were inspired to do more and with lengthy discussion, hard work and wonderful commitment and volunteering from some of our user groups and clubs, we were able to provide FREE activities for children of all ages - 5 days a week for the whole of the summer holidays. These included stay and play sessions, arts and crafts, karate and fitness classes and a cinema club! This was a huge success and gratefully received and attended by our community.

On top of these sessions and the air-conditioning we have now invested in further work surfaces and cupboards and a second washbasin for the kitchen area, this is almost completed.

We are very pleased to report that the on-going snag list for the building is almost complete, over two years after we moved in. With only one item that remains outstanding that is currently being dealt with.

The trustees have also implemented new policies and committee charters and in the coming months it is our intention to introduce a brand new Charity Constitution. The existing one is very out dated and relates to the previous premises. It was our intention to do this in time for todays AGM however, through further investigation we have discovered this is not possible without pre approval from the Charity Commission, a process that takes some time. Please accept our apologies for not doing this sooner, however, with the on going issues with the building, still providing services and events and having two chairman changes in 18 months this is something that has been put aside for too long. However, it is now a priority for us.

Although we have made some huge achievements over the last 12 months we are in desperate need of more support and committee members, especially with the food hub. We are in the fortunate position to have been able to offer Ian Wells full time hours as the Centre Manager to cope with the increasing work load and I would like to thank Ian for his dedicated hard work over the last 12 months, many if not all of the centres achievements have been largely due to Ian's work and input alongside the committee and trustees and we are very proud to have been able to offer the sessions and events provided this year. Especially now that East City and Framingham Earl Children's Centre has now been closed.

We look forward to another successful year for our very deserving community. If anyone would like to discuss anything to do with the centres operations and activities I will be available at the end of the meeting to discuss these.

**Opening Fund**

	<u>This Year</u>	<u>Last Year</u>
brought forward from previous year	52,500.41	34,585.60
plus balance from I&E Account	(7,384.92)	17,914.81
	45,115.49	52,500.41
<b>Represented by:-</b>		
<b>Current Assets</b>		
Current Account	9,877.13	52,387.41
Deposit Account	35,012.46	-
Cash in Hand	225.90	113.00
	45,115.49	52,500.41
Payments still to clear	-	
Remaining available balance	45,115.49	Printed on 31/08/2019

**Income**

	<u>This Year</u>	<u>Last Year</u>
Community Group	11,459.70	13,311.77
Association Group	6,500.00	-
User Group	25,066.50	27,757.86
Business Hire	12,342.19	5,308.75
Private Hire	6,080.62	5,577.10
Bank Interest	16.97	-
Fund Raising	295.08	-
Misc	1,085.67	598.48
	62,846.73	52,553.96

**Expenditure**

Wages	20,793.24	13,664.30
Cleaning	12,101.57	10,164.64
Refuse	532.53	700.69
Gas	307.24	165.28
Electricity	903.84	288.16
Telephone/Broadband	486.94	243.85
Licenses	606.94	408.94
Equipment	26,205.30	4,739.43
Repairs & Maintenance	-	-
Water	744.88	-
Deposit Refunds	1,325.00	1,107.50
Insurance	451.74	571.97
Accountancy	144.00	144.00
Postage & Stationery	848.46	339.47
Bank charges	-	-
Misc	4,779.97	2,100.92

<b>Net Deficit transferred to Balance Sheet</b>	70,231.65	34,639.15
	(7,384.92)	17,914.81
		Printed on 31/08/2019

## Centre Report

by Centre Manager Ian Wells

As Centre Manager I am the 'face' people see when they come into the building. It is my role to welcome and show the rooms that are available and the facilities we can offer, also to answer any questions and take bookings.

This year, since working full time we have gone from strength to strength and can now promote a true diversity of activities to all. An important part of my role is that of book keeping and reporting to the Trustees on the income and expenditure of the accounts.

I keep a tight rein on invoicing and payments which is crucial to our ability to continue our work for the community. Our accounts are in a healthy position enabling us to do this and although not my decision, I see no reason for price increases in the forthcoming year.

Among my duties is that of promoting the many activities the Association puts on. We have successfully promoted the Summer Activities and the Children's Community Christmas Party.

My year has been a very busy one with a few ups and downs to overcome and I would like to thank the Trustees (particularly Jezza) and Committee for their ongoing support and confidence in my abilities to maintain a professional point of contact at the office.

If you have any questions I too will be available after the meeting.

## USER GROUP REPORTS

### Harford Tea Dance

Held fortnightly on a Wednesday 1:45pm - 3:45pm.

It is a very friendly sociable afternoon providing light exercise and good music for about 30 dancers.

Tea and cakes are served in the interval and a raffle, with prizes donated by the dancers, to fund various events such as outings, and, buffets at Easter and Christmas.

We appreciate the facilities provided at the Harford Community Centre and a special mention for Ian for being on hand if needed.

Janet Harradine.

### Age UK Norwich

We are currently involved in three groups taking place at the Harford Centre: The Ashby Art group, the Harford Cinema Club and Dance to Health.

#### Ashby Art

Our Ashby Art group continues to meet fortnightly led by our volunteers Val and Don. The group produces some outstanding work and offers a warm and friendly welcome to all. Thank you Val and Don for your continued commitment.

#### Harford Cinema Club

We are delighted that the Harford Cinema Club is still a regular event in the Centre's calendar. We support the club through the use of our film licence and promote it via our marketing channels. We have also recently introduced a new volunteer to the group to help with setting up and the serving of refreshments. It's good to see that attendance numbers are increasing. Thank you to Karen for taking a lead on proceedings.

### Dance to Health

The third group that we support at the Centre is the Dance to Health group. Previously under the care of national not-for-profit organisation Aesop, Age UK Norwich have recently taken over financial and administrative responsibilities for this group and groups at The Norman Centre and Roxley Hall. Over the next year, we will be working with our local Dance to Health groups and with Aesop to help the groups to become sustainable and self-governing.

We are very pleased to report that the Dance to Health group that has been meeting at the Harford Community Centre, is now full and we are operating a waiting list for places. Around 20 dancers attend each week with the participants reporting that attendance at the classes is of great benefit to them, not just physically but socially too. Friendships have formed, health is being improved and confidence is being built week on week.

We would like to thank the Centre for their support this year. It has been a pleasure working with you all.

Cathy Eden  
Community Outreach Officer



#### Private Function Hire Prices

Children's Party 0-12 years	£45* for 3 hours then £10.00 per hour.
Children's Party 13-17 years	£70* for 4 hours then £12.50 per hour.
Other Party NO 18/19/20 Birthdays	£100* for 5 hours then £15.00 per hour.

\*Plus a £30.00 refundable damage bond.

Revised 1/2/18

[www.harfordcommunitycentre.org.uk](http://www.harfordcommunitycentre.org.uk)

South Harford & Tuckwood Community Association Registered Charity No. 1126830

### Dance Exercise Class

This has been a successful year for the class. There are 20 people registered which means that, due to space constraints, the class is full and closed to new members at the moment. I have started a waiting list and have several names already.

Of the 20 class members 8 live locally to the centre, and several also attend other activities held at the centre. About half the group said they shop at ASDA either before or after the class.

In the October half term break we went for a meal at The Oak Tree on Ipswich road, something we try to do at least once a year. We had a great evening.

Kay Hall  
Elizabeth Kay School of Dance

### Harford BINGO

We have enjoyed another year of Sunday evenings playing bingo. We have a steady core of regulars who make the evenings fun and several who visit randomly. We have introduced a snowball game just to make things interesting.

It would be great to see more regular faces, so if you enjoy a game of bingo come and try us on Sunday evenings, doors open 7:30pm. eyes down 8:00pm.

Karen Browes-Walker  
SH&TCA Trustee



## 'Friday Youths' Drop-In

run by Ipswich Road United Reformed Church

The past year has seen a growth in numbers attending 'Friday Youths' and we are now seeing 20 plus young people each week. Girls are currently out numbering the boys. The age range in the Club is generally 12 - 15, The youngsters usually gather in the entrance hall at around 3:50pm -although we don't start until 4:00pm - and are reluctant to leave at 6:00pm.

The Club organisers are now considering putting a limit on membership, as with current numbers it is felt we are reaching a point that safety of the youngsters might be compromised if we allowed a further increase in numbers attending. One reason for the increased numbers is that Club members are coming from a wider area which includes a number from the Lakenham area and further afield, as well as Tuckswood.

Bearing in mind the comments above, we wish to ensure that Friday Youths provides a safe place where young people can meet, chill out, talk to each other -and to the leaders- and know they are welcomed and respected.

We provide a number of different activities to interest the club members, such as table tennis, pool, table football and crafts. We have in the summer provided some physical exercise outside; though this is obviously restricted by the space available. Although a good football game outside is not really possible it is made up for by the football apps on the X-boxes which obviously provide more mental exercise rather than physical; it does however provides a great way of providing group inter-action. We have also re introduced a Wii consul, which provides dancing and simulated sports which does involve some measure of physical activity. Through the sale of refreshments at reasonable prices, we also provide physical sustenance.

We have recently introduced cooking and carpentry activities to supplement the other more traditional craft activities which are always available.

Friday Youths is staffed by at least one volunteer from the church plus one qualified youth leader, who we employ through ENYP and two sessional support workers who we employ, usually from UEA. All staff are Christians and are DBS checked. It is completely financed by Ipswich Road United Reformed Church.

We are extremely grateful for the support of the staff and committee of Harford Community Centre for the group and for allowing us to store our equipment on the premises. Without this support, we would be unable to run the club effectively.

We would warmly welcome further involvement of the Community in Friday Youths and if anyone wishes to do so they should contact either Richard on [richard9cr@gmail.com](mailto:richard9cr@gmail.com) or Audrey on [audrey.elliott1@gmail.com](mailto:audrey.elliott1@gmail.com)

## Harford Cinema Club

This past year has been one of ups and downs, despite introducing a fortnightly afternoon showing we are still struggling for numbers. However, on a more positive note we welcomed Neil, an Age UK Norwich volunteer (along with Mum Sheila) who help to run the afternoon. Their help is very much appreciated. We would like to thank Age UK Norwich for their donation of DVDs (I am still cataloging them!)

We have found that our regular film goers enjoy the more classic films but we are open to suggestions, or if you have a favourite actor we will see what we can find.

We meet every fortnight on a Wednesday and the films start at 1:30pm. Our small charge includes refreshments of popcorn, tea or coffee and ice cream. You will be most welcome to join us.

Karen Browes-Walker  
SH&TCA Trustee

## Lakenham & Tuckswood Tai Chi Group

The local group of some 35 students meet weekly on Saturdays at 11:00am for the study and practice of Tai Chi and Qigong.

A mixed group attend the weekly class, to improve balance and agility, learn relaxation techniques, practice moving and standing meditation and generally socialise.

When people are unable to attend the weekly class, they can keep up their practice with the aid of our school website and social media channels.

This year we have succeeded in keeping the price down to £5 per lesson, some 30% below our average class price as part of our commitment to the community.

In the coming year interested members will have the opportunity to go on courses such as first aid, coaching people of different abilities and earn credits towards a group leadership certificate.

Members of the local group together with other school members raised £150.00 towards our supported charities this year.

We look forward to another year supporting the health of the local community, and would like to extend our thanks for the hard work and support of the Harford Community Centre management committee.

Keith Roost & Gloria Dean  
Golden Rooster School

## Election of General Committee

Not less than 4 or more than 20

## Election of Honorary Officers

Nominations received:

Chairman - Jezza King

Treasurer - Mike Brock

## Election of Trustees

Nominations received:

Jezza King, Karen Browes-Walker, Mike Brock

## Appointment of Independent Examiner

Jennifer Burns - Freed of London

## Amendments to Constitution

No amendments received.



# Community Christmas Party

Saturday  
21<sup>st</sup> December 2019

10:30am, 1:00pm & 3:00pm  
(Tickets available from 23<sup>rd</sup> November)



## For children living in the Lakenham Ward

- ◆ Meet SANTA in his Grotto (including a free gift)
- ◆ Party games & Disco (by Norfolk Kids Parties)
- ◆ Snack Box & Drink
- ◆ Suitable for children under 10
- ◆ Teas & Coffee for the adults
- ◆ Tickets available from the Office (Minimum Donation £1)

10 The Lastings  
Hall Road  
Norwich, NR4 6ET  
Tel: 0844 665 1034

[www.HarfordCommunityCentre.org.uk](http://www.HarfordCommunityCentre.org.uk)

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