

St John's Honeypot AGM 2025

Minutes of the meeting held on February 24th, 2025

Present: Organiser – Kerry Lewis

Trustees – Dave Lewis (Chairman), Eric Brown (Treasurer) Margaret Pictor, Mary Davies, Peggy Corr

Resource Group – Dave Milsom, Glen Luscombe, Dolly Watson

Plus members of St John's Honeypot and volunteers.

Apologies: Teresa Poole, Rachel Brown, Jenny Pyke, Barbara Carberry.

Minutes: The minutes of the meeting held on 12th February, 2024 were signed as a true record.

Matters Arising: None

Chairman's Report:

It's been a busy year for St John's Honeypot filled with challenges and success. I am pleased to say that by working together we have overcome and improved on previous years.

We started 2024 with an outdated website that had issues which required quite a bit of work. The website is an important resource that we use alongside our Facebook page to tell the world, including our funders, about who we are and what we do so I am glad to tell you that the website has been repaired and renewed with updated images and information.

This time last year we were required to develop and add a safeguarding policy by one of our funders to our list of standing policies. I am glad to report that the annual review of policies is complete and at this time no alterations are necessary.

We will soon begin reviewing CRB checks for drivers and trustees with four in hand to update this year. This will be a rolling process that will carry on to ensure we comply with the best health and safety standards.

Health and Safety was improved in the Summer of last year with the upgrading and decorating of the two hall toilets, which I hope you'll agree are both better, and the conversion of the annex room into a corridor/office. Having an alarm in the disabled toilet that hall users can see and hear is a worthwhile benefit. Kerry is very happy I know with her office and having a couch for people to sit on if they need a quiet moment is a good thing too. Access to the toilet is better with no need to go through the kitchen. There is a plan to have a hand rail to go by the step down to the toilet but this is proving deceptively difficult. It is however in hand.

I want you all to know that we are constantly reviewing our environment and listening to suggestions that members or helpers make. I want to thank everyone for participating in this and also thank the Upper Studley Baptist Church for working with us and understanding our needs.

We have been pleased to welcome some new helpers this year which is a great thing and I really want to say a big thank you to all our volunteers for all that do to ensure not just the smooth running of Honeypot but the joyful and convivial atmosphere that so many people comment on.

Thank you to everyone for all your help and support. Dave

It was suggested that we put the Monthly Programme on the website.

Treasurer's Report:

I am very happy to report that the club's finances are in very good order and have been duly audited. At the end of 2024 we had £20,720 in the Bank. That is an increase of £4,930 over last year. This is made up by £10,720 operating fund and £10,000 in the clubs Contingency Fund.

We have been very successful in obtaining grants and donations in 2024 which will enable the club to carry on for at least three years without any further donations. We have received grants/donations from various organisations. These

include £500 grant from St James, £500 from The Blair Charity, two payments totalling £10,500 from Wiltshire Community Fund, £1000 from the Trowbridge Guild, and £191 from the Bright Fund. We have also received personal donations of approx £1350 and have claimed back from HMRC £920 via Gift Aid. A Grand total of approx £15,000 donations for the year, twice the amount we need to survive.

However, our annual costs, above that what the members pay each week, are still running at approx £8,000..

The annual accounts show that we had a surplus of £4926 for 2024, even after paying £3,000 for the modernisation of the disabled toilet.

The committee have decided to continue to subsidise the meals in future. The cost of Christmas in 2024 was approx £2,000.00 including the cost of the meal at the Christmas Party on the last meeting of the year. Down from £2250 due to savings at the Wiltshire Yeoman.

So you will see that at present the club can carry on for a few more years without any additional funds but I would like to have £8000 in the bank at the start of each year to guarantee a year of meetings.

But I still maintain that we should remain aware of the cost of running Honeypot during these good times so that we can survive any lean times that may occur in the future. *Eric*

Adoption of accounts proposed by Peggy, seconded by Sue. All present in agreement.

Eric is looking to step down as treasurer at some point so members were asked if they know of anyone who may like to take on this role in the future.

Election of Auditor: Mr Holmes has stated his willingness to continue as auditor for Honeypot accounts. All present in agreement.

Organiser's Report:

Last year was a good year for Honeypot where we are growing in strength and support. Although members and volunteers come and go, every week everyone has a good time and we remain a place where friendships are formed and grow. Our membership is now 32. Sadly, we lost a few members who moved into care homes and the sad passing of a long term member and helper, Betty Wragg.

The meals from the Cod Father have improved as we get used to them and as they have got used to supplying us; it's all trial and error to begin with. The introduction of lanyards has certainly helped with knowing people's names and highlighting fire marshals and first aiders. They also help with members finding their seats.

The new disabled toilet and decorating of the other toilet has made so much difference. And I would like to thank Upper Studley Baptist Church for all their support and kindness, especially helping to set up every week. Also, a very important thank you to Dave Milsom, who every Monday comes early, lays the tables, makes drinks and importantly turns heaters on so it's nice and warm when we arrive. Thank you, Dave.

I hope everyone enjoyed our afternoon entertainment with visits from the ice cream van and the 2 person pantomime to Quizzes with Dave. I am sorry to say our Christmas meal out was awful. The Wiltshire Yeoman certainly let us down. I would like to thank everybody for being so kind and patient about it, however we had a great day on our Christmas Party with carols and of course Christmas cake made by Sue Brown, thank you to Sue. And all importantly Santa and his little elf helpers. Our Christmas tree in St James Church looked amazing. Thank you to Dave and Margaret for decorating and Alison for supervising the making of decorations.

I cannot thank our volunteers enough for all they do for our members. We really could not run without them. I would also like to thank our members. We are all so lucky to belong to such a fantastic club. *Kerry*

Transport Report:

Only one issue with transport, where a member had a fall on the Link Bus lift. That member now travels by car. Malcolm Oliver, who has been a volunteer for many years has moved away and so no longer drives for us. Thank you to Rachel Brown who now drives every week for us. There are no other issues and there are spaces on the bus.

Well done to Nicola and her team for acquiring a new bus and a huge thank you from me for all that they do for us.

Kerry

Dave mentioned that Honeypot drivers are paid mileage but that all drivers donate their mileage fee back to the club which can be included in the annual Gift Aid claim. The drivers were thanked for driving and for the financial donations.

Health & Safety Report:

Issues with the disabled toilet have been resolved with a new high seat toilet and grab rails. There have been a few falls in the toilet area. Thankfully no one injured. Fire drill was practised highlighting a few issues, one requiring rear exit door to be planed so that it no longer sticks. Fire Marshall Lanyards work well dividing tasks and responsibilities regarding the fire drill itself. *Kerry*

All Health & Safety Policies have been reviewed by the Chairman.

Comments: the bolt on the small toilet door is too high. Dave will discuss with Audrey.

A horizontal grab rail requested in the small toilet.

Members Report:

All members are quite happy. Peggy will bring any concerns to the Committee Meeting. *Peggy*

Volunteers Report:

It is a privilege to come & be a volunteer. We enjoy coming to such a lovely club. *Alison*

Election of Officers: All Officers are stood down and re-elected at AGM.

Trustees:

	Proposed	Seconded	Vote
Dave Lewis (Chairman)	Alison	Eric	Unanimous
Eric Brown (Treasurer)	Bob	Sue	Unanimous
Teresa Poole	Dolly	Sue	Unanimous
Mary Davies,	Linda	Peggy	Unanimous
Peggy Corr	Bob	Dolly	Unanimous

Emie Haysom has retired as secretary after 5 years.

Margaret Pictor (Secretary) has agreed to take on this role. Proposed by Eric, seconded by Bob. All agreed.

The trustees run the club hand in hand with the Resource Group.

Resource Group:

Rachel is standing down as Volunteer's rep. Karen has offered to take on this role. All others willing to stand again.

Pat Dunne would like to join the Resource Group

	Proposed	Seconded	Vote
Karen	Bob	Margaret E	Unanimous
Barbara Carberry	Alison	Linda	Unanimous
Dave Milsom	Dolly	Margaret T	Unanimous
Jenny Pyke	Pete	Glen	Unanimous
Glen Luscombe	Marjorie	Brian S	Unanimous
Dolly Watson	Bob	Alison	Unanimous
Pat Dunne	Dave	Glen	Unanimous

Any Other Business:

Entertainment: It was agreed that generally the mix of entertainment is acceptable.

Raffle: It was pointed out that the raffle is an important fundraiser for the club. Members were reminded to bring a prize each week if they can. £1900 raised by the raffle last year.

Tea/Coffee: The £1 paid for tea and coffee helps to replenish the stocks.

Cake: Thanks were expressed to all those on the cake rota who make or buy cakes for everyone each week.

The meeting closed at 2-40pm.

St Johns Honeypot Day Care Centre **Receipts and Payments Statement**

Income

Christmas Deposits	£636.00
Transport	£817.00
Meals	£13,570.00
Teas	£1,115.00
Fund Raising	£1,899.00
Activities and Outings	£105.00
Furniture and Equipment	£0.00
Large Donations	£14,041.55
Fuel Donations	£1,839.00
Small Donations	£815.94
HMRC(gift aid)	£920.09
Amount Received	£35,758.58
Amount Banked	£5,574.00
Total Income	£35,758.58
Difference (Total Income - Total Expenditure)	£4,926.39

CASH at Bank 01/01/2024 b/f	£15,793.98
Excess of Income over Expenditure 2024	£4,926.39
Cash at Bank c/f 31/12/24	£20,720.37
Supervisor's Float	£100.00
Total worth	£20,820.37

Expenditure

Transport	£1,855.00
Meals	£14,669.05
Teas	£381.62
Fund Raising	£93.91
Activities and Outings	£1,781.97
Furniture and Equipment	£244.75
Hall Rent	£1,459.50
Admin/H&S	£3,244.42
Public Liability & Drivers	£326.58
Christmas/Easter	£1,643.89
Pay	£4,688.00
Sundries	£443.50
Total Cheques and BACS	£30,832.19
Total Expenditure	£30,832.19

Cash in bank at 01/01/2024 made up of	
Operating Account	£5,793.98
Contingency Account	£10,000.00
CASH at Bank 01/01/2024 b/f	£15,793.98

In - Out

Transport	-£1,038.00
Meals	-£1,099.05
Teas	£733.38
Fund Raising	£1,805.09
Activities and Outings	-£1,676.97
Furniture and Equipment	-£244.75

I Francis Holmes, state that based on the records, Statements and receipts vouchers and other papers as given and shown to me, that I find the above Statement of Income and Expenditure and Cash at Bank position to be a true and accurate reflection of the financial affairs of St Johns Honeypot Day Centre for the year 1/1/24- 31/12/24

Signed:-  F.S.C. Holmes. ACIS. 26/1/25

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