

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales · Charity number 1044870

Details

Other names FLACKWELL HEATH COMMUNITY CENTRE

Status Registered

Legal form Other

Registered 1995-03-09

Register [View on the Charity Commission register](#)

Contact

Address The Community Centre
Straight Bit
Flackwell Heath
Bucks
HP10 9LS

Phone 01628526129

Email flackwellhca@gmail.com

Website flackwellheathcommunitycentre.org.uk

Activities

Objects: (A) TO PROMOTE THE BENEFIT OF THE INHABITANTS OF FLACKWELL HEATH AND THE NEIGHBOURHOOD BY ASSOCIATING TOGETHER THE INHABITANTS AND LOCAL AUTHORITIES VOLUNTARY AND OTHER ORGANISATIONS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTERESTS OF SOCIAL WELFARE FOR RECREATION AND LEISURE-TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS AND (B) TO ESTABLISH A COMMUNITY CENTRE AND TO MAINTAIN AND MANAGE THE SAME IN FURTHERANCE OF THESE OBJECTS.

Activities: Sport/Recreation/Social and Well being

Classification

- **How:** Provides Buildings/facilities/open Space
- **What:** Amateur Sport, Recreation
- **Who:** Children/young People, Elderly/old People, Other Charities Or Voluntary Bodies, The General Public/mankind

Geography

- **Area of benefit:** FLACKWELL HEATH AND THE NEIGHBOURHOOD.
- Buckinghamshire

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£61,637	£52,828	-	-
2023-12-31	£50,326	£57,532	-	-
2022-12-31	£56,633	£55,203	-	-
2021-12-31	£44,122	£65,097	-	-
2020-12-31	£34,387	£44,516	-	-

Trustees

Name	Role	Appointed
CHRIS CRAMER	Chair	2012-05-29
CHRISTINE THOMAS		

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales - Charity number 1044870

Accounts

FLACKWELL HEATH COMMUNITY ASSOCIATION



Straight Bit, Flackwell Heath, Buckinghamshire, HP10 9LS

Registered Charity No 1044870

REPORT OF THE TRUSTEES – 2024

The Trustees have pleasure in submitting their Trustees Annual Report, the Chairman's Report from the AGM held on 14th May 2024, the minutes of said AGM and the audited financial statement for the Association for the year ended 31st December 2024

Increases in general running costs (cleaning, gardening, security services) have been easily balanced by increases in all areas of income. In conjunction with a reduction in major renovation costs this led to a surplus of £8,809 in the end of year accounts. As in previous years we have covered any major repair work (replacement windows in the toilet block) through successful grant applications. It is therefore expected that the charity finances will remain stable in the coming year.

The FHCA committee have continued to maintain the Flackwell Heath Community Centre, and the adjoining Day Centre to a high standard.

Trustees

The Trustees at the end of the year were: Chris Cramer and Chris Thomas.

We are grateful to all those who have supported the Association and encouraged us in our efforts to improve the facilities for the community of the village of Flackwell Heath.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'CCramer', is positioned to the left of the electronic signature information.

Electronically signed by: Christine Cramer
Reason: I am the author of this document
Date: 02-Oct-2025 10:54:00 GMT+1

Chris Cramer
Chairman

TAR 2024

Final Audit Report


2025-10-02

Created:	2025-10-02
By:	Christine Cramer (christine.cramer@worldwide.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-qCOhnOLsE6SqNQss1Hu0A1qBYGWDtFt
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2025-10-02 - 9:53:59 AM GMT

 Document e-signed by Christine Cramer (christine.cramer@worldwide.com)

Documents: TAR 2024.pdf
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 Agreement completed.

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**MINUTES OF THE ANNUAL GENERAL MEETING
HELD IN THE SARNEY ROOM ON WEDNESDAY, 14TH MAY 2025**

PRESENT

Elected Officers & Trustees: Chris Cramer (Chairman), Chris Thomas (Secretary).

Committee Members: Bill Austin (CCTV), Alison Barker (FHCA Web Page), Frank Hynes (Facilities Manager), Susan Lawes

Affiliate Representatives: Brenda Aldridge (WI), Barbara Dickinson (Evening WI), Mary Heffernan (Table Tennis), David Young (Heathlands Badminton)

Village Residents & Other Associations: A Bowyer, Sue & John Crowden, Sue Finley, Anna Hayward (arrived 8.15pm) (Anna's Dance Fitness), Pauline Howland (Repair Cafe), R. Hunt, Peter Lawes, Linda MacMillan, Pam Mannering (FHRA), Isobel Middleton (Nancie Ross Age Concern Day Centre), Tim Oltmann-Reeve (Hatha Yoga), Alex Sanmogan (Medley School of Dance), Carole Telfer, Joyce Wiles, (Grapevine)

WELCOME

The Chairman welcomed everyone to the meeting and stated how grateful the committee were for their support.

1.0 **APOLOGIES**

Apologies were received from: Sue Arkle (pilates), Della Ashton (Badminton D), Jeff & Alison Harvey (Paperback Library), Alison & Nigel Peach, Kate Phipps, Sarah Taylor, Barbara Thompson, Lynne Wallis, Luca Webb (Parish Council Representative)

2.0 **MINUTES OF LAST MEETING**

The minutes of the last Annual General Meeting held on the 8th May 2024 were agreed as a true record and were adopted.

Proposed: Barbara Dickson, Seconded: Frank Hynes

3.0 **CHAIRMAN'S REPORT**

3.1 The Chairman then gave a brief summary of her report.

3.1.1 Since we last met in 2024, the committee has kept up with the general maintenance and completed all the major tasks outlined at our AGM and many more besides. This has ensured that the hall continues to serve its key purpose, that of a central meeting place available to all villagers who wish to make use of the facilities.

3.2 **Bookings:**

3.2.1 Sarah Taylor has covered the management of our regular bookers and associated invoicing extremely efficiently for which we thank her. Chris Thomas has continued to manage the one-off bookings, again, with great efficiency and patience as party bookers can generate a considerable amount of back-and-forth correspondence to get dates/times/requirements finalised. Between them they are keeping things going extremely well but would, I am sure, be delighted to have any offers of help.

3.2.2 As a reminder for regular groups invoices are raised three times a year and generated from the calendar dates booked.

3.2.3 Thanks to the team of Natalie Caldwell, Chris Thomas, Frank Hynes, Susan Lawes who assist me in de-alarming the centre on Saturday and Sunday mornings and Bank Holidays, then checking all is shipshape before setting the alarm again after the last activity. This all helps to keep running costs down as we do not need to use RFA (the security firm who secure the premises Monday to Friday nights), unless we have a very late booking, at weekends.

Ad hoc bookings have remained as popular as ever, with at least one party or other local event most weekends. We still have a few available slots during the week but most weekdays are quite full.

3.2.4 If you look at the centre calendar on the website you will see the many activities that take place in the course of a week.

3.2.5 Almost all our hirers leave the centre clean and tidy and we have very few complaints.

3.3 Social Activities/Fund-Raising:

3.3.1 As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any centre funds to the FHRA, all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

3.3.2 September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totalled electronically there could be no arguments! It is always a close-run thing and everyone enjoyed the quiz and supper.

3.3.3 December: We made the centre available for the annual Christmas village event, with plenty of stalls along The Common. Various group and entertainers performed on the stage and the carol signing and tree lighting went ahead as usual. Father Christmas was in residence in The Day Centre and had a steady stream of young visitors.

3.3.4 The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. A few new helpers have stepped forward, but I know that Alison and Jeff would always welcome more people to support them, even if only for a few times a year. The helpers enjoyed a Christmas lunch together at The Cherry Trees in December and were thanked for their efforts. FHCA donated towards

3.4 Future Events:

In the coming year we have the following events scheduled:

September 20th: Quiz Night with FHRA

November 9th Remembrance Sunday – refreshments provided by the Scout group after the service in the centre

November 29th: Christmas event – street fair, tree lighting, Father Christmas etc.

If anyone would like to suggest and/or hold an event in the centre to bring the people of the village together we would love to hear your ideas.

3.5 The Grapevine:

3.5.1 The village magazine continues to provide a good source of information for forthcoming village events and other local news. The team of helpers under Joyce Wiles guidance are keeping everything running smoothly and they never seem short of copy. Thank you to Joyce and her team, to the Peaches for managing the distribution and for all the road reps who perform the house-to-house deliveries. I should probably also thank Craig Lewis and Malcolm Wiles who seem to find time to provide articles and great photographs for each issue.

3.5.2 In June, we provided an afternoon tea 'party' for the full team by way of a thank you for those who deliver the Grapevine around the village. Craig Lewis again ran a quiz – all answers could have been found in recent Grapevines which made for a fun afternoon and the WI kindly provided cakes.

3.6 Maintenance:

3.6.1 Frank Hynes has continued to manage all maintenance and improvements to the centre structure and facilities, and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the centre (and Day Centre) week in, week out that I can't thank him enough. Paul Sutherland has continued to provide a great deal of help with the general maintenance, assisting with many repairs which has been greatly appreciated and I know Frank really appreciates his support.

3.6.2 In 2024 we began to time the heating each week depending on activity in the Centre. Our estimate is that it has reduced gas usage by about 10%. There is not much more we can do to reduce electricity usage by any significant amount. All three utilities (gas, electricity and water) are on long term fixed contracts with gas and electricity now on smart meters.

3.6.3 My thanks also to Bill Austin who supervises the CCTV and ensures it runs efficiently. He has written a comprehensive list of instructions in order that some of the other committee members might understand it.

3.6.4 Major refurbishment accomplished 2024-2025:

New windows and openers in toilet block, paid for by way of a lottery fund grant

New LED lights in kitchen and on stage, also paid for by way of the same lottery fund grant
New soakaway to fix drainage issue
Replace cladding above high-level windows to fix persistent leaks
Electrical system check and certification Day Centre and Centre
Gas safety check and certification Day Centre and Centre
PAT test appliances in Centre
Fire extinguishers check and service in Centre
Various minor repairs, blocked toilets, light fittings etc

3.6.5 Plans for 2025:

Replacement of two fire doors – a substantial task but will lead to energy savings as the current doors have gaps. Lottery grant has been applied for.
All curtains in the main hall. New and more cheerful fire proofed ones would be good but very costly.
The Sarney Room carpet is nearing life end. Replacement with carpet tiles would cost £1,500 to £2,500 depending on quality.
The kitchen window insulation has broken down, a replacement panel would be about £500.00

3.7 Website:

Our website - flackwellheathcommunitycentre.org.uk – has been kept up to date throughout the year. Thank you to Alison Barker for her assistance in maintaining the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference.

3.8 Gardens:

Our gardeners, Kieran Upwood (cutting grass and hedging) and Katrina Scott (volunteer - flower beds), have kept the centre surroundings neat and tidy.

3.9 Mast Installation Update:

Fortunately, we have heard nothing further

3.10 General:

- 3.10.1 At the risk of annually repeating myself, the main roof is approaching 50 years old and will be expensive to replace. To that end we have built up reserves which we hope will cover the costs plus the loss of revenues during replacement work. The Day Centre roof is in reasonably good shape but at 30 years old, and with at least a dozen piercings for roof lights, ventilators, etc., it will be very costly to repair or replace.
- 3.10.2 I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function. Special thanks to Lynne Wallis who has managed the financial aspects of the centre and produced the end of year reports for both 2023 and 2024 with great efficiency. Lynne is stepping down and we are fortunate to have had an offer to take over the Treasurer role from Kate Phipps. Kate has a background in bookkeeping and we are very pleased to have her join our team.
Thanks also to Video Express for continuing to be our key holders and A1 Taxis as a back up place to return keys.
- 3.10.3 Although we have coped incredibly well throughout the year, despite being a relatively small team, by working together efficiently and share tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members and charity trustees. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!
- 3.10.4 It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for one more year should the assembled audience and fellow committee members wish me to do so. If anyone feels they might feel more confident joining as a co-chair or 'understudy' in the first instance feel free to come and have a chat.
- 3.11 The Chairman's report was accepted. Proposed by Isobel Middleton and seconded by Brenda Aldridge.

4.0 TREASURER'S REPORT

- 4.1 Audited accounts for 2023 were circulated. These were prepared by Lynne Wallis and examined by Caroline Collins.
- 4.2 Cleaning costs have risen due to the basic wage rate.
- 4.3 Costs of repairs are down as most of the larger projects have been undertaken. We have also been fortunate to receive small grants this year.
- 4.4 The difference in the water bill was mentioned and Frank explained that during 2022 we had overpaid and were using credit.
- 4.5 The Chairman thanked Lynne for all her work on providing these accounts.
- 4.6 There were no further questions. Proposed by Joyce Wiles and seconded by Pam Mannering.

5.0 ELECTION OF OFFICERS

- 5.1 The officers were happy to stand for re-election:-
Chris Cramer, Chairman
Chris Thomas, Secretary
Kate Phipps was approved as Treasurer and welcomed to the committee.

Sarah Taylor will continue as Bookings Manager with Chris Thomas continuing to concentrate on the one-off bookings.

Frank Hynes as Facilities Manager.

Susan Lawes and Alison Barker were happy to remain on the Management Team.

- 5.2 It was proposed that the willing officers be elected and this was unanimously agreed.

6.0 ELECTION OF AN INDEPENDENT EXAMINER FOR THE COMING YEAR

Carolyn Collins was willing to continue as Independent Examiner for another year for which we thank her.

7.0 ANY OTHER BUSINESS

- 7.1 Chris said that the current constitution was signed in January 1995 when the Centre was being established. Consequently, it does need updating to reflect that the Centre is up and running and the main amendment will be to our rules for membership in accordance with the latest guidelines from the Charity Commission. When the final draft is completed, we propose to agree the changes with members at a Management Committee Meeting.

There being no further business to discuss, Chris thanked everyone for their attendance and closed the meeting at 8.30 pm. All were invited to partake in the refreshments.

Chris Thomas, Secretary



Chairman's Report 2024-2025

Since we last met in 2024, the committee has kept up with the general maintenance and completed all the major tasks outlined at our AGM and many more besides. This has ensured that the hall continues to serve its key purpose, that of a central meeting place available to all villagers who wish to make use of its facilities.

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Chris Cramer
Chairman FHCA
14 May 2025

**FLACKWELL HEATH COMMUNITY ASSOCIATION FINANCIAL ACCOUNTS FOR THE YEAR
ENDING 31ST DECEMBER 2024**

Income		
	2024	2023
Hall bookings & affiliation	40244	34772
Fundraising	732	742
Grapevine advertising	2355	1695
Grapevine sales	4654	4225
Interest on bank balances	5189	3359
Jigsaw and paper back library	3258	2475
Donations/ Grants	5205	3057
TOTAL	61637	50326
Expenditure		
	2024	2023
Cleaning	13966	12751
Gardening	1125	844
Grapevine	5881	5860
Insurance	3044	3059
Performing rights society	992	536
Repairs, renewals and maintenance	11950	18277
Security services	5632	5151
Sundries	152	282
Utilities	9314	9904
Rates	772	728
Website	N/A	140
TOTAL	52828	57532
Net surplus deficit for the year	8809	(7206)
Balance of funds brought forward	162041	169247
Balance of total funds carried forward	170850	162041
Balance of cash carried forward	18714	15699

Approved by:

Chairman- Christine Cramer:

C. A. Cramer

Trustees

Treasurer- Lynne Wallis:

Lynne F. Wallis

**FLACKWELL HEATH COMMUNITY ASSOCIATION FINANCIAL ACCOUNTS FOR THE YEAR
ENDING 31ST DECEMBER 2024**

Fundraising	2024 (£)	2023 (£)
Fundraising	732	582
Donations	205	160
Grants	5000	2315
Total	5937	3057
Utilities	2024 (£)	2023 (£)
Electricity	1567	1767
Gas	6911	6387
Water	116	1197
Telephone	720	552
Total	9314	9903
Interest received	2024 (£)	2023 (£)
Business savings account	11	22
Charities deposit fund	807	1282
Nationwide 95 Day	4371	2055
Total	5189	3359
Balance of funds	2024 (£)	2023 (£)
(unrestricted funds)		
Current account (Barclays community)	19187	15699
Business savings account (Barclays Bus premium)	807	676
Charities deposit fund (CCLA)	21912	21093
Nationwide 95 Day	128,944	124573
Total	170850	162041

Report of the independent examiner to the trustees of the Flackwell Heath Community Association

I have examined the Receipts and Payment account for the year ended 31st December 2024 as set out on these pages and report that is in accordance with the records and vouchers presented to me.



Carolyn Collins FCA - Ledgers Accountancy Services Ltd

9/4/2025

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales - Charity number 1044870

Accounts

FLACKWELL HEATH COMMUNITY ASSOCIATION



Straight Bit, Flackwell Heath, Buckinghamshire, HP10 9LS

Registered Charity No 1044870

REPORT OF THE TRUSTEES – 2023

The Trustees have pleasure in submitting their Trustees Annual Report, the Chairman's Report from the AGM held on 8th May 2024, the minutes of said AGM and the audited financial statement for the Association for the year ended 31st December 2023

Increases in utilities, cleaning and general running costs, combined with a slight reduction in centre bookings (following the bumper 2022 post-Covid year) and Grapevine advertising/circulation, led to a deficit of £7,206. However we do not expect this trend to continue through 2024. At the time of writing bookings are up on the same date in 2023 and we have covered major renovations (replacement windows) through successful grant applications. It is therefore expected that the charity finances will return to a 'break-even' situation in the near future.

The FHCA committee have continued to maintain the Flackwell Heath Community Centre, and the adjoining Day Centre to a high standard.

Trustees

The Trustees at the end of the year were: Chris Cramer, Chris Thomas and Barrie Walmsley.

We are grateful to all those who have supported the Association and encouraged us in our efforts to improve the facilities for the community of the village of Flackwell Heath.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink that reads 'CCramer'.

*Electronically signed by: Christine
Cramer
Reason: I am the author of this
document
Date: Jun 20, 2024 14:41 GMT+1*

Chris Cramer
Chairman





TAR 2023

Final Audit Report

2024-06-20

Created:	2024-06-20
By:	Christine Cramer (christine.cramer@worldwide.com)
Status:	Signed
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"TAR 2023" History

-  Document created by Christine Cramer (christine.cramer@worldwide.com)
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2024-06-20 - 1:41:41 PM GMT
-  Document e-signed by Christine Cramer (christine.cramer@worldwide.com)
Signing reason: I am the author of this document
Signature Date: 2024-06-20 - 1:41:42 PM GMT - Time Source: server- IP address: 163.116.177.123
-  Agreement completed.
2024-06-20 - 1:41:42 PM GMT

Chairman's Report 2023/2024

It is with much sadness that I open my 2023/24 report with the news that Barrie Walmsley, our Treasurer for approximately six years, sadly passed away in March. Barrie had planned to stand down at this AGM due to health concerns but his death so soon was unexpected. Our thoughts are very much with Sheila and his family.

Barrie did much for the community in Flackwell Heath. Not only supporting both the Community Centre and the Day Centre but so much more. He was someone that could be relied on and we are sad that he is not here today for us to show him how much he was respected and what he meant to our team and the village as a whole. Lynne Wallis has very kindly agreed to take on the treasurer role for FHCA and she is aware that she has big boots to fill.

Since we last met in 2023, the committee has kept up with the general maintenance and completed all the major tasks outlined at our AGM and many more besides. This has ensured that the hall continues to serve its key purpose, that of a central meeting place available to all villagers who wish to make use of its facilities.

Bookings:

Bill Austin, our Bookings Manager, has been attempting to stand down for the last couple of years. He has done an amazing amount of work in maintaining our bookings system and has made changes to keep it operating efficiently and we are so grateful to him. He has been a key influence within our team. I am happy to say that we have now secured a new recruit, Sarah Taylor, to take over from Bill. Sarah has been steadily taking over the invoicing (over Bill's watchful eye) and communication aspects for the regular users and proving to be a great asset to our committee. Chris Thomas is continuing to manage the one-off bookings, but I am sure she would be happy to pass that on should someone be prepared to offer their services. Between them they are keeping things going extremely well but would, I am sure, be delighted to have an offer of help.

As a reminder for regular groups invoices are raised three times a year and generated from the calendar dates booked.

Thanks to the team of Natalie Caldwell, Chris Thomas, Frank Hynes, Susan Lawes who assist me, in de-alarming the Centre on Saturday and Sunday mornings and Bank Holidays, then checking all is shipshape before setting the alarm again after the last activity. This all helps to keep running costs down as we do not need to use RFA (the security firm who secure the premises Monday to Friday nights), unless we have a very late booking, at weekends.

Ad hoc bookings have remained as popular as ever, with at least one party or other local event most weekends. We still have a few available slots through the week but most weekdays (and weekday evenings, Monday through Thursday) are quite full.

A few new groups have been added during the year. If you look at the Centre calendar on the website you will see the many activities that take place in the course of a week. Almost all our hirers leave the Centre clean and tidy.

Social Activities/Fund-Raising:

As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any Centre funds to the FHRA, all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

- September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totaled electronically there could be no arguments! It's always a close-run thing and everyone enjoyed the quiz and supper.
- December: We made the Centre available for the annual Christmas village event, with plenty of stalls along The Common. Various group and entertainers performed on the stage and the carol signing and tree lighting went ahead as usual. Father Christmas was in residence in The Day Centre and had a steady stream of young visitors.

The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. A few new helpers have stepped forward, but I know that Alison and Jeff would always welcome a few more people to support them, even if only for a few months a year. The helpers enjoyed a Christmas lunch together at The Three Horseshoes in December and were thanked for their efforts.

Future Events:

In the coming year we have the following events scheduled:

- Sunday, 30th June: Grapevine Road Reps Tea
- Saturday, 28th September: Quiz Night with FHRA
- Saturday, 30th November: Christmas event – street fair, tree lighting, Father Christmas etc.

If anyone would like to suggest and/or hold an event in the Centre to bring the people of the village together we would love to hear your ideas.

The Grapevine:

The village magazine continues to provide a good source of information for forthcoming village events and other local news. The team of helpers under Joyce Wiles guidance are keeping everything running smoothly and they never seem short of copy. Thank you to Joyce and her team, to the Peaches for managing the distribution and for all the road reps who perform the house-to-house deliveries. I should probably also thank Craig Lewis and Malcolm Wiles who seem to find time to provide articles and great photographs for each issue.

We hope to have another afternoon tea, as a show of thanks for all the distributors, in June as time didn't permit last year.

Maintenance:

Frank Hynes has continued to manage all maintenance and improvements to the Centre structure and facilities, and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the Centre (and Day Centre) week in, week out that I can't thank him enough. Paul Sutherland has continued to provide a great deal of help with the general maintenance, assisting with many repairs which has been greatly appreciated and I know Frank really appreciates his support.

Works accomplished 2023/2024:

- Paint/repair Sarney projection wall
- Replace two Sarney Room windows
- Unblock Day Centre sewerage drain due to tree roots
- Draught proof Day Centre doors
- Electrical system check and certification Day Centre and Centre
- Gas safety check and certification Day Centre and Centre
- PAT test appliances in Centre
- Fire extinguishers check and service in Centre
- New high level efficient windows and remote openers in main hall
- Various minor repairs, blocked toilets, light fittings, roof leaks, missing screws, etc. (too many to list, it's an old building)

Plans for 2024/25:

- New windows and openers in toilet block, Lottery grant received.
- New LED lights in Kitchen, **done**.
- New LED lights on stage, **done**
- New soakaway to fix drainage problem, **done**.
- Replace cladding above high-level windows to fix persistent leaks, **done**.

Gas usage 2022 compared with 2023, almost the same.

Electricity usage 2022 compared with 2023 down by 23%, due to LED lighting

Website:

Our website - flackwellheathcommunitycentre.org.uk – has been kept up to date throughout the year. Thank you to Alison Baker for her assistance in maintaining the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference.

Gardens:

Our gardener, Katrina Scott, together with Kieran Upward who has been cutting the grass, has kept the Centre surroundings neat and tidy. We also had some help from the Community Payback team who cut the hedge along the car park.

Mast Installation Update:

Fortunately, we have heard nothing further and other sites in the village have been investigated.

General:

I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function.

Thanks also to Video Express for continuing to be our key holders and A1 taxis for allowing us to use their letterbox to return keys after hours.

Although we have coped incredibly well throughout the year, despite being a relatively small team, by working together efficiently and sharing tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members and charity trustees. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!

It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for another year should the assembled audience and fellow committee members wish me to do so. If anyone feels they might feel more confident joining as a co-chair or 'understudy' in the first instance feel free to come and have a chat.

Chris Cramer
Chairman FHCA
01 May 2024

**MINUTES OF THE ANNUAL GENERAL MEETING
HELD IN THE SARNEY ROOM ON WEDNESDAY, 8TH MAY 2024**

PRESENT

Elected Officers & Trustees: Chris Cramer (Chairman), Chris Thomas (Secretary).

Committee Members: Frank Hynes (Facilities Manager), Susan Lawes

Affiliate Representatives: Brenda Aldridge (WI), Barbara Dickinson (Evening WI), Anna Hayward (arrived 8.15pm) (Anna's Dance Fitness), Trish Phillips (Badminton E), Alex Sanmogan (Anna Rose Dance), Joyce Wiles, Grapevine,

Village Residents: Peter Lawes. Alan Phillips, Paul & Pauline Sutherland, Lynne Wallis

WELCOME

The Chairman welcomed everyone to the meeting and stated how grateful the committee were for their support.

1.0 **APOLOGIES**

Apologies were received from: Bill Austin (Bookings Manager), Sue & John Crowden, Jeff & Alison Harvey (Paperback Library), Mary Heffernan (Table Tennis), Isobel Middleton (Age Concern Day Centre), Alison & Nigel Peach, Sarah Taylor, Carole Telfer, Barbara Thompson,

2.0 **MINUTES OF LAST MEETING**

The minutes of the last Annual General Meeting held on the 10th May 2023 were agreed as a true record and were adopted.

Proposed: Frank Hynes, Seconded: Sue Lawes

3.0 **CHAIRMAN'S REPORT**

3.1 The Chairman then gave a brief summary of her report.

3.1.1 It is with much sadness that I open my 2023-24 report with the news that Barrie Walmsley, our Treasurer for approximately six years, sadly passed away in March. Barrie had planned to stand down at this AGM due to health concerns but his death so soon was unexpected. Our thoughts are very much with Sheila and his family.

3.1.2 Lynne Wallis has very kindly agreed to take on the treasurer role for FHCA and she is aware that she has big boots to fill.

3.2 **Bookings:**

3.2.1 Bill Austin, our Bookings Manager, has been attempting to stand down for the last couple of years. He has done an amazing amount of work in maintaining our bookings system and has made changes to keep it operating efficiently and we are so grateful to him. He has been a key influence within our team. I am happy to say that we have now secured a new recruit, Sarah Taylor, to take over from Bill. Sarah has been steadily taking over the invoicing and communication aspects for the regular users and proving to be a great asset to our committee. Chris Thomas is continuing to manage the one-off bookings, but I am sure she would be happy to pass that on should someone be prepared to offer their services. As a reminder for regular groups, invoices are raised three times a year and generated from the calendar dates booked.

3.2.2 Thanks to the team of Natalie Caldwell, Frank Hynes, Susan Lawes and Chris Thomas who assist me in de-alarming the Centre on Saturday and Sunday mornings and Bank Holidays. We then check after the event that all is shipshape before setting the alarm again. This all helps to keep running costs down as we do not need to book our security company unless it is a late booking.

3.2.3 Ad hoc bookings have remained popular. We still have a few available slots through the week. The Centre calendar is on our website so you can see the many activities that take place in the course of the week.

3.3 Social Activities & Fund Raising:

3.3.1 As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any Centre funds to the FHRA; all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totaled electronically there could be no arguments! It's always a close-run thing and everyone enjoyed the quiz and supper.

In December we made the Centre available for the annual Christmas village event with plenty of stalls along The Common. Various groups and entertainers performed on the stage and the carol signing and tree lighting went ahead as usual. Father Christmas was in residence in The Day Centre and had a steady stream of young visitors.

3.3.2 The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. The helpers enjoyed a Christmas lunch together at The Three Horseshoes in December as a thank you for their efforts.

3.4 Future Events:

3.4.1 In the coming year we have the following events scheduled:

Sunday, 30th June: Grapevine Road Reps Afternoon Tea

Saturday, 28th: Quiz Night with FHRA

Saturday, 30th November: Christmas event – street fair, tree lighting, Father Christmas etc.

3.4.2 If anyone would like to suggest and/or hold an event in the Centre to bring the people of the village together we would love to hear your ideas.

3.5 Grapevine:

3.5.1 The village magazine continues to provide a good source of information for forthcoming village events and other local news. The team of helpers under Joyce Wiles guidance is keeping everything running smoothly and they never seem short of copy. Thank you to Joyce and her team; to the Peaches for managing the distribution and for all the road reps who perform the house-to-house deliveries. I should probably also thank Craig Lewis and Malcolm Wiles who seem to find time to provide articles and great photographs for each issue.

3.5.2 We plan to have another afternoon tea in June as a show of thanks for all the distributors and Paperback Library volunteers.

3.6 Maintenance

3.6.1 Frank Hynes has continued to manage all maintenance and improvements to the Centre structure and facilities, and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the Centre (and Day Centre) week in, week out that we can't thank him enough. Paul Sutherland has continued to provide a

great deal of help with the general maintenance, assisting with many repairs which has been greatly appreciated and I know Frank is really grateful for his support.

3.6.2 Major refurbishment accomplished 2023-2024:

- Paint/repair Sarney projection wall
- Replace two Sarney Room windows
- Unblock Day Centre sewerage drain due to tree roots
- Draught proof Day Centre doors
- Electrical system check and certification Day Centre and Centre
- Gas safety check and certification Day Centre and Centre
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- Plans for 2024/25:
- New windows and openers in toilet block, Lottery grant received.
- New LED lights in Kitchen, **done**.
- New LED lights on stage, **done**
- New soakaway to fix drainage problem, **done**.
- Replace cladding above high-level windows to fix persistent leaks, **done**.

3.6.3 Gas usage 2022 compared with 2023, almost the same.

3.6.4 Electricity usage 2022 compared with 2023 down by 23%, due to LED lighting

3.7 Website:

3.7.1 Our website has been kept up to date throughout the year. Thank you to Alison Baker for her assistance in maintaining the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference.

3.8. Gardens

3.8.1 Our gardener, Katrina Scott, together with Kieran Upward who has been cutting the grass, has kept the Centre surroundings neat and tidy. We also had some help from the Community Payback team who cut the hedge along the car park.

3.9 Mast Installation Update

3.9.1 Fortunately, we have heard nothing further and other sites in the village are being investigated.

3.10 General

3.10.1. I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function.

3.9.2 Thanks also to Video Express for continuing to be our key holders and to A1 Taxis for their support too with regard to the key safe.

3.9.3 Although we have coped incredibly well throughout the year, despite being a relatively small team, by working together efficiently and sharing tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members and charity trustees. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!

It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for another year should the assembled audience and fellow committee members wish me to do so. If anyone feels they might feel more confident joining as a co-chair or 'understudy' in the first instance feel free to come and have a chat.

- 3.10. The Chairman's report was accepted. Proposed by Frank Hynes and seconded by Joyce Wiles.

4.0 TREASURER'S REPORT

- 4.1 Provisional accounts for 2023 were circulated. These were prepared by Lynne Wallis and Chris Cramer.
- 4.2 Grapevine advertising is down as some invoices were not sent out.
- 4.3 Cleaning costs have risen and will continue to rise since the basic wage rate is due to increase.
- 4.4 Costs of repairs are down as most of the larger projects have been undertaken. We have also been fortunate to receive small grants this year.
- 4.5 Our net deficit for the year is (£7726). We are down by about £7,000 from last year.
- 4.6 We will re-examine our finances and may have to increase some of our hire charges next year.
- 4.7 The Chairman thanked Lynne for all her work on providing these accounts. Lynne replied that it was made easier by the leg work that Barrie had previously undertaken.
- 4.8 There were no further questions and it was unanimously agreed to accept the draft accounts. These will be updated and sent to the Independent Examiner for her approval.

5.0 ELECTION OF OFFICERS

- 5.1 The officers were happy to stand for re-election:-

Chris Cramer, Chairman

Chris Thomas, Secretary

Lynne Wallis was approved as Treasurer and welcomed to the committee.

Sarah Taylor would take over as Bookings Manager with Chris Thomas continuing to concentrate on the one-off bookings.

Frank Hynes as Facilities Manager.

We believe that Alison Barker was happy to remain on the Management Team.

- 5.2 It was proposed that the willing officers be elected and this was unanimously agreed.

6.0 ELECTION OF AN INDEPENDENT EXAMINER FOR THE COMING YEAR

Carolyn Collins was willing to continue as Independent Examiner for which we thank her.

7.0 ANY OTHER BUSINESS

- 7.1 It was noted that the photograph of King Charles had not been ordered yet but Barbara Thompson is dealing with this. **(Action: BT)**
- 7.2 Barbara Dickinson said that the WI was grateful for the new microphone although some speakers do not like to use it.
- 7.3 Brenda Aldridge thought it would be beneficial if the microphone was used at the AGM. This was noted for next year. **(Action: CC/CT)**

There being no further business to discuss, Chris thanked everyone for their attendance and closed the meeting at 8.45 pm. All were invited to partake in the refreshments.

Chris Thomas, Secretary

FLACKWELL HEATH COMMUNITY ASSOCIATION
FINANCIAL ACCOUNTS FOR THE YEAR ENDING 31 DECEMBER 2023

<u>INCOME</u>	Notes	2023 £	2022 £
Hall Bookings & Affiliation (inc £248 rec'd 30/12/22)		34772	41940
Fundraising	1	742	718
Grapevine Advertising		1695	3977
Grapevine Sales		4225	4410
Interest on Bank Balances	3	3359	883
Jigsaw & Paper back Library	1	2476	2516
Donations / Grants	1	3057	2189
	Total	50326	56633

<u>EXPENDITURE</u>			
Cleaning		12751	10307
Gardening		844	1070
Grapevine		5860	5985
Insurance		3059	2651
Performing Rights Society		536	333
Repairs, Renewal & Maintenance		18277	24820
Security Services		5151	5185
Sundries		282	741
Utilities	2	9904	3425
Rates		728	686
Website		140	n/a
	Total	57532	55203

NET SURPLUS (DEFICIT) FOR YEAR		(7206)	1430
Add: Balance of Funds brought forward		169247	167894
BALANCE OF TOTAL FUNDS CARRIED FORWARD	4	162041	169247
BALANCE OF CASH CARRIED FORWARD		15699	14385

Approved by:

C. A. Cramer

Chairman

Christine Cramer

Trustees

Lynne Wallis

Treasurer

Lynne Wallis

FLACKWELL HEATH COMMUNITY ASSOCIATION

Notes to Accounts Ended 31 December 2023

1	Fundraising	2023 £	2022 £
	Fundraising	582	3234
	Donations	160	145
	Grants	See page 1	2044
	Total	742	5423

2	Utilities		
	Electricity	1767	1584
	Gas	6387	2479
	Water	1197	(1123)
	Telephone	552	485
	Total	9903	3425

3	Interest received		
	Business Savings Account (Barclays Bus Premium)	22	n/a
	Charities Deposit Fund (CCLA)	1282	n/a
	Nationwide 95 Day	2055	n/a
	Total	3359	883

4	Balance of Funds		
	(Unrestricted Funds)		
	Current Account (Barclays Community)	15699	14385
	Business Savings Account (Barclays Bus Premium)	676	2535
	Charities Deposit Fund (CCLA)	21093	29810
	Nationwide 95 Day	124573	122517
	Total	162041	169247

Report of the independent examiner to the trustees of the Flackwell Heath Community Association

I have examined the Receipts and Payment account for the year ended 31st December 2023 as set out on pages 2 and 3 and report that it is in accordance with the records and vouchers presented to me.



Carolyn Collins

Ledgers Accountancy Services Ltd

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales - Charity number 1044870

Accounts

FLACKWELL HEATH COMMUNITY ASSOCIATION



Straight Bit, Flackwell Heath, Buckinghamshire, HP10 9LS

Registered Charity No 1044870

REPORT OF THE TRUSTEES – 2022

The Trustees have pleasure in submitting their Trustees Annual Report, the Chairman's Report from the AGM held on 10th May 2023, the minutes of said AGM and the audited financial statement for the Association for the year ended 31st December 2022

The Community Centre had a busy year in terms of bookings with an increasing number of regular and one-off bookings to boost the income to the necessary level. Several large expenses were necessary to maintain the premises, however it is expected that expenses will reduce in the coming year in order that the charity finances will return to a 'break-even' situation.

The FHCA committee have continued to maintain the Flackwell Heath Community Centre, and the adjoining Day Centre to a high standard.

Trustees

The Trustees at the end of the year were: Chris Cramer, Chris Thomas and Barrie Walmsley.

We are grateful to all those who have supported the Association and encouraged us in our efforts to improve the facilities for the community of the village of Flackwell Heath.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'CCramer'.

Electronically signed by: Christine
Cramer
Reason: I am the author of this document
Date: Sep 17, 2023 14:21 GMT+1

Chris Cramer
Chairman

Chairman's Report 2022-2023

Since we last met in 2022, the committee has kept up with the general maintenance and completed all the major tasks outlined at our AGM and many more besides. This has ensured that the hall continues to serve its key purpose; that of a central meeting place available to all villagers who wish to make use of its facilities.

Bookings:

Although last year we reported that we were looking for a new Bookings Manager, Bill Austin has kindly stayed on, concentrating on the regular bookers with Chris Thomas taking over the one-off bookings. Between them they are keeping things going extremely well but would, I am sure, be delighted to have an offer of help.

As a reminder for regular groups, invoices are raised three times a year and generated from the calendar dates booked.

Susan Lawes has kindly joined the team of Natalie Caldwell, Chris Thomas, Frank Hynes and I, in de-alarming the centre on Saturday and Sunday mornings and Bank Holidays, then checking all is shipshape before setting the alarm again after the last activity. This all helps to keep running costs down as we do not need to use RFA (the security firm who secure the premises Monday to Friday nights), unless we have a very late booking, at weekends.

Ad hoc bookings have remained as popular as ever, with at least one party or other local event most weekends – sometimes as many as four. We still have a few available slots through the week but most weekdays (and weekday evenings, Monday through Thursday) are quite full.

Sadly, we said goodbye to the Flackwell Ladies group whose membership had dropped to a non-sustainable level. A few new groups have been added during the year. If you look at the centre calendar on the website you will see the many activities that take place in the course of a week.

Almost all our hirers leave the centre clean and tidy. However, on occasions we have been obliged to come down on a Sunday morning to wash floors etc. We have therefore updated the hiring terms and conditions to emphasis certain points and increased the refundable hiring bond (security deposit) for larger events, as these tend to be the problem ones, to ensure we are adequately covered for unexpected carpet cleaning etc. As our finances remain healthy, in fact the 2022 income from bookings was the highest yet, we do not plan to increase the fees for the coming year.

Social Activities/Fund-Raising:

As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any centre funds to the FHRA; all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

- September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totaled electronically there could be no arguments! It's always a close-run thing and everyone enjoyed the quiz and supper.
- November: As usual we made the centre available for the Christmas event, fortunately there was no wind this year so we didn't have to cram into the main hall and the stalls could be set up in the road outside. Various group and entertainers performed on the stage and the carol singing and tree lighting went ahead as usual. Father Christmas was in residence, but in the Day Centre this year which seemed to work very well as it kept The Sarney Room free for the dancing group and entertainers to get changed in.

The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. I think one or two new helpers have stepped forward, but I know that Alison and Jeff would welcome a few more people to support them, even if only for a few months a year. The main need as I understand it is in getting the tables, jigsaws, books set out at the start of the session and then packed away at the end so it could even be a case of coming down to set up, going home for a coffee and then coming back later to clear away.

Future Events:

In the coming year we have the following events scheduled:

- September 30th: Quiz Night with FHRA
- December 2nd: Christmas event – street fair, tree lighting, Father Christmas etc.

If anyone would like to suggest and/or hold an event in the centre to bring the people of the village together we would love to hear your ideas.

The Grapevine:

The village magazine continues to provide a good source of information for forthcoming village events and other local news. Circulation is a little lower than in past years, but we still feel people appreciate the printed versions. The team of helpers under Joyce Wiles guidance are keeping everything running smoothly and they never seem short of copy. Thank you to Joyce and her team, to the Peaches for managing the distribution and for all the road reps who perform the house-to-house deliveries. I should probably also thank Craig Lewis and Malcolm Wiles who seem to find time to provide articles and great photographs for each issue.

As a way of thanking all the team, distributors and organisers, we held a tea party last October. Cakes were kindly provided by the WI and entertainment (again thanks to Craig) by way of a 'Who Wants to be a Millionaire' style quiz – playing for Smarties rather than cash unfortunately!

Maintenance:

Frank Hynes has continued to manage all maintenance and improvements to the centre structure and facilities, and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the centre (and Day Centre) week in, week out that I can't thank him enough. Paul Sutherland has continued to provide a great deal of help with the general maintenance, assisting with many repairs which has been greatly appreciated and I know Frank is really grateful for his support.

Major refurbishment accomplished 2022-2023:

- Replacement double glazed windows in the Main Hall.
- Re-varnishing and repainting the Main Hall floor.
- Installation of 'break-glass' fire alarms and smoke detectors following a professional fire risk assessment.
- Replacement of light bulbs for LED tubes in the main hall which are more energy efficient.
- Replacement of light fittings and tubes in the Sarney Room (date to be confirmed) for more energy efficiency.
- Hearing loop fitted in the Sarney Room – courtesy of Lottery Funding.
- Change of taps has led to more water usage efficiency.

Outstanding and future plans:

- Repair of upper window opening mechanism in the main hall.

Replacement of existing light fittings with energy efficient ones.

Website:

Our website - flackwellheathcommunitycentre.org.uk – has been kept up to date throughout the year. Thank you to Alison Baker for her assistance in maintaining the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference. The site is linked to the village website and care has been taken to restrict postings to those concerning events and/or activities that take place in or are supported by the community centre.

Gardens:

We terminated the local gardener we were using last July and moved to another as we felt his work was a little basic, not much more than grass cutting and a bit of cutting back. Our new gardener, Katrina Scott, deals with everything without being asked and I think things look a lot tidier and less neglected. It struck me that we could brighten things up with a row of daffodils along the railings edge so that's a job for the autumn if anyone wishes to volunteer!

Mast Installation Update:

We have received several letters from Beacon Communications, regarding the proposed installation of a phone mast in the centre car park. The most recent being another statutory notice from their solicitors regarding a 'non-invasive' survey of the site. As we feel any such survey would impact the running of both the community and day centres and also damage the car park Chris Thomas responded, again laying out our concerns, directly to the solicitor. We await their response.

General:

I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function.

Thanks also to Video Express for continuing to be our key holders and to A1 Taxis for their support too with regard to the key safe.

Although we have coped incredibly well throughout the year, despite being a relatively small team, by working together efficiently and sharing tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members and charity trustees. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!

It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for another year should the assembled audience and fellow committee members wish me to do so. If anyone feels they might feel more confident joining as a co-chair or 'understudy' in the first instance feel free to come and have a chat.

Chris Cramer
Chairman FHCA
23th April 2023

**MINUTES OF THE ANNUAL GENERAL MEETING
HELD IN THE SARNEY ROOM ON WEDNESDAY, 10TH MAY 2023**

PRESENT

Elected Officers & Trustees: Chris Cramer (Chairman), Barrie Walmsley (Treasurer), Chris Thomas (Secretary).

Committee Members: Frank Hynes (Facilities Manager), Susan Lawes

Affiliate Representatives: Brenda Aldridge (WI), Jeff Harvey (Paperback Library), Isobel Middleton (Age Concern Day Centre), Anna Hayward (Anna's Dance Fitness), Alex Sanmogan (Anna Rose Dance), Luca Webb (Chepping Wycombe Parish Council), Joyce Wiles, Grapevine,

Village Residents: Anne & Don Cameron, Barbara Hunt (FHRA), Peter Lawes. Rita Liddiard (Grapevine Road Rep), Katrina Scott, Carole Telfer, Barbara Thompson, David Wallington (Grapevine Road Rep), Sheila Walmsley, Lenny White (Chair FHRA),

WELCOME

The Chairman welcomed everyone to the meeting and stated how grateful the committee were for their support.

1.0 APOLOGIES

Apologies were received from: Shirley Allison, Peter & Alison Aston, Bill Austin (Bookings Manager), Barbara Dickinson (Evening WI), Alison Harvey (Paperback Library), Linda Hughes, Fiona Mack (Mack Yoga), Pam Mannering (FHRA), Margaret Milne, Trish Philips, Larisa Townsend (FHRA), Carolyn Worrall,

2.0 MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting held on the 27th April 2022 were agreed as a true record and were adopted.

Proposed: Carole Telfer, Seconded: Lenny White

3.0 CHAIRMAN'S REPORT

3.1 The Chairman then gave a brief summary of her report.

3.1.1 Bookings:

Bill Austin very kindly carried on as Bookings Manager, concentrating on the regular bookers and Chris Thomas has taken over the one-off bookings. Between them they keep things going extremely well but would, I am sure, be delighted to have an offer of help.

3.1.2 Susan Lawes has joined the team of Natalie Caldwell, Frank Hynes, Chris Thomas and I in de-alarming the Centre on Saturday and Sunday mornings and Bank Holidays. This all helps to keep the running costs down as we do not need to use RFA (the security firm who secure the premises Monday to Fridays nights), unless we have a very late booking.

3.1.3 Ad hoc bookings have remained as popular as ever with at least one party or other local event most weekends. We have a few available slots through the week but most weekdays are quite full. Sadly we said goodbye to the Flackwell Ladies group whose membership had dropped to a non-sustainable level. Our Centre calendar is on our website if you wish to see what activities take place at the Centre.

3.1.4 We did increase the refundable Hire Bond this year and updated our terms and conditions. Most hirers leave the Centre clean and tidy but on the odd occasion we have had to wash floors and take away rubbish when our conditions have not been met.

3.1.5 Our finances remain healthy, in fact the 2022 income from bookings was the highest yet.

3.2 Social Activities & Fund Raising:

- 3.2.1 As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any Centre funds to the FHRA; all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totaled electronically there could be no arguments! It's always a close-run thing and everyone enjoyed the quiz and supper.

November: As usual we made the Centre available for the Christmas event, fortunately there was no wind this year so we didn't have to cram into the main hall and the stalls could be set up in the road outside. Various group and entertainers performed on the stage and the carol singing and tree lighting went ahead as usual. Father Christmas was in residence, but in the Day Centre this year which seemed to work very well as it kept The Sarney Room free for the dancing group and entertainers to get changed in.

- 3.2.2 The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. I think one or two new helpers have stepped forward, but I know that Alison and Jeff would welcome a few more people to support them, even if only for a few months a year. The main need as I understand it is in getting the tables, jigsaws, books set out at the start of the session and then packed away at the end so it could even be a case of coming down to set up, going home for a coffee and then coming back later to clear away.

3.3 Dates for your diary:

- 3.3.1 In the coming year we have the following events scheduled:

September 30th: Quiz Night with FHRA

December 2nd: Christmas event – street fair, tree lighting, Father Christmas etc.

- 3.3.2 If anyone would like to suggest and/or hold an event in the Centre to bring the people of the village together we would love to hear your ideas.

3.4 Grapevine:

- 3.4.1 The village magazine continues to provide a good source of information for forthcoming village events and other local news. Circulation is a little lower than in past years, but we still feel people appreciate the printed versions. The team of helpers under Joyce Wiles guidance is keeping everything running smoothly and they never seem short of copy. Thank you to Joyce and her team, to the Peaches for managing the distribution and for all the road reps who perform the house-to-house deliveries. I should probably also thank Craig Lewis and Malcolm Wiles who seem to find time to provide articles and great photographs for each issue.

- 3.4.2 As a way of thanking all the team, distributors and organisers, we held a tea party last October. Cakes were kindly provided by the WI and entertainment (again thanks to Craig) by way of a 'Who Wants to be a Millionaire' style quiz – playing for Smarties rather than cash unfortunately!

3.5 Website:

- 3.5.1 Our website - flackwellheathcommunityCentre.org.uk – has been kept up to date throughout the year. Thank you to Alison Baker for her assistance in maintaining the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference. The site is linked to the village website and care has been taken to restrict postings to those concerning events and/or activities that take place in or are supported by the Community Centre .

3.6 Maintenance

3.6.1 Frank Hynes has continued to manage all maintenance and improvements to the Centre structure and facilities, and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the Centre (and Day Centre) week in, week out that I can't thank him enough. Paul Sutherland has continued to provide a great deal of help with the general maintenance, assisting with many repairs which has been greatly appreciated and I know Frank is really grateful for his support.

3.6.2 Major refurbishment accomplished 2022-2023:

Replacement double glazed windows in the Main Hall.

Re-varnishing and repainting the Main Hall floor and lobby.

Installation of 'break-glass' fire alarms and smoke detectors following a professional fire risk assessment.

Replacement of fluorescent tubes for LED tubes in the main hall which are more energy efficient.

Replacement of light fittings and tubes in the Sarney Room (date to be confirmed) for more energy efficiency.

Hearing loop fitted in the Sarney Room – courtesy of Lottery Funding.

Change of taps has led to more water usage efficiency.

3.6.3 Outstanding and future plans:

Repair of upper window opening mechanism in the main hall.

Replacement of existing light fittings with energy efficient ones.

3.7 Gardens

3.7.1 Last July, we terminated the local gardener we were using as we felt his work was a little basic, not much more than grass cutting. Our new gardener, Katrina Scott, deals with everything without being asked and I think the gardens look a lot tidier and less neglected. I hope next year we can brighten things up with a row of daffodils along the railings edge so that's a job for the autumn if anyone wishes to volunteer!

3.8 Mast Installation Update

3.8.1 We have received several letters from Beacon Communications, regarding the proposed installation of a phone mast in the Centre car park. The most recent (24th February 2023) being another statutory notice from their solicitors regarding a 'non-invasive' survey of the site. As we feel any such survey would impact the running of both the Community Centre and Day Centre and also damage the car park, Chris Thomas responded, again laying out our concerns, directly to the solicitor. We await their response.

3.9 General

3.9.1 I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function.

3.9.2 Thanks also to Video Express for continuing to be our key holders and to A1 Taxis for their support too with regard to the key safe.

3.9.3 Although we have coped incredibly well throughout the year, despite being a relatively small team, by working together efficiently and sharing tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members and charity trustees. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!

It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for another year should the assembled

audience and fellow committee members wish me to do so. If anyone feels they might feel more confident joining as a co-chair or 'understudy' in the first instance feel free to come and have a chat.

3.9.4 The Chairman's report was accepted. Proposed by Joyce Wiles and seconded by Frank Hynes.

4.0 TREASURER'S REPORT

4.1 Barrie's report was circulated which is self-explanatory.

4.2 He reported that we have turned a corner after Covid and we have a positive result of £1,400 compared to last year of -£21,000.

4.3 Increase in bookings for 2022 to £42,000 compared to £38,000 prior to Covid. Indications for the forthcoming year are good.

4.4 Grapevine, whilst slightly down in distribution, still makes a profit from advertising and subscriptions less printing costs. Joyce Wiles and her team do a great job. This includes Alison and Nigel Peach who deal with the distribution around the Village.

4.5 Interest on the bank balances are still pretty small but are improving compared to last year.

4.6 The Paperback Library goes from strength to strength run brilliantly by Alison and Jeff Harvey and their helpers. The library is a social occasion and is a great benefit to many.

4.7 In 2022 the annual income topped £50K for the first time.

4.8 Maintenance costs have been high but we have to take into account that the Centre is a 40 year old building. In 2018 we had an anonymous donation of £50K to improve the building. With this money we have replaced windows which not only look better but which have contributed to the reduction in our heating costs. We have replaced both boilers – Community Centre and Day Care Centre. Again, this cost us money but the drop in gas usage has been amazing, slightly more than 50%. We still have approximately £25,000 for further work in the future.

4.9 With regard to water, we were on a fixed rate and were paying more per month than we were using. The contract has now been changed and we received a refund of £1,100 for the overpayment.

4.10 Our gas rate is fixed until 2024 and we are hopeful that rates will begin to come down when we are next negotiating.

4.11 Carolyn Collins from Ledgers Accountancy has checked through our financial records. She takes no payment but we include an advertisement in The Grapevine for her services.

4.12 There were no further questions and the motion for adoption of the Independent Examiner's Report and Treasurer's Report dated 31st December 2022 was then put to the meeting and it was unanimously agreed - proposed by Jeff Harvey and seconded by Katrina Scott.

5.0 ELECTION OF OFFICERS

5.1 The officers were happy to stand for re-election:-

Chris Cramer, Chairman

Barrie Walmsley, Treasurer and

Chris Thomas, Secretary

Bill Austin would continue as Bookings Manager for the immediate future with Chris Thomas continuing to concentrate on the one-off bookings.

Frank Hynes as Facilities Manager.

We believe that Alison Barker was happy to remain on the Management Team and that Malcolm Wiles was happy to continue looking after the technical side of the website.

5.2 It was proposed that the willing officers be re-elected and this was unanimously agreed.

6.0 ELECTION OF AN INDEPENDENT EXAMINER FOR THE COMING YEAR

Barrie Walmsley said that Carolyn Collins was willing to continue as Independent Examiner for which we thank her.

7.0 ANY OTHER BUSINESS

- 7.1 Bill Austin, Bookings Manager, who was unable to attend the meeting had sent a note that our footfall through the Centre was between 30,000 - 35,000 people per year which equated to approximately 700 per week of which 600 are regulars.
- 7.2 Rita Liddiard commented how nice the Community Centre was looking.
- 7.3 Barbara Thompson said she would find a photograph of King Charles to hang on the wall of The Sarney Room to hang alongside the picture of Queen Elizabeth. **(Action: BT)**
- 7.4 It was noted that car parking by parents dropping off and collecting children was sometimes a problem and actually stopped people using the Centre from parking. Signage on the drive has now been improved and both Carrington Infant and Junior Schools have been written to asking them to remind their parents that our car park is for Centre users only. An article will also be in The Grapevine.
- 7.5 Since the Royal British Legion has closed, the Centre is now being used on Remembrance Sunday to provide refreshments to attendees after the ceremony. This is in conjunction with Christ Church and Scouts.
- 7.6 Luca Webb told the meeting that the Parish Council had also been approached by Beacon Communications with regard to siting masts on their land. Solicitors have been engaged and nothing further has since been heard from Beacon.
- 7.7 Luca informed the meeting about a Youth Action Group that has been set up to try and prevent anti-social behaviour which was quite poor in the village last autumn. He explained that there are some young people who do not have happy and safe homes. This group is organised in conjunction with Wooburn Church, Lenny White (FHRA) and Rev. James Dwyer. The activities include DJ training, playing on games consoles, etc. It is hoped to provide more things in the future and to get others involved.
- 7.8 Luca also confirmed that there was CCTV on the Recreation Ground although it was unmonitored. The Police are very under resourced.
- 7.9 Lenny thanked the Committee for their hard work.

There being no further business to discuss, Chris thanked everyone for their attendance and closed the meeting at 8.50 pm. All were invited to partake in the refreshments.

Chris Thomas, Secretary



FLACKWELL HEATH COMMUNITY ASSOCIATION

FINANCIAL ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2022

<u>INCOME</u>	<u>Notes</u>	<u>2022</u> £	<u>2021</u> £
Hall Bookings & Affiliation		41940	22335
Fundraising	1	718	313
Grapevine Advertising		3977	4746
Grapevine Sales		4410	4683
Interest on Bank Balances		883	517
Jigsaw & Paperback Library	1	2516	1602
Donations/Grants	1	2189	9926
<u>TOTAL</u>		56633	44122
 <u>EXPENDITURE</u>			
Cleaning		10307	11556
Gardening		1070	1300
Grapevine		5985	5860
Insurance		2651	2601
Performing Rights Society		333	333
Repairs, Renewal and Maintenance		24820	31279
Security Services		5185	3484
Sundries		741	893
Utilities	2	3425	7276
Rates		686	515
<u>TOTAL</u>		55203	65097
<u>NET SURPLUS (DEFICIT) FOR YEAR</u>		1430	-20975
Add: Balance of funds brought forward		167894	188869
<u>BALANCE OF TOTAL FUNDS CARRIED FORWARD</u>	3	169247	167894
<u>BALANCE OF CASH CARRIED FORWARD</u>		14385	13960

Approved by:

CHAIRMAN
CHRISTINE CRAMER

)

TREASURER
BARRIE WALMSLEY

)

TRUSTEES



FLACKWELL HEATH COMMUNITY ASSOCIATION

FINANCIAL ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2022

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Approved by:

CHAIRMAN
CHRISTINE CRAMER )

TREASURER
BARRIE WALMSLEY )

TRUSTEES

FLACKWELL HEATH COMMUNITY ASSOCIATION

NOTES TO ACCOUNTS ENDED 31 DECEMBER 2022

	<u>2022</u>	<u>2021</u>
	£	£
1 <u>FUND-RAISING</u>		
Fund Raising (Include Paperback)	3234	1915
Donations	145	301
Grants	2044	9625
	5423	11841
2 <u>UTILITIES</u>		
Electricity	1584	1584
Gas	2479	3725
Water	-1123	1523
Telephone	485	444
	3425	7276
3 <u>BALANCE OF FUNDS</u> (Unrestricted Funds)		
Current Account	14385	13960
Business Savings Account	2535	2412
Charities Deposit Fund	29810	29522
Nationwide 95-day	122517	122000
	169247	167894

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF THE
FLACKWELL HEATH COMMUNITY ASSOCIATION**

I have examined the Receipts and Payment account for the year ended 31st December 2022 as set out on pages 2 and 3 and report that it is in accordance with the records and vouchers presented to me.



CAROLYN COLLINS
LEDGERS ACCOUNTANCY

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales - Charity number 1044870

Accounts

FLACKWELL HEATH COMMUNITY ASSOCIATION



Straight Bit, Flackwell Heath, Buckinghamshire, HP10 9LS

Registered Charity No 1044870

REPORT OF THE TRUSTEES – 2021

The Trustees have pleasure in submitting their Trustees Annual Report, the Chairman's Report from the AGM held on 27th April 2022, the minutes of said AGM and the audited financial statement for the Association for the year ended 31st December 2021.

As COVID restrictions eased the activities at the Community Centre steadily increased, reaching a near pre-pandemic level of bookings and usage by the end of the year to which this report relates.

The FHCA committee have continued to maintain the Flackwell Heath Community Centre, and the adjoining Day Centre to a high standard.

Trustees

The Trustees at the end of the year were: Chris Cramer, Chris Thomas and Barrie Walmsley.

We are grateful to all those who have supported the Association and encouraged us in our efforts to improve the facilities for the community of the village of Flackwell Heath.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'CCramer'.

*Electronically signed by: Christine Cramer
Reason: I am the author of this document
Date: Oct 23, 2022 10:38 GMT+1*

Chris Cramer
Chairman



**FLACKWELL HEATH COMMUNITY
ASSOCIATION**

Registered Charity No. 1044870

REPORT and FINANCIAL ACCOUNTS

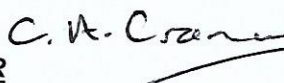
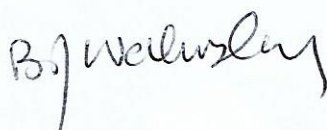
Year Ended 31st December 2021



FLACKWELL HEATH COMMUNITY ASSOCIATION
FINANCIAL ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2021

<u>INCOME</u>	<u>Notes</u>	<u>2021</u> £	<u>2020</u> £
Hall Bookings & Affiliation		22335	13990
Fundraising	1	313	0
Grapevine Advertising		4746	2351
Grapevine Sales		4683	4721
Interest on Bank Balances		517	1358
Jigsaw & Paperback Library	1	1602	1061
Donations/Grants	1	9926	10906
<u>TOTAL</u>		44122	34387
<u>EXPENDITURE</u>			
Cleaning		11556	10002
Gardening		1300	1200
Grapevine		5860	4141
Insurance		2601	2653
Performing Rights Society		333	992
Repairs, Renewal and Maintenance		31279	6905
Security Services		3484	3803
Sundries		893	3791
Utilities	2	7276	6827
Rates		515	686
Covid Expenditure		0	3516
<u>TOTAL</u>		65097	44516
<u>NET SURPLUS (DEFICIT) FOR YEAR</u>		-20975	-10128
Add: Balance of funds brought forward		188869	198997
<u>BALANCE OF TOTAL FUNDS CARRIED FORWARD</u>	3	167894	188869
<u>BALANCE OF CASH CARRIED FORWARD</u>		13960	7122

Approved by:

CHAIRMAN**CHRISTINE CRAMER**

TREASURER**BARRIE WALMSLEY**

TRUSTEES

FLACKWELL HEATH COMMUNITY ASSOCIATION**NOTES TO ACCOUNTS ENDED 31 DECEMBER 2021**

	<u>2021</u>	<u>2020</u>
	£	£
1 <u>FUND-RAISING</u>		
Fund Raising (Include Paperback)	1915	1061
Donations	301	220
Grants	9625	10686
	11841	11967
2 <u>UTILITIES</u>		
Electricity	1584	1584
Gas	3725	4308
Water	1523	517
Telephone	444	418
	7276	6827
3 <u>BALANCE OF FUNDS</u>		
(Unrestricted Funds)		
Current Account	13960	7122
Business Savings Account	2412	10742
Charities Deposit Fund	29522	49517
Nationwide 95-day	122000	121488
	167894	188869

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF THE
FLACKWELL HEATH COMMUNITY ASSOCIATION**

I have examined the Receipts and Payment account for the year ended 31st December 2021 as set out on pages 2 and 3 and report that it is in accordance with the records and vouchers presented to me.



CAROLYN COLLINS
LEDGERS ACCOUNTANCY

Chairman's Report 2021-2022

Since our last AGM in April 2019 the world and the centre have seen many changes. It's wonderful to be able to meet face to face again after a two year absence where my chairman's report was replaced by a brief summary to accompany the annual submission of the accounts to the Charity Commission.

The committee has kept up with the general maintenance and completed all the major tasks outlined at our last AGM and many, many more besides. This has ensured that the hall continues to serve its key purpose, that of a central meeting place available to all villagers who wish to make use of its facilities.

Bookings:

Bill Austin has worked tirelessly in his role of Bookings Manager. He keeps the calendar up to date, charms new and old punters and somehow manages to gather all invoice payments in without delay.

As a reminder for regular groups invoices are raised three times a year and generated from the calendar dates booked. All payments had moved online but recently one or two groups have reverted to using cheques which makes it hard for both Bill and our Treasurer, Barrie Walmsley, so we would ask that these groups arrange for payments to be made online again. There is no longer a bank in the village and it is likely that banks will soon start charging us to deposit cheques, which, as a charity, we would prefer to avoid.

During the pandemic we were obliged to close the doors to most of our groups during which time we took the opportunity to complete a few maintenance tasks and worked out Covid secure ways for the halls to be reopened. That ensured that, as soon as the government permitted it, many of the activities resumed and a few new groups used the premises. Until the second lockdown of course.

Natalie Caldwell, Chris Thomas, Frank Hynes and I share the task of de-alarming the centre on Saturday and Sunday mornings, then checking all is shipshape before setting the alarm again after the last activity between us, so generally we only need to cover one weekend a month. If anyone feels they could join our team as a key holder to take a turn it would be greatly appreciated – this all helps to keep running costs down as we do not need to use RFA (the security firm who secure the premises Monday to Friday nights), unless we have a very late booking, at weekends.

Ad hoc bookings have remained as popular as ever, with at least one birthday party or other local event most weekends – sometimes as many as four. We still have a few available slots through the week but most weekdays, and all weekday evenings, are solidly booked. The majority of our regular groups returned to the centre as soon as it was possible to do so and several new groups have been added. If you look at the centre calendar on the website you will see how many activities take place in the course of a week.

In light of the increased running costs (cleaning, utilities etc.) we felt obliged to increase the hiring fees at the start of 2022 by £1.00 across the board. It was also agreed to raise the affiliated charge from £25.00 to £30.00 per annum. No affiliated charges were taken in 2020. We thank the various groups for their understanding.

As you will have seen from the advertisement for a new Bookings Manager, Bill, after three years in the role, would now like to step down. As a result of interest arising from the advertisement he is currently in discussion with a potential replacement so we are hopeful that he can soon have a well earned rest. Taking over the work started by Malcolm Wiles (who you may remember developed an online booking system and calendar from the handwritten diary we were using at the time) he has made numerous improvements and we now have a really efficient system for managing the bookings and invoicing.

Social Activities/Fund-Raising:

Due to the healthy situation of our funds, mainly due to the generous donation we received a few years ago, but also as a result of some grants and a steadily increasing number of bookings since we were allowed to fully open the halls again, we weathered the loss of income during the pandemic. It should be noted that we could have been eligible for a higher level of government funding had we shut the centre completely in 2020 but we felt we would not have fulfilled our responsibilities as trustees if we had turned the blood donors away as had happened in other local venues. As in previous years we have joined forces with the Flackwell Heath Residents Association in the following events (Just as a reminder, we do not commit any centre funds to the FHRA, all income from bookings goes towards the upkeep of the Community Centre and Day Centre):

- July: Village Picnic, tables and chairs provided by the centre
- September: Quiz Night, very well attended and a highly successful event from both a social and financial aspect. Craig Lewis and his helpers produced another excellent set of questions and, with the scores being totaled electronically there could be no arguments! It's always a close run thing and everyone enjoyed the quiz and supper.
- December: Due to the inclement weather the stalls planned for the street fair were all moved to the centre, saving the event – attendance on such a wet and windy day was amazing – so much so that numbers had to be counted in and out to comply with our fire regulations. The Heath singers performed on the stage, Anna Rose's dancers managed to squeeze in at the front and the West Wycombe Brass band set themselves up in a small area at the back of the hall. Carol and tree lighting went ahead as usual. Father Christmas was in residence in his usual grotto in The Sarney Room.

The Paperback and Jigsaw library continues to increase in popularity with visitors coming from, not only the village itself, but also from further afield, for which we thank Alison and Jeff Harvey and their team of helpers. The numbers attending, and the donations of books and jigsaws have increased month on month. Alison and Jeff would welcome new helpers to support them, even if only for a few times a year.

Future Events:

In the coming year we have the following events scheduled:

- 2nd June: Open Day at the Community Centre as part of the village Platinum Jubilee celebrations – all groups have been offered the chance to show case their activity. May incorporate an art exhibition. Tea, coffee and cakes to be

provided throughout the day. ***More information about the Jubilee events can be found on the website of FHRA.***

- 24th September: Quiz Night with FHRA.
- 26th November: Christmas event – street fair, tree lighting, Father Christmas etc. Hopefully outside!

We also hope to organise a Road Reps and Paperback Library thank you tea party sometime in November.

If anyone would like to suggest and/or hold an event in the centre to bring the people of the village together we would love to hear your ideas.

The Grapevine:

The village magazine continues to provide a good source of information for forthcoming village events and other local news. When Julie Dickinson and her husband Neil left the country for Neil's work a team of helpers formed under Joyce Wiles guidance to keep The Grapevine going and all has gone extremely well during very difficult times. Thank you to Joyce and her team and to the Peaches for stepping in to manage the distribution and for enlisting replacement road reps with seemingly little difficulty.

Maintenance:

Frank Hynes has continued to manage all maintenance and improvements to the centre structure and facilities and also to manage the annual safety inspections and regular carpet cleaning etc. He contributes so much to the centre (and Day Centre) week in, week out that I cannot thank him enough. We have joked that he has rebuilt the centre brick by brick over the past few years but that's not at all far from the truth. Paul Sutherland has continued to help with the general maintenance which has been greatly appreciated.

As you can see from the list below, the maintenance undertaken has been and continues to be quite extensive!

Major refurbishment accomplished 2020 - 2022:

- Installation of signage and hand sanitizers in compliance with COVID regulations.
- Replacement of central heating boilers in both the Community and Day Centres.
- Day Centre ceiling light wells sealed off and lighting improved.
- Purchase of lightweight/folding tables for the Sarney Room.
- Installation of CCTV security cameras (23rd March 2022)
- New windows installed in hall (20th April 2022).
- Possible change or cleaning of curtains in main hall (tbc)
- Hall and Lobby Floor will be refurbished from 9th to 15th August 2022.
- Additional light in car park (tbc)

Electrical:

- Repaired Lobby Emergency Light
- New Lamp in Store Room
- New emergency Light (mens)
- Fixed Hall lamp damaged by Hirer
- New Switch for hall heater
- New D/Socket for CCTV in Boiler Room

Buildings:

Cleaned gutters and check roofs before winter
Repaired Day Centre parapet & damage over door.

Misc:

Moved thermostat to hall
Storage for ladder by stage
New toilet seat (disabled)
Replaced waste plumbing in kitchen due to leak
Short Tennis Hooks
Touched up doors and frames
New sensor bulbs (Day Centre)
New basin plug chains (toilets)
Replaced heater filters
Door Fire Signs
New door closer (kitchen)
New blinds for Day Centre
Shelf for CCTV unit
Boiler Room Door Bolt installed
Smoke alarm Under Stage
Sarney Room Carpet cleaned
Day Centre Bath Removed

Website:

Our website - flackwellheathcommunitycentre.org.uk – has been kept up to date throughout the year. Thank you to Alison Baker for her assistance in maintain the front end of the website and to Malcolm Wiles for keeping an eye on the back end and security. Booking and general information enquiries are made directly from the site and back copies of The Grapevine continue to be uploaded for reference. The site is linked to the village website and care has been taken to restrict postings to those concerning events and/or activities that take place in or are supported by the community centre. In light of the installation of CCTV cameras around the centre we have updated our privacy notice, which can be found on the website.

Gardens: we employ a local gardener to maintain the grounds and I feel he does a reasonable job to keep them tidy, I would like to see some more planting around the perimeter hedge, particularly by the Day Centre to brighten things up a little and we had thought of creating a small, raised bed herb garden for Age Concern to use in their cooking. If anyone has green fingers and would like to take this on as a project we would be delighted to hear from you.

General:

I would like to take this opportunity to sincerely thank my committee for all their hard work and support throughout the past year, without which the Community Centre, and by association the Day Centre, simply could not function.

Thanks also to Video Express for continuing to be our key holders. We would also like to thank A1 Taxis for allowing us to install a secure key cabinet on their wall. This is for hirers to use when the Video Shop is closed.

Although we have coped incredibly well throughout the year(s), despite being a relatively small team, by working together efficiently and share tasks as evenly as possible, there are occasions when we do become overstretched. We would therefore be delighted to welcome new committee members. We also only have three trustees registered for the charity and I would prefer to get this up to the levels of 5/6 that we used to have. Hence the time you would be committing to does not need to be much and can be tailored to match your skill sets and preferences. Even one hour a month can be put to good use!

It would be great to have a new person come forward to take over from me, in my role as chairman to ensure fresh ideas are put on the table. However, should that not be forthcoming I am prepared to continue for another year should the assembled audience and fellow committee members wish me to do so.

Chris Cramer
Chairman FHCA
27th April 2022

**MINUTES OF THE ANNUAL GENERAL MEETING
HELD IN THE SARNEY ROOM ON WEDNESDAY, 27TH APRIL 2022**

PRESENT

Elected Officers & Trustees: Chris Cramer (Chairman), Barrie Walmsley (Treasurer), Chris Thomas (Secretary).

Bill Austin (Bookings Manager), Frank Hynes (Facilities Manager), Alison Barker (FHCA website)

Affiliate Representatives: Shirley Allison (Flackwell Heath Ladies Club & Road Rep), Sue Arkle (Pilates), Jeff Herschel (CWPC), Isobel Middleton (Age Concern Day Centre), Anna Hayward (Anna Rose Dance), Fiona Mack (Yoga), Mareda Walker (Zumba), Helen Waller (WI Evening).

Village Residents: Lynne Campbell, Susan Lawes

WELCOME

The Chairman welcomed everyone to the meeting and stated how grateful the committee were for their support.

1.0 APOLOGIES

Apologies were received from: Paul Collins (Beyond Yoga), Maxine Devis (My Pilates Hub), Barbara Dickinson (Evening WI), Alison & Jeff Harvey (Paperback Library), Barbara Hunt (FHRA), Mary Heffernan (Table Tennis), Kirsty Keiller (KK Fiit), Pam Mannering (FHRA), Sam Parker (SamDram), Larisa Townsend (FHRA), Sheila Walmsley (Village Resident), Cllr Luca Webb, Joyce Wiles (Grapevine)

2.0 MINUTES OF LAST MEETING

The minutes of the last Annual General Meeting held on the 25th April 2019 were unanimously agreed as a true record and were adopted.

3.0 CHAIRMAN'S REPORT

3.1 The Chairman then gave a brief summary of her report which was also circulated and contains more details than these minutes. Therefore, they should be read in conjunction with each other.

3.2.1 Bookings:

Bill Austin has worked tirelessly in his role of Bookings Manger. Most payments have moved online and we would ask all groups to use this method of payment in the future. Bill would like to step down after four years in the role. We have a really efficient system for managing the bookings and invoicing and we are hoping others will come forward to assist him and eventually take over the role.

3.2.2 Fees: These have remained the same since 2004 but at the start of 2022 they were increased by £1.00 across the board. The affiliated charge will possibly be increased from £25.00 to £30.00 per annum in 2023 but will be confirmed nearer the time. No affiliated charges were taken in 2020..

3.3 Social Activities & Fund Raising: Our financial situation remains healthy despite having to close the Centre in 2020 to most groups due to Covid. We estimate that we lost £20,000 last year in revenue and costs associated with Covid. We remained opened for blood donors and educational groups. We received a generous donation a few years ago and received some grants so these helped enormously. We did manage to hold our very well attended quiz night in September, jointly run with FHRA. Thanks to Craig Lewis and his helpers. In December the Centre was open for the FHRA Christmas lighting event but due to inclement weather the stalls planned for the street fair were moved into the Centre and

it was a tight squeeze for the performers – Anna Rose dancers, Heath Singers and West Wycombe Band. However, it was very well supported by the Villagers and a great atmosphere. Father Christmas was in residence in his usual grotto too.

Dates for your diary:

Thursday, 2nd June:

Open day at the Community Centre as part of the village Platinum Jubilee celebrations. Activities to try such as yoga, pilates, Zumba, keep fit, badminton. Refreshments will be available. Art Exhibition will take place in the Age Concern Day Centre. Other events happening around the village over the four day weekend so keep up-to-date on the FHRA website.

Saturday, 24th September:

Quiz night. Joint event with FHRA.

Saturday, 26th November:

FHRA Children's Christmas Party/Village Tree Lighting and Carol service.

3.4 Grapevine: The village magazine continues to provide a good source of information for forthcoming village events and other local news. We are thankful to Joyce Wiles and her team, including Liz Petrook and Craig Lewis for their contributions and to Mr. & Mrs. Peach for stepping in to manage the distribution and for enlisting replacement road reps. Thanks to all the Road Reps and we hope to organise a thank you party in the autumn. We are also thankful to Barrie Walmsley for banking the subs to his role as Treasurer.

3.5 Website: The website is a great bonus and is kept in shape by Bill Austin, Alison Barker and Malcolm W. – we are very grateful for the service they provide.

3.6 Maintenance

Frank Hynes has continued to manage all maintenance and improvements to the Centre structure and facilities. He also manages the annual safety inspections and regular carpet cleaning, etc. He has had the added responsibility with Covid in getting all the signage and hand sanitizer dispensers in place. He contributes so much to the Centre and Day Centre week in and week out that we cannot thank him enough. Paul Sutherland has also continued to help with the general maintenance which is greatly appreciated.

3.6.1 Major refurbishment accomplished 2018-2019:

- Installation of signage and hand sanitizers in compliance with Covid regulations.
- Replacement of central heating boilers in both the Community and Day Centres.
- Day Centre ceiling light wells sealed off and lighting improved.
- Purchase of lightweight/folding tables for the Sarney Room.
- Installation of CCTV security cameras (23rd March 2022).
- New windows installed in main hall (April 2022).
- Possible change or cleaning of curtains in main hall (tbc).
- Hall and Lobby Floor will be refurbished from 9th to 15th August 2022.

3.6.2 Electrical

- Repair of lobby emergency light.
- Additional light in car park.
- New emergency light in men's toilet.
- Hall lamp repaired after damage by hirer.
- New switch for hall heater.
- New D/socket for CCTV in boiler room.

3.6.3 Buildings

- Gutters cleaned and roofs checked before winter.
- Day Centre parapet and damage over door repaired.

3.6.4 Miscellaneous

- Moved thermostat to main hall.
- Proper storage for ladder by stage.
- New toilet seat in disabled toilet.
- Replaced waste plumbing in kitchen due to leak.
- New hooks installed for short tennis.
- Doors and frames touched up.
- New sensor bulbs in Day Centre.
- New blinds in Day Centre
- New basin plug chains in toilets.
- Heater filters replaced.
- New fire signs.
- New door closer in kitchen.
- Shelf for CCTV unit.
- Boiler Room door bolt installed.
- Smoke alarm installed under stage.
- Sarney Room carpet cleaned.
- Bath and hoist removed from Day Centre.
- New Karacher floor cleaner purchased in August 2020

3.6.5 We employ a local gardener to maintain the gardens. We would like to see some more planting around the perimeter hedge, particularly by Day Centre to brighten things up. Maybe a raised herb garden. We would be delighted to hear from anyone if you wish to volunteer for this project.

3.7 Thanks to Alison Harvey and her team for organising the Paperback Library which continues to increase in popularity with visitors coming from further afield and is such a wonderful resource to have in our Village.

3.8 Our thanks to Express Video Library for being our keyholders. We would also like to thank A1 Taxis for allowing us to install a secure key cabinet on their wall. This is for hirers to use when the Video Shop is closed. Thanks also to Natalie Cawdell, Frank Hynes and Chris Thomas for opening at weekends.

3.9 The Chairman's report was accepted. Proposed by Shirley Alison and seconded by Sue Arkle.

4.0 TREASURER'S REPORT

4.1 Barrie's report was circulated which is self-explanatory. It covers three years as 2019 was the last "normal" year.

4.2 In 2020, we lost £10,129 in spite of receiving a £10,000 grant from the Government.

4.3 We spent £3,500 on signage, deep cleans and hand sanitizers. £18,000 loss of income in 2020/2021 and therefore Covid has cost FHCA £21,500. We are very fortunate that we had good reserves and an anonymous donation in 2018.

4.4 We have not touched money in our Nationwide Building Society account but transferred £20,000 from the Charities Account.

4.5 Barrie said he was in the process of looking at our Gas and Electricity contracts but we are hopeful that with the new boiler, our usage will be improved.

4.6 Barrie did state that with rising costs, it may be necessary to increase our charges again next year.

4.7 Barrie said that The Grapevine team were doing a superb job and the Paperback and Jigsaw Library were doing extremely well too. We are very fortunate to have these resources in the Village.

4.7 The motion for adoption of the Independent Examiner's Report and Treasurer's Report dated 31st December 2021 was then put to the meeting and it was unanimously agreed - proposed by Isobel Middleton and seconded by Frank Hynes.

5.0 ELECTION OF OFFICERS

5.1 The officers were happy to stand for re-election:-

Chris Cramer, Chairman
Barrie Walmsley, Treasurer and
Chris Thomas, Secretary

Bill Austin would continue as Bookings Manager for the immediate future.

Frank Hynes as Facilities Manager.

We believe that Alison Barker was happy to remain on the Management Team and that . Malcolm Wiles was happy to continue looking after the technical side of the website. Jeff Herschel and Frank Hynes said they would be prepared to become Trustees if it was deemed necessary.

5.2 It was proposed that the willing officers be re-elected by Isobel Middleton and seconded by Jeff Herschel.

6.0 ELECTION OF AN INDEPENDENT EXAMINER FOR THE COMING YEAR

Barrie Walmsley said that Carolyn Collins was willing to continue as Independent Examiner for which we thank her. She does not charge for this service but we would like to write an article in The Grapevine to notify people that she runs a small ledger accountancy business and is very helpful.

7.0 ANY OTHER BUSINESS

7.1 Chris explained to the meeting that FHCA had been approached by Beacon Communications to install a 60' 5g mast in our car park. We had raised our objections mainly that we cannot afford to lose a car parking space and that it would be an eyesore in the centre of the village but they may serve a notice under the Electronic Communication Code 2017. The committee would keep all residents informed of developments and we are fortunate to have the support of our local councillors.

7.2 A boxing gym was opening in the old Budgens supermarket. There is no parking attached to this building and therefore we need to be vigilant that our car park is not used by others.

There being no further business to discuss, Chris thanked everyone for their attendance and closed the meeting at 9.00 pm. All were invited to partake in the refreshments.

Chris Thomas, Secretary

THE FLACKWELL HEATH COMMUNITY ASSOCIATION

England & Wales - Charity number 1044870

Accounts

FLACKWELL HEATH COMMUNITY ASSOCIATION



Straight Bit, Flackwell Heath, Buckinghamshire, HP10 9LS

Registered Charity No 1044870

REPORT OF THE TRUSTEES – 2020

The Trustees have pleasure in submitting their Trustees Annual Report and the audited financial statement for the Association for the year ended 31st December 2020.

Due to the COVID pandemic restrictions we were not able to hold an AGM at our usual time of year. Associated with these restrictions we suffered a loss of revenue of around £20,000. Despite this we were able to maintain the heating, other utilities, security, additional cleaning/disinfectant/signage to comply with COVID regulations and general maintenance, in order to open the centre for blood donors during the lockdown periods and groups/activities allowable in accordance with government policy, from our cash reserves.

Trustees

The Trustees at the end of the year were: Chris Cramer, Chris Thomas and Barrie Walmsley.

We are grateful to all those who have supported the Association and encouraged us in our efforts to improve the facilities for the community of the village of Flackwell Heath.

Approved by the Trustees and signed on their behalf by:

DocuSigned by:

Chris Cramer



Signer Name: Chris Cramer

Signing Reason: I approve this document

Signing Time: 10-Oct-2021 | 03:10:38 PDT

9BA3D95A2F614EA6BBE2623BC6CD9027

Chris Cramer
Chairman

Certificate Of Completion

Envelope Id: 440F370D5F3D41FBB4E853AA7FF79088	Status: Completed
Subject: Please DocuSign: TAR 2020.doc	
Source Envelope:	
Document Pages: 1	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	Chris Cramer
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	600 Park Offices Drive
	Suite 200, Research Triangle Park
	Durham, 27709
	christine.cramer@worldwide.com
	IP Address: 163.116.162.119

Record Tracking

Status: Original	Holder: Chris Cramer	Location: DocuSign
10-Oct-2021 03:07	christine.cramer@worldwide.com	

Signer Events

Signature	Timestamp
<p>Chris Cramer christine.cramer@worldwide.com Director, Clinical Data Management Worldwide Clinical Trials Security Level: Email, Account Authentication (Required)</p> <p><i>Chris Cramer</i></p> <p>Signature Adoption: Pre-selected Style Signature ID: 9BA3D95A-2F61-4EA6-BBE2-623BC6CD9027 Using IP Address: 163.116.162.119</p> <p>With Signing Authentication via DocuSign password With Signing Reasons (on each tab): I approve this document</p>	<p>Sent: 10-Oct-2021 03:10 Viewed: 10-Oct-2021 03:10 Signed: 10-Oct-2021 03:10</p>

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 10-Oct-2021 03:10
Certified Delivered	Security Checked 10-Oct-2021 03:10
Signing Complete	Security Checked 10-Oct-2021 03:10
Completed	Security Checked 10-Oct-2021 03:10

Payment Events

Status	Timestamps
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**FLACKWELL HEATH COMMUNITY
ASSOCIATION**

Registered Charity No. 1044870

REPORT and FINANCIAL ACCOUNTS

Year Ended 31st December 2020



FLACKWELL HEATH COMMUNITY ASSOCIATION

FINANCIAL ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2020

<u>INCOME</u>	<u>Notes</u>	<u>2020</u> £	<u>2019</u> £
Community Centre Hall Bookings		13890	40694
Fundraising	1	0	630
Grapevine Advertising		2351	4870
Grapevine Sales		4721	4208
Interest on Bank Balances		1358	669
Paperback Library	1	1061	1437
Sundries (Affiliation)		100	250
Donations/Grants	1	10906	3187
<u>TOTAL</u>		34387	55945

EXPENDITURE

Cleaning		10002	9209
Gardening		1200	3240
Grapevine		4141	5980
Insurance		2653	2359
Performing Rights Society		992	939
Repairs, Renewal and Maintenance		6905	5953
Security Services		3803	3786
Sundries		3791	2861
Utilities	2	6827	5823
Rates		686	675
Covid Expenditure		3516	0
<u>TOTAL</u>		44516	40825

<u>NET SURPLUS (DEFICIT) FOR YEAR</u>	-10128	15120
Add: Balance of funds brought forward	198997	183877

<u>BALANCE OF TOTAL FUNDS CARRIED FORWARD</u>	3	188869	198997
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<u>BALANCE OF CASH CARRIED FORWARD</u>		7122	19323
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Approved by: C.A. Cramer

CHAIRMAN)
CHRISTINE CRAMER)

B. Walmsley)
TREASURER)
BARRIE WALMSLEY)

TRUSTEES

FLACKWELL HEATH COMMUNITY ASSOCIATION**NOTES TO ACCOUNTS ENDED 31 DECEMBER 2020**

	<u>2020</u>	<u>2019</u>
	£	£
1 <u>FUND-RAISING</u>		
Fund Raising(Include Paperback)	1061	2067
Donations	220	3187
Grants	10686	0
	11967	5254
2 <u>UTILITIES</u>		
Electricity	1584	1584
Gas	4308	3192
Water	517	659
Telephone	418	388
	6827	5823
3 <u>BALANCE OF FUNDS</u>		
(Unrestricted Funds)		
Current Account	7122	19323
Business Savings Account	10742	10513
Charities Deposit Fund	49517	49387
Nationwide 95-day	121488	120314
	188869	199537

**REPORT OF THE INDEPENDENT EXAMINER TO THE TRUSTEES OF THE
FLACKWELL HEATH COMMUNITY ASSOCIATION**

I have examined the Receipts and Payment account for the year ended 31st December 2020 as set out on pages 2 and 3 and report that it is in accordance with the records and vouchers presented to me.

CAROLYN COLLINS
LEDGERS ACCOUNTANCY