

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 'C. Cramer', is written over a horizontal line.

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

EXPENDITURE

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

NET SURPLUS (DEFICIT) FOR YEAR

Add: Balance of funds brought forward	-20975	-10128
	188869	198997

BALANCE OF TOTAL FUNDS CARRIED FORWARD

3	167894	188869
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BALANCE OF CASH CARRIED FORWARD

13960	7122
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Approved by:

CHAIRMAN**CHRISTINE CRAMER**

C. A. Cramer)

TREASURER**BARRIE WALMSLEY**

B. 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



Registered Charity No. 1044870

FLACKWELL HEATH COMMUNITY ASSOCIATION

<http://flackwellheathcommunitycentre.org.uk>

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