

Calvert Green Community Association (CGCA)

Minutes Meeting for AGM meeting held on 13th October 2021 at 8.00pm Held at the hall. – Draft V1

Those present:

AH – Ashley Hopkins – Chair	(Current) Conflict of Interest
JH – John Hopkins - Vice Chair	(Current)
TH - Tracey Hopkins - Bookings	(Current) Conflict of Interest
SS - Seril Shah – Treasurer	(Current)
VT – Vicki Turner - Secretary	(Current)
DR - Darren Rothwell – Events	(Current)

Bar Team:

LBK – Liz Bruce-Kelly – Brickworx (Current)
AB – Adrian Bone – Brickworx (Current)

Volunteers:

Richard Gomme

Guests:

Kay Prior
Barry Prior
Jo Hawley

Apologies:

NH – Nick Henstock (Current)

1) Chair's Report (AH):

- a) Welcome:
 - i) AH welcomed everyone to the 2021 Annual General Meeting and explained the process for this evening's event.
- b) AH gave an account of the previous year's successes, considering that 50% of the year we were unable to open due to COVID. Since being able to open up again, we have put on over 120 successful events.
- c) AH praised all the executive committee for their commitment to the CGCA.
- d) He also thanked all those volunteers, from the Brickworx committee and all the volunteers who have helped over the last year.
- e) He commented as we close the year we do that as a better charity. Some areas of particular note, we have kept everyone COVID safe, our accounts were independently checked and passed again and TH for achieving 5 out of 5 for Food Safety for the hall, enabling the selling of hot and cold food.

2) Treasurer's Report (SS):

- a) SS reported the account status.
 - i) He had produced a document with all the income and outgoings for the previous year, with a breakdown of costs.
 - ii) We were helped by receiving two Buckinghamshire County Council support grants.
 - iii) It was pointed out that there is £1,000 still in the account that needs to be reimbursed to the BCC, this was given to be distributed to the Calvert volunteers during the pandemic, for delivering shopping, picking up prescriptions etc. No-one has come forward asking for this

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money, therefore it needs to be returned. This is in hand, we are waiting to hear back from BCC as to where it should be sent.

3) Retiring: (All):

All members of the committee were then asked to resign for the year, this was followed by nominations for the new committee.

4) Nominations: (VT):

- a) VT recorded the volunteers who had corresponded with her to display their interest in being nominated for a further 12 months.
 - i) VT received this from all members of last year's team.
 - ii) Each one was nominated and then seconded.
 - iii) All those volunteers wished to carry on with the roles from the previous year.
- b) For the bar team, AB would like to continue, RG would like to join and LBK would like to move to being a volunteer
 - i) Changes noted
 - ii) No objections

5) Any Other Business:

- a) Any Health & Safety / Accident reports
 - i) No incidents or accidents reported.
- b) Discussion followed regarding the upcoming events.
 - i) Gin Night 15th October – All in hand, Seril (lead), Rich and Liz on the bar, further volunteers available.
 - ii) Halloween Night 30th October, Darren (lead), Seril and Vicki on the bar and Rich on the foyer collecting tickets, further volunteers available. (SOLD OUT), so it was agreed that DR could open it up for a further 20 people.
 - iii) Fireworks Night 7th November, JH (lead), everyone else available to help.
 - 8 Marshalls needed; **Action:** JH to contact Mike Vaille to see if he could lead this.
 - 1st responders needed; **Action:** JH to speak to his previous contacts.
 - Food stall holders needed; **Action:** JH to ask for volunteers.
 - Glowsticks stall holder needed, **Action:** AH to order the 100 glow sticks.
 - AB has offered to do the music between 5.30 – 7.30.
 - iv) AH suggested a children's Christmas party on 11th December AH/TH to (lead), Kids disco in the afternoon with 'meet Santa' and going into the evening in the bar for families/community. **Action:** volunteers needed. Need a Santa.
 - v) Drag Act 18th December Seril to (lead), **Action:** volunteers needed
 - vi) Christmas Eve Party 24th December Seril to (lead), **Action:** volunteers needed
 - vii) New Years Eve Party 31st December AH to (lead), **Action:** volunteers needed

6) Next virtual meeting – Wednesday 3rd November 2021 8pm.

AH to invite those on the new bar team to attend for the items relating to them.

CALVERT GREEN COMMUNITY ASSOCIATION		No (if any) 1104354		CC16a
Receipts and payments accounts				
For the period from	01 October 2020	To	30 September 2021	

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	15	-	-	15	806
Income from bar	10,901	-	-	10,901	25,482
Other income	3,082	-	-	3,082	10,454
Government grants	17,765	-	-	17,765	1,000
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	31,763	-	-	31,763	37,742
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,763	-	-	31,763	37,742
A3 Payments					
Bar - cost of sales	5,918	-	-	5,918	13,827
Management and administration	17,498	-	-	17,498	18,292
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	23,416	-	-	23,416	32,119
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	23,416	-	-	23,416	32,119
Net of receipts/(payments)	8,347	-	-	8,347	5,624
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	40,460	-	-	40,460	34,836
Cash funds this year end	48,807	-	-	48,807	40,460

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Cash at bank and in hand	48,807	-	-
		-	-	-
		-	-	-
	Total cash funds	48,807	-	-

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval

Independent examiner's report to the trustees of Calvert Green Community Association

I report to the trustees on my examination of the accounts of the Calvert Green Community Association (the Trust) for the year ended 30 September 2021.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or 2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Kevin Moss ACA BA (Hons)
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