

SOUTH HARFORD & TUCKSWOOD COMMUNITY ASSOCIATION

England & Wales · Charity number 1126830

Details

Status Registered

Legal form Other

Registered 2008-11-20

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

Contact

Address Harford Community Centre
10 The Lastings
Hall Road
Norwich
NR4 6ET

Phone 01603 213352

Email office@harfordcentre.org.uk

Website www.harfordcommunitycentre.org.uk

Activities

Objects: THE OBJECTS OF THE ASSOCIATION SHALL BE TO PROMOTE THE BENEFIT OF THE INHABITANTS OF SOUTH HARFORD AND TUCKSWOOD AND OF NEIGHBOURING COMMUNITIES, WITHOUT DISTINCTION OF SEXUAL ORIENTATION, GENDER OR POLITICAL, RELIGIOUS OR OTHER OPINIONS BY ASSOCIATING THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT:.. TO ADVANCE ACCESS TO EDUCATION AND TRAINING. TO IMPROVE THE PHYSICAL AND ECONOMIC CONDITIONS OF LIFE IN SOUTH HARFORD AND TUCKSWOOD. 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 INHABITANTS OF SOUTH HARFORD AND TUCKSWOOD AND THE SURROUNDING AREA.. TO SUPPORT THE HARFORD COMMUNITY CENTRE (HEREINAFTER CALLED "THE CENTRE") AND TO MAINTAIN AND MANAGE THE SAME (WHETHER ALONE OR IN CO-OPERATION WITH ANY LEGAL AUTHORITY OR OTHER PERSON OR BODY) IN FURTHERANCE OF THESE OBJECTS.. TO FURTHER SUCH OTHER CHARITABLE PURPOSES 'AS THE GENERAL COMMITTEE OF THE ASSOCIATION MAY DECIDE. THE ASSOCIATION SHALL BE NON-PARTY IN POLITICS AND NON-SECTARIAN IN RELIGION

Activities: We are a Community Centre which provides facilities for clubs, children's groups and meetings, and also provide a venue for parties and wedding receptions.

Classification

- **How:** Provides Buildings/facilities/open Space, Acts As An Umbrella Or Resource Body
- **What:** General Charitable Purposes, Amateur Sport, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, The General Public/mankind

Geography

- **Area of benefit:** SOUTH HARFORD AND TUCKSWOOD
- Norfolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£68,883	£60,212	-	-
2024-08-31	£80,337	£64,103	-	-
2023-08-31	£59,833	£53,775	-	-
2022-08-31	£49,205	£51,820	-	-
2021-08-31	£34,558	£31,101	-	-

Trustees

Name	Role	Appointed
Lee Mills	Chair	2019-11-25
Hannah Wake		2025-11-27
Marian Fox		2025-09-06

Accounts

Trustee Report for Independent Examiner, October 2025

Charity name: **South Harford & Tuckswood Community Association (SH&TCA)**

Registration number: **1126830**

Address: **10 The Lastings, Hall Road, Norwich NR4 6ET**

Trustee names:

Lee Mills

Paula Taylor

Helen Land

Marian Fox

Karen Browes-Walker

South Harford & Tuckswood Community Association are responsible for the operation of Harford Community Centre. Trustees are recruited through word-of-mouth or through Voluntary Norfolk and are usually residents of the local community.

Objectives:

The aims of SH&TCA are to promote the benefit of the inhabitants of Norwich City Council's Lakenham Ward, which includes the areas/estates of Lakenham, Old Lakenham, Tuckswood and South Harford. We use Harford Community Centre to provide facilities in the interests of social welfare for education and training, recreation and leisure-time occupation with the aim of improving the conditions of life for the inhabitants of Lakenham Ward.

Achievements and performance:

SH&TCA run community events throughout the year with parties being held at Halloween and Christmas. These are ticketed events with a minimal charge. We also offer a free Summer programme of events for families during August.

As an Association, we offer twice-weekly Stay and Play sessions for pre-schoolers and fitness sessions for adults. The local community benefit from cheaper rates due to our Harford Community Card initiative. Harford Community Centre is very well-used and a popular venue within the local community for party and event hire. We have regular user groups using the Centre each day, including many community groups.

Financial review:

Please find attached our Charity Reserves policy. Currently we are in excess of the reserve of £35,000 - £50,000 which we set. This is due to a long-term business hire which provided a large income. We are currently addressing this surplus by offering grants to community groups which means they receive no charge for their hall hire if they are run by volunteers, not-for-profit, and are of benefit to the local community.

	<u>This Year</u>	<u>Last Year</u>
Opening Fund		
Brought forward from previous year	60,359.04	44,155.03
Plus balance from I&E Account	8570.66	16,234.01
	-----	-----
	68,959.70	60,389.04
Represented by:-		
Current Assets		
Current Account	2,415.75	9,558.67
Debit Card	140.20	115.41
Deposit Account	66,301.77	50,696.85
Cash in Hand	101.98	18.11
	-----	-----
	68,959.70	60,389.04
Payments still to clear - Nil		
Remaining available balance	68,959.70	

South Harford & Tuckswood Community Association

Independent Examiners Report to the Trustees

For the period ended 31st August 2025

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act"). The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, with the seeking of explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.



Peter Ellington FAIA
Triple Bottom Line Accounting Limited
The Enterprise Centre
University of East Anglia
Norwich
Norfolk
NR4 7TJ

26/11/2025

Accounts



South Harford & Tuckswood
Community Association

Registered
Charity No
1126830

ANNUAL GENERAL MEETING

Thursday
28th November 2024

 **Harford**
Community Centre

AGENDA

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

South Harford & Tuckswood Community Association

Minutes of the Annual General Meeting on 30th November 2023

In attendance:

Lee Mills (Chair & Trustee), Helen Land (Secretary & Trustee), Karen Browes-Walker (Trustee), David George (Committee), Sian Scannell (Committee), Ian Wells (Centre Manager), Lynda Thain (Elizabeth Kay School of Dance), Mark Nicholls and Stephen Orton (Norfolk & Norwich Chess Club), Emily Brumhead (3rd Norwich Brownies), Chris Feeney (Norwich Jujitsu), Audrey Elliott and Richard Nunn (Ipswich Road United Reformed Church Friday Youth), Anita Martin and Sue Eastman (Norwich Speakers Club), Amelia Worley (Norwich City Council)

Apologies:

Clive Lewis (Norwich South MP), Brenda Jones (Norfolk County Councillor), Gurpreet Padda (Norwich City Councillor), Julia Brudenell (Pilates), Laura Shepherd (Ragged Rascals), Megan Gibson (Snapdragon Cabaret)

1. Welcome:

L. Mills welcomed everyone to the meeting.

2. Minutes of the last AGM:

The minutes of 9th March 2023 were read and agreed.

3. Annual reports and accounts:

- L. Mills presented his Chairperson's Report. He spoke of the success of booking rates with regard to both user groups and private hires. This year the Committee have organised Easter events, Summer events, Halloween parties and forthcoming Christmas parties for the benefit of the community. The Centre was able to support the families affected by the house fires earlier in the year, providing a refuge and also through the collection of donations. The Committee have been updating policies and the constitution this year, all of which can be found on our website. L. Mills shared 2024 plans to upgrade the tables and chairs and also to refresh paintwork in the Centre.

- L. Mills read the Centre Manager's report. I. Wells emphasised that this year has been all about the local community with the installation of the defibrillator donated by Heart2Heart and the continuing success of the Harford Community Card in providing benefits for the local community. Special thanks were given to The People's Choice, Melita Morgan, Laura Shepherd, Jackie from Fab Fitness, ASDA and Tesco for supporting our community events. IW also explained the necessary increase in rates due to the rising cost of utility bills.

- The accounts have been independently verified by Triple Botton Line Accounting Ltd.

4. User groups:

Written reports were provided by Elizabeth Kay School of Dance, Friday Youths Drop-In, Norfolk & Norwich Chess Club, Norwich Jujitsu Club and Independence Matters Working Together Group.

- L. Thain read the report provided by Elizabeth Kay School of Dance. The members are pleased with the venue and the class is very successful.

- A. Elliott spoke representing Ipswich Road United Reformed Church Friday Youth Drop-In. They currently have about 50 youths regularly attending and the leaders are being supported by two students from UEA. All DBS checks are in place. The group enquired about indoor physical activities for teenage boys which would be permissible within the hall.

- C. Feeney spoke on behalf of Norwich Jujitsu Club. Following the pandemic and the loss of their previous venue, the club are grateful for the central venue and storage provided by Harford Community Centre. Membership rates are increasing and the club now have 27 members. Thanks were given to I. Wells.

- S. Eastman spoke on behalf of Norwich Speakers Club. The club has Harford Community Centre as their new venue following the pandemic. Membership has increased from 23 to 41 members. Positive feedback was given about the central location, car parking, safety and storage facilities of the Centre.

- Norfolk & Norwich Chess Club presented their report, commending Harford Community Centre as a venue and praising the facilities. The club now has 30 members.

5. Amendments to the Constitution

H. Land, in her role as Secretary, explained to the meeting that the existing Constitution for Harford & Tuckswood Community Association required updating as the Association has evolved since this was agreed in 2006. She presented the updated Constitution alongside the existing Constitution, identifying the amendments and explaining these. A. Elliott identified the need to clarify that the Committee would oversee the book keeper in the absence of a Treasurer. This addition was made by the Secretary. 14 members with voting rights were present at the meeting. The amended Constitution was agreed unanimously.

6. Election of General Committee and Trustees:

A. Worley explained the necessary protocol and assumed control of the meeting. Nominees to Committee came from Lee Mills, Karen Browes-Walker, Helen Land, David George and Sian Scannell. These were proposed by C. Feeney and seconded by M. Nicholls.

7. Election of Honorary Officers:

Lee Mills stood as nominee for Chair. This was proposed by D. George and seconded by K. Browes-Walker. All were in favour. Helen Land stood as nominee for Secretary. This was proposed by K. Browes-Walker and seconded by L. Thain. All were in favour. The post of Treasurer received no nominations and this position remains unfilled.

8. Appointment of Independent Examiner:

L. Mills proposed the re-nomination of Triple Bottom Line Accounting Ltd. This was agreed by the meeting.

9. AOB

- C. Feeney enquired about the lack of lighting near the bike racks. I. Wells explained that this area is not the property of Harford Community Centre. Use of the astro-turfed deck was recommended as this is covered by the Centre's CCTV.

- Norfolk & Norwich Chess Club expressed a preference for some double tables to still be available when the tables are replaced. This was seconded by the Youth Drop-In who identified that smaller tables are difficult to sit many people round when they are put together.

Annual Report

As Chairman of the Harford Community Centre, it is my privilege to share this year's report on the progress and ongoing efforts within our thriving community hub. I am delighted to report that our centre continues to flourish as a vital part of our local community, thanks to the hard work and dedication of our staff, volunteers, and supporters.

The past year has been marked by consistent growth and success across all our activities and programs. Our youth groups are thriving, providing a safe, supportive, and engaging environment for young people. The free activities we offer throughout the year continue to receive enthusiastic participation, reinforcing our commitment to making the centre accessible and inclusive for everyone.

The NHS Eye Clinic, a valued partner within the centre, is doing exceptionally well. Their services have been a great benefit to the community, and we are proud to host such an essential service that enhances the wellbeing of so many local residents.

While much is going well, we are committed to further improving the centre for the benefit of all users. One key project is the terrace. We recognise its potential as a valuable outdoor space for events, activities, relaxation and we are working diligently to address the necessary repairs and upgrades. With your continued support, we hope to complete this project soon, transforming it into a functional and inviting area for all.

Our booking rates have been exceptional this year, with a wide range of community groups, organisations and private events utilising the centre. The strong demand is a testament to the quality of our facilities and the sense of community we foster. We remain committed to ensuring the centre remains a welcoming and accommodating space for all.

None of this would be possible without the continued dedication of our team and the unwavering support of our community. Your contributions - whether through volunteering, donations, or participation - are what make the Harford Community Centre a true cornerstone of our community.

Looking ahead, we remain focused on maintaining the momentum we have built, completing necessary improvements like the terrace and continuing to expand the programs and services we offer. Together, we can ensure the centre remains a place of connection, opportunity and growth for everyone.

Thank you all for your continued support and involvement.

Lee Mills

HARFORD STAY & PLAY
For 0-4 years
provided by **BEED KASCA**



MONDAYS & FRIDAYS
10:00am - 11:30am (NO BOOKING REQUIRED)

£4.25 PER CHILD*
(MAX 3 CHILDREN PER ADULT)

Scan QR code to book
Harford Community Centre

GET YOUR FREE COMMUNITY CARD



Available from the Office
Harford Community Centre
Hall Road by **ASDA** Norwich
Monday ~ Friday 10am~4pm

Our free community card is available to all residents of Harford, Lakenham and Tuckswood living in the Norwich City Council Lakenham Ward entitling them to reduced rates at Harford Community Centre.

We are also encouraging local businesses to offer discounts and rewards for card holders.

Check our website for all up to date offers harfordcommunitycentre.org.uk/community-card

FAB **Harford Fitness**

A low impact fun fitness aerobic class

Fridays 2:00pm

No Booking Required


South Harford & Tuckswood
Community Association
Registered Charity No. 1120840





Hall Road by **ASDA**
Norwich NR4 6ET

☎ 01603 908172
@ office@harfordcentre.org.uk
🌐 harfordcommunitycentre.org.uk

MONDAYS

10:00am Harford Stay & Play by Ragged Rascals
1:15pm Pilates - Pure Physiotes
5:30pm TKDA Taekwondo Academy
7:00pm Snapdragon Cabaret

TUESDAYS

9:30am Slimming World
1:00pm Singing Mamas
4:45pm Pilates - Pure Physiotes
6:00pm Norwich Synchro Club
7:30pm Norfolk & Norwich Chess Club
7:30pm Norwich Ju Jitsu

WEDNESDAYS

10:00am EC&FS Stay & Play
7:30pm Dance Exercise

THURSDAYS

5:30pm TKDA Taekwondo Academy
5:30pm Tamil Dance
7:15pm Norwich Speakers Club (fortnightly)

FRIDAYS

10:00am Harford Stay & Play by Ragged Rascals
12:30pm MS Society Yoga
2:00pm Harford Fab Fitness
4:00pm Friday Youths by Ipswich Road URC

SATURDAYS

Private Hire Available

Children's Party
1 - 16 years
(no alcohol allowed)

£57.50* for up to 3 hours
additional hours £17.00 per hour

Other Parties#
(No 17/18/19/20 Birthdays)

£120.00* for up to 5 hours
additional hours £22.50 per hour

*A £50.00 refundable bond will be charged. NB: #Alcohol is only allowed via one of our approved suppliers, there will be an additional licence and setup fee of £50.00. The bar will need time before and after to setup/pack down, which needs to be included in your hire time.

SUNDAYS

10:00am Forward in Faith Ministries Service
3:00pm Norwich Tamil School

What's ON!



South Harford & Tuckswood
Community Association
Registered
Charity No
1126830



	<u>This Year</u>	<u>Last Year</u>
Opening Fund		
brought forward from previous year	44,155.03	37,984.99
plus balance from I&E Account	16,234.01	6,170.04
	<u>60,389.04</u>	<u>44,155.03</u>
Represented by:-		
Current Assets		
Current Account	9,558.67	8,593.93
Debit Card	115.41	112.61
Deposit Account	50,696.85	35,205.02
Cash in Hand	18.11	243.47
	<u>60,389.04</u>	<u>44,155.03</u>
Payments still to clear	-	
Remaining available balance	60,389.04	Printed on 31/08/2024

	<u>This Year</u>	<u>Last Year</u>
Income		
Community Group	16,065.59	12,805.05
Association Group	6,548.66	6,302.00
User Group	11,171.82	9,579.50
Business Hire	31,482.26	16,105.65
Private Hire	12,599.90	13,020.15
Bank Interest	491.83	170.39
Fund Raising	1,348.33	608.23
Misc	628.82	1,242.45
	<u>80,337.21</u>	<u>59,833.42</u>
Expenditure		
Wages	24,093.92	22,753.86
Cleaning	9,767.77	10,341.54
Waste Collection	738.67	696.27
Gas	650.17	623.87
Electricity	3,225.47	2,367.05
Telephone/Broadband	462.60	487.12
Licenses	1,026.47	488.30
Equipment	8,427.34	1,564.80
Repairs & Maintenance	895.13	1,103.27
Water	2,351.71	578.53
Bond Refund	3,027.15	3,966.00
Insurance	492.80	492.80
Accountancy	180.00	-
Printing & Stationery	780.94	676.80
Activities	6,397.70	5,345.51
Misc	1,585.36	2,290.27
	<u>64,103.20</u>	<u>53,775.99</u>
Net Surplus transferred to Balance Sheet	<u>16,234.01</u>	<u>6,057.43</u>
		Printed on 31/08/2024

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Peter Ellington

Peter Ellington FAIA
Triple Bottom Line Accounting Limited



Friday Youths Drop-In

Ran by

Ipswich Road United Reformed Church



The year up to July 2024 saw the numbers attending 'Friday Youths', at Harford Community Centre exceeding 25 young people each week with more or less equal numbers of boys and girls. The age range in the Club is generally 11-16. From the start of this academic year however, numbers attending have dropped considerably, with a small band of older members returning but no noticeable additions of younger members, though in the last few weeks some older girls have brought one or two friends with them. The Club organisers have therefore started a new campaign of advertising to bring in new members.

The Club members continue to come mostly from the Lakenham and Tuckswood areas with some attending from further afield.

We provide a number of different activities to interest the young people, such as table tennis, pool, table football, Wii and Xbox games plus crafts. A new addition for this year has been the introduction of a basketball tournament game which was offered to us by Norwich City Council and is in fact now jointly owned by South Harford and Tuckswood Community Association and Ipswich Road URC, and this has proved popular.

The boys always enjoyed playing football outside on the veranda and we erect each week a net at the Hall Road end of the veranda, to stop balls going into the road and use a soft ball, however this activity has had to be stopped due to the condition of veranda area at the present time.

We also provide crafts and board games and these prove popular with chess being popular with some of our members.

Through the sale of refreshments at reasonable prices, we also provide physical sustenance.

For most of the past year, Friday Youths has been staffed by two volunteers from the church plus one qualified youth leader, who we employ through Youth for Christ and two students from UEA. All staff are DBS checked. The Club is completely financed by Ipswich Road United Reformed Church.

Our desire is to ensure that Friday Youths provides an interesting and safe place where young people can meet, chill out, talk to each other and to club leaders. We try to ensure that they know they are welcomed and respected whoever they are.

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



Norwich Jujitsu Club has been running for over 25 years and, in that time, we have taught several hundred people the art of jujitsu. We currently have 26 members (including 4 instructors) with 6 members originating from countries outside the UK.

We moved to Harford Community Centre over 3 years ago when our previous venue closed down. Since then we have gained a number of new members and continue to do so on a regular basis, almost certainly helped by the location of the centre and its ease of parking. Due to increased demand, we have more recently booked additional sessions to our usual Tuesday evenings. Therefore, Harford Community Centre is the perfect venue for us and especially so due to sufficient space for storage of our mats and equipment.

Special thanks must go to Ian Wells who has always been extremely helpful and with whom we have built up a very strong relationship.



In Memory
David George
1949 - 2024

David joined our Committee in 2019. He first approached us by asking if he could help with any 'handyman' jobs. He was happy to lend a hand with everything from woodwork, painting and gardening, each spring tending the planter we have. He also gave a hand at Christmas time with the grotto and putting up the outside Christmas trees and lights.

During our Summer Activities he enjoyed interaction with the children helping to build Lego models.

He was everybody's friend, always a cheery smile and kind words of wisdom, he seemed to have contacts everywhere, his input on the committee will be sadly missed.

Rest in peace David.

Your friends on the Committee

Harford
Community Centre
needs



YOU!

South Harford & Tuckswold Community Association
are looking for volunteers to join our committee
and band of helpers.

For further details speak to our
Centre Manager Ian or send us an Email.


South Harford & Tuckswold
Community Association
Registered
Charity No
1126630

☎ **01603 908172**
@ **office@harfordcentre.org.uk**
🌐 **harfordcommunitycentre.org.uk**



Amendments to the Constitution

None received

Election of Committee/Trustees

Not less than 3 or more than 10

Election of Honorary Officers

Nominations received:

Chair - Lee Mills

Secretary - Helen Land

Treasurer - Laura Shepherd

Appointment of Independent Examiner

Triple Bottom Line Accounting Limited



Community Christmas Party





Saturday
14th December
11:00^{am} & 2:00^{pm}

SOLO OUT





FINAL FEW LEFT
★ ★ ★
SELLING FAST
★ ★ ★
FINAL FEW LEFT

at



10 The Lastings, Hall Road, Norwich, NR4 6ET.
Tel: 01603 908172 · Email: office@harfordcentre.org.uk
www.harfordcommunitycentre.org.uk



For children living in the Lakenham Ward

- Meet SANTA in his Grotto
(including a free gift)
- Party games & music by **COZY CORIN**
- Snack Box & Drink
- Suitable for children under 11
- Tickets £15* each from the Office
*Harford Community Card holders just £5

All children MUST be accompanied by a responsible adult at all times.

supported by



The Peoples Choice



TESCO







South Harford & Tuckswold
Community Association
Registered
Charity No
1126630



at

Harford Community Centre

10 The Lastings, Hall Road, Norwich, NR4 6ET.
Tel: 01603 908172 • Email: office@harfordcentre.org.uk

Private Hire Prices

Children's Party
1 - 16 years
(no alcohol allowed)

£57.50* for up to 3 hours
additional hours £17.00 per hour

Other Parties#
(No 17/18/19/20 Birthdays)

£120.00* for up to 5 hours
additional hours £22.50 per hour

*A £50.00 refundable bond will be charged. NB: #Alcohol is only allowed via one of our approved suppliers, there will be an additional licence and setup fee of £50.00. The bar will need time before and after to setup/pack down, which needs to be included in your hire time.



harfordcommunitycentre.org.uk

**A 10% reduction off our private hire prices
for Harford Community Card holders**

Accounts



South Harford & Tuckswood
Community Association

Registered
Charity No
1126830

ANNUAL GENERAL MEETING

Thursday
30th November 2023

 **Harford**
Community Centre

AGENDA

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

South Harford & Tuckswood Community Association

Minutes of the Annual General Meeting on 9th March 2023

In attendance:

Lee Mills (Chair & Trustee), Helen Land (Secretary & Trustee), Karen Browes-Walker (Trustee), Ian Wells (Centre Manager), Lynda Thain (Elizabeth Kay Dance), Andy De'ath (Norwich Jujitsu), Audrey Elliott and Richard Nunn (Ipswich Road United Reformed Church Friday Youth)

Apologies:

Paula Taylor (Trustee), David George (Committee), Sian Scannell (Committee), Stephen Orton (Norfolk & Norwich Chess Club), Maggie Bohannan (3rd Norwich Brownies), Kay Hall (Elizabeth Kay School of Dance), Max Griffiths (Norwich City Council).

1. Welcome:

L. Mills welcomed everyone to the meeting. He explained that the 2022 AGM had been necessarily delayed due to the death of the Independent Examiner. The 2023 AGM will be held on 30th November.

2. Minutes of the last AGM:

The minutes of 2nd December 2021 were agreed.

3. Annual reports and accounts:

L. Mills presented his Chairperson's Report. Despite the necessary increase in booking rates, bookings are at a good level. The introduction of the Community Card has been a great success with local resident benefitted from discounted rates.

Centre events have been organised throughout the year with a free Summer Programme running for families during August 2022, a Halloween party, and two Christmas parties. Thanks were given to the Committee, Trustees, the Centre Manager and The Peoples' Choice for their support. L. Mills shared plans to upgrade the Centre's tables and chairs.

The accounts have been independently verified by Patricia Penny.

L. Mills read the Centre Manager report. I. Wells outlined the recovery of the Centre since it's re-opening following the pandemic and how it is benefitting the local community. Special thanks were given to Paul Ramsbottom of Apple Inc. and The People's Choice.

4. User groups:

L. Thain reported that Elizabeth Kay Dance are pleased with the air conditioning and heating system in the hall which can be tailored specifically to their needs.

A. De'ath from Norwich Jujitsu commended the storage and facilities within the Centre and expressed their intention to continue using the hall in the long term.

A. Elliott and R. Nunn from Ipswich Road United Reformed Church Friday Youth expressed their thanks and appreciation of the facilities available. They currently have 38 members – a third from Tuckswood and two thirds from Lakenham. Youths are arriving early, before 4pm, and are staying until the end of the session at 6pm.

5. Election of General Committee:

Nominees to Committee came from Lee Mills, Karen Browes-Walker, Paula Taylor, Helen Land, David George and Sian Scannell.

These were proposed by R. Nunn and seconded by A. Elliott.

6. Election of Honorary Officers:

Nominees came from Lee Mills as Chairperson and Helen Land as Secretary.

These were proposed by L. Thain and seconded by A. Elliott.

The post of Treasurer remains unfilled.

7. Election of Trustees:

Nominees came from Lee Mills, Karen Browes-Walker, Helen Land and Paula Taylor. These were proposed by A. Elliott and seconded by R. Nunn.

8. Appointment of Independent Examiner:

Currently vacant

9. Amendments to the Constitution:

L. Mills informed the AGM that amendments to the Constitution will be made at the next AGM in November 2023.

10. A.O.B:

L. Mills invited questions from the floor.

L. Thain asked for clarification of the different user group types listed in the accounts. This was explained by I. Wells.

A. De'ath enquired if the sum under 'current assets' was intended to be held each year. I. Wells explained that this fund was held in contingency.

A. Elliott enquired about the provision of wi-fi for public use. L. Mills said that this matter is under consideration. I. Wells explained that the increased cost of wi-fi provision would need to be reflected in booking rates.

Chairman's Report

This year has been fantastic. The centre has had such an uplift of bookings and user groups.

This year we have been able to provide Easter events, Summer events, a Halloween party and our upcoming Christmas parties for the local community all of which have had a great response.

We have also taken time to update our policies and constitution, of which the later you can find on our website.

Earlier this year four family homes were destroyed by fire on Hall Road close to the centre. We have been able to support the families in need.

For 2024 we look to update our stock of tables and chairs. Also to refresh the paint work in all of the rooms.

I hope that the following year continues with good success of bookings and activities.

My trustees and I would like to say a massive thank you to everyone that has supported the centre this year.

Lee Mills

Centre Report

This year has been all about the local community.

In April we received a defibrillator kindly donated by Heart2Heart. It is installed outside at the front of the community centre.

Our Community Card continues to benefit and encourage local people to take part in our activities, ranging from Harford Stay & Play and Harford Fab Fitness, to our special events including Halloween and Christmas parties also private hires.

A special thank you to Jackie from The People's Choice who donated funds to enable the events to be so successful. Also Melita Morgan, Laura (Ragged Rascals), Jackie (Fab Fitness), ASDA and Tesco.

Again the Easter, Coronation and Summer events were all really well attended with free events going on in both the Hall and the Business suite.

Along with the success of the Centre comes increased costs. Large increases in our utility bills means we have had to make increases to our rates, although we endeavour to minimise these costs to our users. While we continue to maintain and improve the Centre for everyone.

I am always here to help with any query or issue and hope to continue to go from strength to strength.

Ian Wells

GET YOUR FREE COMMUNITY CARD



Our free community card is available to all residents of Harford, Lakenham and Tuckswood living in the Norwich City Council Lakenham Ward entitling them to reduced rates at Harford Community Centre.

We are also encouraging local businesses to offer discounts and rewards for card holders.

Check our website for all up to date offers harfordcommunitycentre.org.uk/community-card



ACCEPTED
HERE

ThePeoplesChoice

Donating to the causes closest to your heart

120a Hall Road, Norwich, NR1 3HP

MONDAYS

- 10:00am Harford Stay & Play by Ragged Rascals in the Hall
- 1:15pm Pilates - Pure Physiotes in the Hall
- 5:30pm TKDA Taekwondo Academy in the Hall
- 7:00pm Snapdragon Cabaret in the Hall

TUESDAYS

- 9:30am Slimming World
- 5:00pm Pilates - Pure Physiotes
- 6:00pm Norwich Synchro Club
- 7:30pm Norwich & Norfolk Chess Club
- 7:30pm Norwich Ju Jitsu

WEDNESDAYS

- 10:00am EC&FS Stay & Play
- 1:30pm USA - Travel & Tourism (monthly)
- 2:00pm Advanced Tap
- 7:30pm Dance Exercise

THURSDAYS

- 5:30pm TKDA Taekwondo Academy
- 5:30pm Tamil Dance
- 7:00pm Evening Strummers Ukulele
- 7:15pm Norwich Speakers Club (fortnightly)

What's ON!

FRIDAYS

- 10:00am Harford Stay & Play by Ragged Rascals
- 12:30pm MS Society Yoga
- 2:00pm Harford Fab Fitness
- 4:00pm Friday Youths by Ipswich Road URC
- 4:45pm Norwich & Norfolk Junior Chess Club
- 7:30pm Burn 24-7 (Last Friday of the Month)

SATURDAYS

Private Hire Available

Children's Party 1 - 16 years	£55.00* for up to 3 hours additional hours £16.00 per hour
----------------------------------	---

Other Parties* No 17/18/19/20 Birthdays	£115.00* for up to 5 hours additional hours £21.00 per hour
--	--

*£600.00 includes the hall and the catering. It's "What's On" only allows the use of our approved suppliers. There will be an additional license and safety fee of £60.00. The hall will need two tables and chairs redecorated twice, which costs to the hall to pass the fees.

SUNDAYS

- 10:30am Forward in Faith Ministries Service
- 3:00pm Norwich Tamil School
- 6:00pm Rebejingas Emociju Transformacija Yoga



South Harford & Tuckswood
Community Association
Registered
Charity No
1126430



	<u>This Year</u>	<u>Last Year</u>
Opening Fund		
brought forward from previous year	37,984.99	40,599.83
plus balance from I&E Account	6,057.43	(2,614.84)
	<u>44,042.42</u>	<u>37,984.99</u>
Represented by:-		
Current Assets		
Current Account	8,593.93	7,644.45
Deposit Account	35,205.02	30,034.63
Cash in Hand	243.47	305.91
	<u>44,042.42</u>	<u>37,984.99</u>
Payments still to clear	-	
Remaining available balance	44,042.42	
		Printed on 31/08/2023

	<u>This Year</u>	<u>Last Year</u>
<u>Income</u>		
Community Group	12,805.05	12,774.00
Association Group	6,302.00	5,170.78
User Group	9,579.50	9,137.25
Business Hire	16,105.65	7,618.00
Private Hire	13,020.15	8,124.03
Bank Interest	170.39	3.93
Fund Raising	608.23	123.05
Misc	1,242.45	6,266.77
	59,833.42	49,217.81
<u>Expenditure</u>		
Wages	22,753.86	21,964.53
Cleaning	10,341.54	14,447.34
Refuse	696.27	1,148.01
Gas	623.87	158.74
Electricity	2,367.05	3,431.61
Telephone/Broadband	487.12	497.28
Licenses	488.30	746.90
Equipment	1,564.80	1,846.72
Repairs & Maintenance	1,103.27	19.89
Water	578.53	146.75
Bond Refund	3,966.00	1,315.00
Insurance	492.80	492.80
Accountancy	-	175.00
Postage & Stationery	676.80	661.08
Activities	5,345.51	-
Misc	2,290.27	4,769.00
	53,775.99	51,820.65
Net Surplus transferred to Balance Sheet	6,057.43	(2,602.84)

Printed on 31/08/2023

Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Peter Ellington

Peter Ellington FAIA
Triple Bottom Line Accounting Limited

User Group Reports



Elizabeth Kay School of Dance

The over 50's Dance Exercise Class which meets on Wednesday evenings continues to do well with numbers of members bouncing back after the pandemic. Consequently the class is full and unable to take new members at the moment, and I have made a waiting list for those who enquire about joining.

In November of last year the venue where I held my Tap Dancing Class could no longer accommodate us and in January I moved the class to The Harford Centre on Wednesday afternoons. This move has been very satisfactory with class members commenting on how pleasant they find the venue and the super sound their taps make.

Ian was very helpful with facilitating our move, and later in the year was kind enough to allow us to use the centre for a national charity event called "Time to Tap" in aid of the Roy Castle Lung Cancer Foundation at which we raised over £800.



Friday Youths Drop-In

Ran by

Ipswich Road United Reformed Church



The past year has seen a growth in numbers attending 'Friday Youths', at Harford Community Centre and we are now seeing 20 plus young people each week. We currently have more or less equal numbers of boys and girls. The age range in the Club is generally 12-15, The youngsters usually gather in the entrance hall at around 3.50pm -although we don't start until 4pm- and are reluctant to leave at 6pm. Many of them come straight from school. Some stay for the whole 2 hours and others drop in and out as they wish.

The Club organisers are now putting a limit on membership, as with current numbers it is felt we are reaching a point that safety of the youngsters might be compromised if we allowed a further increase in numbers attending. A waiting list is therefore now in operation, though as the nights become darker there is usually a noticeable drop off in numbers attending as the boys are unable to play football on the outside area. The Club members continue to come from a wide area though mostly come from the Lakenham and Tuckswood areas with a small number from Eaton Rise with some attending from further afield.

We provide a number of different activities to interest the young people, such as table tennis, pool, table football, Wii and Xbox games plus crafts. They mainly want a warm, dry, friendly venue in which to meet their friends. The boys really enjoy playing football and we have a temporary net erected each week at the Hall Road end of the verandah, to stop balls going into the road and use a soft

ball. It is really difficult when the weather is bad, because the other activities- pool, table tennis, Wii, X- Box don't keep their attention in the same way as any ball games or other more active games.

We also provide crafts and board games and these prove popular with some of our members- chess is particularly popular.

Through the sale of refreshments at reasonable prices, we also provide physical sustenance.

For most of the past year, Friday Youths has been staffed by two volunteers from the church plus one qualified youth leader, who we employ through Youth for Christ. All staff are DBS checked. The Club is completely financed by Ipswich Road United Reformed Church.

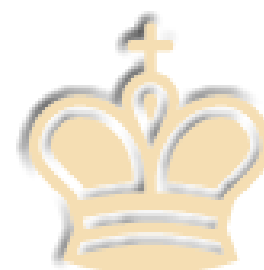
Increased numbers and our desire to ensure that Friday Youths provides a safe place where young people can meet, chill out, talk to each other-and to the leaders-and know they are welcomed and respected, means that we need enough helpers.. To assist with these efforts we have recently appointed two students from UEA who are much closer in age to those attending compared to the organisers from the Church. They are also DBS checked.

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

If you would like to know more about Friday Youths please contact

Richard or Audrey

infoirurc@gmail.com or see the church website ipswichroadurc.org.uk



Norfolk & Norwich Chess Club

Since moving to Harford Community Centre the club has blossomed, with the number of members steadily increasing from about 15 when we started here to over 30 now. And this is helping to make us successful, as we had a bumper season last year, winning five of the six different competitions we entered in the Norfolk League. We now have four teams playing in the league, plus 4 teams competing in the three knockout competitions on offer.

Many chess clubs meet in pubs, but we attract more juniors than most clubs, because of the pleasant and healthy atmosphere at Harford. One of them is the current Norfolk under-18 champion; several of our players represent Norfolk in inter-county events, and another of our players plays for the England over-65 team in international competitions.

We were very pleased to hold an all-day competition here at the beginning of November, which attracted more players than any other event in the county this year.



Norwich Jujitsu Club

Norwich Jujitsu Club has been running for at least 25 years and, in that time, we have taught several hundred people the art of jujitsu. We currently have 27 members, which includes 4 instructors.

We moved to Harford Community Centre over 2 years ago when our previous venue closed down.

Since then we have gained a number of new members and continue to do so on a regular basis, almost certainly helped by the location of the centre and its ease of access. Therefore, Harford Community Centre is the perfect venue for us.

Special thanks must go to Ian Wells who has always been extremely helpful and with whom we have built up a very strong relationship.



Independence Matters Working Together Group

Independence Matters Working Together Group (WTG) meets once a month at Harford Community Centre and again every quarter for our County WTG. Independence Matters provides care and support services for people with learning disabilities, autistic people, people living with dementia, older people and people with mental health difficulties.

The people that attend the working together groups consist of customers, carers, support staff, managers and directors all in equal partnership. These groups work on a range of things, coproducing documents for the company and making things 'easy read' this is essential to enable people with additional communication needs to understand some information that they may have found difficult. (Easy Read combines photographs alongside plain text).

Our working groups have been asked by other service providers to assist them with producing their service leaflets in an easy to read format, so our work benefits the wider community which is a great achievement and a good opportunity to meet new people and make new connexions.

WTG's are run by our customers which empower people and everyone's contribution is valued and respected equally. People represent themselves and their peers that use our services and inform change within our company. We have a very strong value base of "I Matter" and people are at the very centre of their care and support.

Harford Centre is ideal for our groups as it is fully accessible and has a large screen that we use to do our work on together as a group.



South Harford & Tuckswold
Community Association
Registered
Charity No
1126850

☎ 01603 908172

@ office@harfordcentre.org.uk

🌐 harfordcommunitycentre.org.uk

South Harford & Tuckswold Community Association
are looking for volunteers to join our committee
in particular a new Treasurer.

For further details speak to our
Centre Manager Ian or send us an Email.



Amendments to the Constitution

See separate printouts

Election of Committee/Trustees

Not less than 3 or more than 10

Election of Honorary Officers

Nominations received:

Chair - Lee Mills

Secretary - Helen Land

Treasurer - Vacant

Appointment of Independent Examiner

Triple Bottom Line Accounting Limited



Book Your Party!

at

Harford Community Centre

10 The Lastings, Hall Road, Norwich, NR4 6ET.
Tel: 01603 108172 • Email: office@harfordcentre.org.uk

Private Hire Prices

Children's Party
1 - 16 years
(no alcohol allowed)

£55.00* for up to 3 hours
additional hours £16.00 per hour

Other Parties*
(ie 17/18 & 19/20 birthday)

£115.00* for up to 5 hours
additional hours £21.00 per hour

*A £50.00 refundable bond will be charged. NB: *Alcohol is only allowed via one of our approved suppliers, there will be an additional licence and setup fee of £50.00. The bar will need time before and after to setup/pack down, which needs to be included in your hire time.



www.harfordcentre.org.uk

**A 10% reduction off our private hire prices
for Harford Community Card holders**

Accounts



South Harford & Tuckswood Community Association

Registered
Charity №
1126830



**Thursday
9th March 2023**

 **Harford**
Community Centre

AGENDA

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

South Harford & Tuckswood Community Association

Minutes of the Annual General Meeting
on 2nd December 2021 at 7:30pm

In Attendance: Karen Browes-Walker (Trustee), Lee Mills (Chair & Trustee), Dr Mike Brock (Trustee), Ian Wells (Centre Manager), Helen Land (Committee Member), Paula Taylor (Committee Member), Max Griffiths (NCC), David George (Committee Member), Lynda Thain (Dance Exercise), Duane Ellerns

Apologies: Lakenham Councillors (due to Purdah), Brownies

1. Welcome: L. Mills welcomed everybody to the meeting

2. Minutes of the last AGM - These were confirmed and accepted.

3. Annual Reports and Accounts

- L. Mills opened his address with the Chairman's Report. He thanked the committee members, trustees, centre manager and user groups for their ongoing support through another testing year due to the pandemic
- L. Mills gave an overview of the centre re-opening early in 2021, the recommencement of community events and the ongoing review of these as restrictions change over time.
- He then outlined the various improvements that had occurred with respect to storage and maintenance over the year, and those identified for future enhancement into the next year.
- **Accounts:** these had been independently verified by Jennifer Burns (Freed of London) and the full accounts were available to view.
- M. Brock outlined the accounts situation, explaining that finances remained healthy through the pandemic, largely through initial business grants, and then with furlough payments since November 2020 to cover I. Wells wages while the centre remained shut.
- M. Griffiths expressed his thanks to I. Wells and M. Brock for their proactivity in applying for these forms of financial support
- **Centre Manager Report:** L. Mills read the report by I. Wells, which outlined the challenges of the year and the ways the Association had met these.

4. User Groups

- Although User Groups were not asked for reports, LM welcomed any comments or questions. L. Thain expressed her gratitude for I.Wells for his ongoing communication through the pandemic. M.Brock added he felt this was key to ensuring a swift and confident return of many user groups through 2021.
- L. Thain asked about the redecoration of the centre. K. Browes-Walker explained this was done through the lockdown, and thanked P. Taylor for her hard work in this regard.

5. Election of General Committee

- M. Griffiths explained the necessary protocol here, and also took the opportunity to thank all for their help and dedication in running the centre.
- Nominees to Committee came from Karen Browes-Walker, Lee Mills, Paula Taylor, Helen Land and David George. L. Mills would confirm if Clare Skipper would be reappointed here.
- These were proposed by K. Browes-Walker and Seconded by L. Thain

6. Election of Honorary Members

- Nominees came from Lee Mills (Chairperson) and Helen Land as Secretary. H. Land would consider the Treasurer role once she had consulted with M. Brock on what this entailed.
- These were proposed by K. Browes-Walker and Seconded by L. Thain

7. Election of Trustees

- Nominees came from Karen Browes-Walker, Lee Mills, Paula Taylor & Helen Land.
- These were proposed by K. Browes-Walker and Seconded by L. Thain

8. Appointment of Independent Examiner

- Nomination of Jennifer Burns (Freed of London).
- These were proposed by K. Browes-Walker and Seconded by L. Thain

A.O.B.

- The Association members thanked L. Mills for his hard work since stepping into the role and to M. Brock as he stepped down from his roles.
- M. Griffiths asked that amendments to the constitution be a priority for the opening committee meeting for the next year, and for a working group be set up to make such amendments

Chairman's Report

By Lee Mills Chairman

What a whirl wind of a year so far, since covid we have really picked up with bookings and activities in the latter part of 2022 and the start of 2023.

Despite a necessary increase in rates, our bookings have continued to thrive, enabling the Association to promote its activities and events for the community.

We have also introduced our own community card which has been received well with numbers exceeding our expectations, offering card holders discounts on rates and activities.

Our Summer, Halloween and Christmas activities were an absolute success and we will continue to do these.

We are hoping to upgrade the Centre's tables and chairs and to redecorate in the coming months.

Also, I would like to thank The People's Choice, our Centre Manager Ian and the Trustees and Committee for their ongoing support and hard work.

CAN YOU VOLUNTEER TO HELP?

Volunteer



Harford
Community Centre

Volunteer

**VOLUNTEERS
NEEDED!**

COMMITTEE MEMBERS



**South Harford & Tuckwood
Community Association**

GET YOUR FREE COMMUNITY CARD



Available from the Office
Monday ~ Friday 10am~4pm

Our free community card is available to all residents of Harford, Lakenham and Tuckswold living in the Norwich City Council Lakenham Ward entitling them to reduced rates at Harford Community Centre.

We are also encouraging local businesses to offer discounts and rewards for card holders.

Check our website for all up to date offers harfordcommunitycentre.org.uk/community-card



ThePeoplesChoice

Donating to the causes closest to your heart

120a Hall Road, Norwich, NR1 3HP



ACCEPTED
HERE

Income**This Year****Last Year**

Community Group	12,774.00	922.50
Association Group	5,170.78	954.97
User Group	9,137.25	2,463.75
Business Hire	7,618.00	317.00
Private Hire	8,124.03	280.00
Bank Interest	3.93	2.64
Fund Raising	111.05	74.16
Misc	6,266.77	29,543.42
	49,205.81	34,558.44

Expenditure

Wages	21,964.53	20,573.32
Cleaning	14,447.34	2,160.79
Refuse	1,148.01	473.57
Gas	158.74	-
Electricity	3,431.61	2,735.07
Telephone/Broadband	497.28	467.56
Licenses	746.90	-
Equipment	1,846.72	-
Repairs & Maintenance	19.89	243.71
Water	146.75	371.26
Bond Refunds	1,315.00	858.75
Insurance	492.80	492.80
Accountancy	175.00	150.00
Postage & Stationery	661.08	85.00
Bank charges	-	-
Misc	4,769.00	2,489.00
	51,820.65	31,100.83
	(2,614.84)	3,457.61

Net Deficit transferred to Balance Sheet

Printed on 31/08/2022

Last Year

This Year

Opening Fund

brought forward from previous year	37,142.72
plus balance from I&E Account	3,457.11
	40,600.33

Represented by:-

Current Assets

Current Account	4,858.86
Deposit Account	35,030.70
Cash in Hand	710.27
	40,599.83

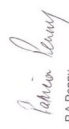
Payments still to clear
Remaining available balance

Printed on 31/08/2022

I have examined documentation supplied by the Bookkeeper for the South
Hartford & Tuckerswood Community Association relating to the Financial Year
September 1st 2021 – August 31st 2022.

Documentation provided comprised copies of manual input documents for the
current period, bank statements, together with computer produced reports
including the Summary Statement of Financial Position and Balance Sheet. I have
examined the accounts and supporting documents and have found that the
accounts are true and correct and that the accounts have been prepared in
accordance with the requirements of the Association's constitution and that
additional bank statements and invoices and receipts for purchases and
supplies were supplied.

I am satisfied that these Accounts fairly represent the financial transactions of
the Association and its overall surplus for the period under review.


P A Penny
Independent Examiner
24th January 2023

Centre Report

by Ian Wells Centre Manager

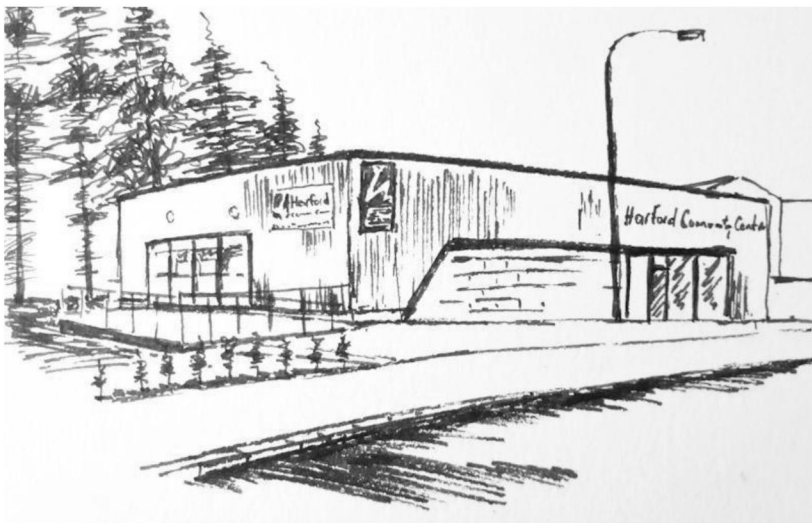
We all wondered how life would go back to normal after the pandemic. I'm pleased to say that with the help and cooperation of our users we have made a great recovery and report that since the reopening we have had a steady return and increase in the usage of the centre, enabling new groups and old alike to re-establish.

This year the Association introduced a new initiative - the Harford Community Card - that entitles adults who live in the Lakenham Ward to certain benefits at the centre. From discount on hiring, to participation in some user activities.

The children also benefited with our FREE! Summer Activities, Halloween Disco and the ever popular Community Christmas Party including a visit from Santa. This Easter we are adding an Arts & Craft day and Easter Egg Hunt to our free activities.

We continue to maintain and improve the centre for all our users. I must at this point thank Paul Ramsbottom from Apple Inc. for gifting us our new iPad and getting us a great deal on our new computer system and The People's Choice for their continued support. Also I'd like to thank our Chairman, Trustees and Committee for their support - Thank you.

As always I am here to help with any query or issue and hope the centre can continue to go from strength to strength.



Election of General Committee

Not less than 4 or more than 20

Election of Honorary Officers

Nominations received:

Chair - Lee Mills

Secretary - Helen Land

Treasurer - Vacant

Election of Trustees

Nominations received:

Karen Browes-Walker, Helen Land, Lee Mills, Paula Taylor

Appointment of Independent Examiner

Vacant

Amendments to Constitution

No amendments received.



at



10 The Lastings, Hall Road, Norwich, NR4 6ET.
Tel: 01603 908172 • Email: office@harfordcentre.org.uk

Private Hire Prices

Children's Party
1 - 16 years

£50.00* for up to 3 hours
additional hours £15.00 per hour

Other Parties# £110.00* for up to 5 hours
No 17/18/19/20 Birthdays additional hours £20.00 per hour

*A £50.00 refundable bond will be charged. NB: *Alcohol is only allowed via one of our approved suppliers, there will be an additional licence and setup fee of £50.00. The bar will need time before and after to setup/pack down, which needs to be included in your hire time.



**A 10% reduction off our private hire prices
for Harford Community Card holders**

Approved suppliers contact details:

Wallace Bars

07733 011326

www.wallaceuk.com

Bar hire is FREE of charge, however there is a minimum £50 refundable* deposit to secure the booking!

*If the bar takes over £500 they'll refund your deposit back to you, making your bar hire completely FREE.



harfordcommunitycentre.org.uk

Accounts



SHTCA

South Harford & Tuckwood Community Association
Registered Charity № 1126830

ANNUAL GENERAL MEETING

**Thursday
2nd December 2021**



Harford

Community Centre

AGENDA

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

Minutes of Annual General Meeting

Held on 7th December 2020

In Attendance: Karen Browes-Walker (Trustee), Jezza King (Chair & Trustee), Dr Mike Brock (Trustee), Ian Wells (Centre Manager), Lee Mills (Trustee), Clare Skipper (Committee Member), Paula Taylor (Committee Member), Max Griffiths (NCC), David George (Committee Member), Lynda Thain, Kay Hall, Cllr Brenda Jones, Clara Wiseman, Helen Land, Charlotte Haddon

Apologies: Lakenham Councillors - Keith Driver, Jane Sarmezy, Patrick Manning, Jane Morton (Norwich Dragons), Sue Gill (Norwich Bridge School), Keith Roast (Thai Chi)

1. **Welcome** J.King welcomed everybody to the meeting.
2. **Minutes of the last AGM** - These were confirmed and accepted.

3. Annual Reports and Accounts

- J. King opened his address with the Chairman's Report. He informed the group of the investments made in the centre, including the Air Conditioning Unit (£26,000) and storage fittings (£2500), as well as the increased 2019 Xmas party capacity as a community venture. Ragged Rascals has been brought in-house and run through the Association from this year.

- Given the disruption caused by covid-19, there have been ongoing plans for re-opening since the summer of 2020. A detailed and approved risk assessment has been conducted and the necessary marking-out of spaces and health precautions mean the centre is fully ready for operation when restrictions are suitably lifted.

- Nevertheless, in light of the current guidelines, the committee have taken the decision to remain closed for the remainder of 2020, and will hope to open early in 2021 under the advice and guidelines issued by Norwich City Council.

- When the centre made initial plans to re-open in November 2020, it was pleasing that 13 of the 37 regular user groups were keen to return. Although this creates issues for financial viability, the health of the reserves the centre has accrued in recent years mean that re-opening at reduced capacity is something the committee would seek to do in the interests of the community. Any operational losses are not calculated as substantial and the Association believe it is a facility that is needed by the local area in light of the difficult social situation many have endured since March 2020.

- C. Skipper continues to run the health and wellbeing classes online, allowing some form of public presence to remain in the interim period.
- While closed, the centre has had the aforementioned storage fittings done, and committee members P. Taylor and D. George have fully redecorated the main rooms in the centre.
- J. King wanted to take this opportunity to thank all user groups, committee members and volunteers for their work, as well as to I. Wells for his role as centre manager and the effort and dedication he brings to ensuring the smooth running of the centre.
- Finally, J. King will step down as chairman and a new election for chairman will be decided this evening. The Committee and Trustees thanked J. King for his superb chairman's role over the past year.
- **Accounts:** I. Wells confirmed these have been independently verified by Jennifer Burns and the full accounts were available to view at the centre if required. This year, there is obviously very little to report (in or out) since March 2020.
- M. Griffiths asked whether the Association had planned for the next 6 months in light of the uncertainty covid-19 brings. J. King & M. Brock informed the group that different scenarios had been considered. The belief is that whilst no option is going to bring in significant revenue for the centre (largely due to private hire facilities being heavily restricted), no scenario is deemed excessively detrimental to the future of the centre and its finances either.
- M. Griffiths asked whether the Association had considered aspects such as the Government furlough scheme. J. King replied that this had been an option, and with hindsight might have been taken by the centre. However, the period of uncertainty on whether the centre could re-open had led the committee not to take this route. Nevertheless, this will be a consideration for early 2021 whilst the scheme is available until March 2021.

4. User Groups

- J. King thanked all User Groups and welcomed any further comments or questions on these, of which none were forthcoming.

5. Election of General Committee

- M. Griffiths explained the necessary protocol here, and also took the opportunity to thank all for their help and dedication in running the centre.
- Nominees to Committee came from Karen Browes-Walker, Helen Land, Mike Brock, Lee Mills, Clare Skipper, Paula Taylor and David George.
- These were Proposed and Seconded by the group online.

6. Election of Honorary Members

- Nominees came from Lee Mills (Chair) and Mike Brock (Treasurer)
- These were Proposed and Seconded by the group online.

7. Election of Trustees

- Nominees came from Paula Taylor, Karen Browes-Walker, Mike Brock and Lee Mills.
- These were Proposed and Seconded by the group online.

8. Appointment of Independent Examiner

- L. Mills proposed the re-nomination of Jennifer Burns.
- These were Proposed and Seconded by the group online.

A.O.B.

- L. Mills thanked J. King for his hard work since stepping into the role and looked forward to taking on this role as chair, effective from this evening.
- K. Hall thanked J. King and the committee for the preparations they had made for the anticipated centre re-opening.

Feedback now and throughout the coming year are always valued and this could be directed to the Centre Manager Ian through the main email address office@harfordcentre.org.uk or to the trustees through their email address trustees@harfordcentre.org.uk



Private Function Hire Prices

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

*Plus a £30.00 refundable damage bond.

Revised 1/2/18

www.harfordcommunitycentre.org.uk

South Harford & Tuckwood Community Association Registered Charity No. 1126830

Chair's Report

	<u>This Year</u>	<u>Last Year</u>
<u>Income</u>		
Community Group	922.50	6,677.50
Association Group	954.97	4,132.45
User Group	2,463.75	16,511.25
Business Hire	317.00	4,616.88
Private Hire	280.00	4,880.18
Bank Interest	2.64	15.60
Fund Raising	74.16	101.42
Misc	29,543.42	10,031.40
	34,558.44	46,966.68
<u>Expenditure</u>		
Wages	20,573.32	20,226.66
Cleaning	2,160.79	8,409.42
Refuse	473.57	425.86
Gas	-	5,106.06
Electricity	2,735.07	4,962.02
Telephone/Broadband	467.56	301.60
Licenses	-	339.94
Equipment	-	6,584.06
Repairs & Maintenance	244.21	663.00
Water	371.26	276.00
Deposit Refunds	858.75	1,682.50
Insurance	492.80	492.80
Accountancy	150.00	175.00
Postage & Stationery	85.00	227.54
Bank charges	-	-
Misc	2,489.00	5,066.99
	31,101.33	54,939.45
Net Surplus transferred to Balance Sheet	3,457.11	(7,972.77)

Printed on 31/08/2021

	<u>This Year</u>	<u>Last Year</u>
Opening Fund		
brought forward from previous year	37,142.72	45,115.49
plus balance from I&E Account	3,457.11	(7,972.77)
	40,599.83	37,142.72
Represented by:-		
Current Assets		
Current Account	4,858.86	6,979.27
Deposit Account	35,030.70	30,028.06
Cash in Hand	710.27	135.39
	40,599.83	37,142.72
Payments still to clear	-	
Remaining available balance	40,599.83	

Printed on 31/08/2021

INDEPENDENT ACCOUNTS EXAMINER

I have examined documentation supplied by the Bookkeeper for the South Harford & Tuckswood Community Association, relating to the Financial Year ended 31 August 2021. This documentation comprises copies of manual input documents for the computerised bookkeeping system, together with computer-produced reports, including the Summarised Profit and Loss Account and Balance Sheet.

I am satisfied that these Accounts fairly represent the financial transactions of the Association, and its overall surplus for the period under review.

E.J. Burns

E.J. Burns
Independent Examiner
29th November 2021

Centre Report

by Centre Manager Ian Wells

It has been a difficult twenty months with COVID shutting the centres face to face operations from March 2020, with only a virtual AGM happening last year.

Having been furloughed this year I was answering the phone remotely. Gradually, as furlough was phased out I was able to increase the behind the scenes work and help prepare for groups coming back safely. Even now some are not returning until the New Year.

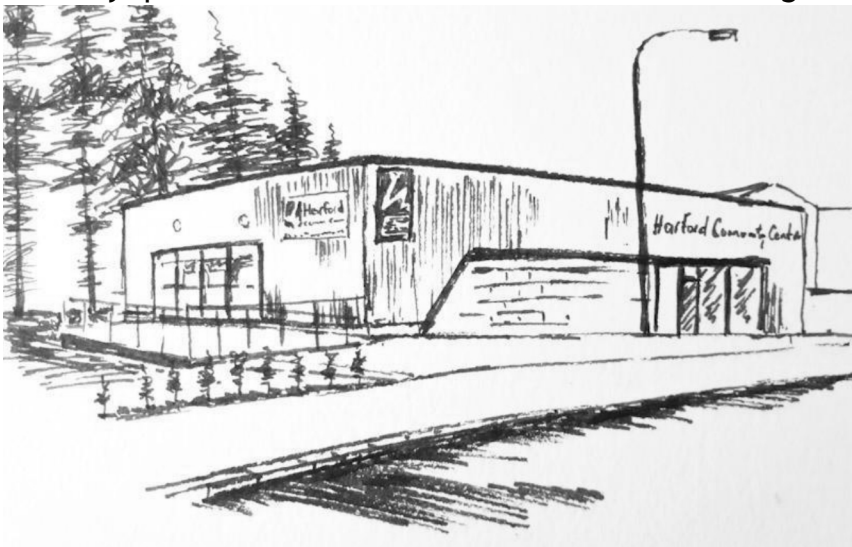
I'm pleased to report that, in general, groups are pleased to be back and are abiding by the COVID guidelines, and we are returning to 'normal'.

In my role I continue to do the book keeping and report to the Trustees on the income and expenditure of the accounts.

I like to keep a tight rein on invoicing and payments which is crucial to our ability to continue our work for the community. Our accounts remain in a healthy position enabling us to do this.

I would like to thank the Trustees and Committee for their ongoing support and confidence in my abilities to maintain a professional point of contact at the office.

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



Election of General Committee

Not less than 4 or more than 20

Election of Honorary Officers

Nominations received:

Chair - Lee Mills

Treasurer - Vacant

Election of Trustees

Nominations received:

Lee Mills, Karen Browes-Walker, Paula Taylor

Appointment of Independent Examiner

Jennifer Burns

Amendments to Constitution

No amendments received.



Community Christmas Party

Saturday
18th December 2021
11:00am & 2:00pm



For children living in
the Lakenham Ward

- Meet SANTA in his Grotto (including a free gift)
- Party games & music
- Snack Box & Drink
- Suitable for children under 10
- Tickets available from the Office (Minimum Donation £1)

10 The Lastings
Hall Road
Norwich NR4 6ET
Tel: 01603 908172

www.HarfordCommunityCentre.org.uk
South Harford & Tuckswood Community Association
(Registered Charity No 1126830)