



# SHTCA

South Harford & Tuckwood Community Association  
Registered Charity № 1126830

## ANNUAL GENERAL MEETING

**Thursday  
2<sup>nd</sup> 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 7<sup>th</sup> 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](mailto:office@harfordcentre.org.uk) or to the trustees through their email address [trustees@harfordcentre.org.uk](mailto: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](http://www.harfordcommunitycentre.org.uk)

South Harford & Tuckwood Community Association Registered Charity No. 1126830

# Chair's Report

**Income**

	<u>This Year</u>	<u>Last Year</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

**Expenditure**

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
	3,457.11	(7,972.77)

**Net Surplus transferred to Balance Sheet**

Printed on 31/08/2021



	<u>This Year</u>	<u>Last Year</u>
<b>Opening Fund</b>		
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
<b>Represented by:-</b>		
<b>Current Assets</b>		
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.

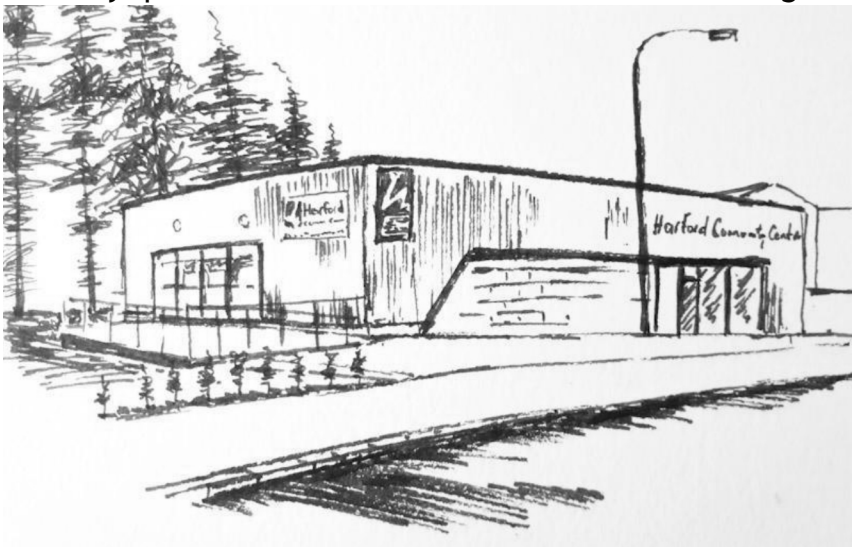
I'm pleased to report that, in general, groups are pleased to be back and are abiding by the COVID guidelines, and we are returning to 'normal'.

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  
18<sup>th</sup> 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](http://www.HarfordCommunityCentre.org.uk)  
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