



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

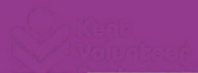


Harford
Community Centre

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
Association Group
User Group
Business Hire
Private Hire
Bank Interest
Fund Raising
Misc

12,774.00
5,170.78
9,137.25
7,618.00
8,124.03
3.93
111.05
6,266.77

922.50
954.97
2,463.75
317.00
280.00
2.64
74.16
29,543.42

49,205.81

34,558.44

Expenditure

Wages
Cleaning
Refuse
Gas
Electricity
Telephone/Broadband
Licenses
Equipment
Repairs & Maintenance
Water
Bond Refunds
Insurance
Accountancy
Postage & Stationery
Bank charges
Misc

21,964.53
14,447.34
1,148.01
158.74
3,431.61
497.28
746.90
1,846.72
19.89
146.75
1,315.00
492.80
175.00
661.08
-
4,769.00

20,573.32
2,160.79
473.57
-
2,735.07
467.56
-
-
243.71
371.26
858.75
492.80
150.00
85.00
-
2,489.00

51,820.65

31,100.83

(2,614.84)

3,457.61

Printed on 31/08/2022

Net Deficit transferred to Balance Sheet

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

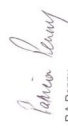
Payments still to clear
Remaining available balance

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 and the Balance Sheet. I have also examined
additionally 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

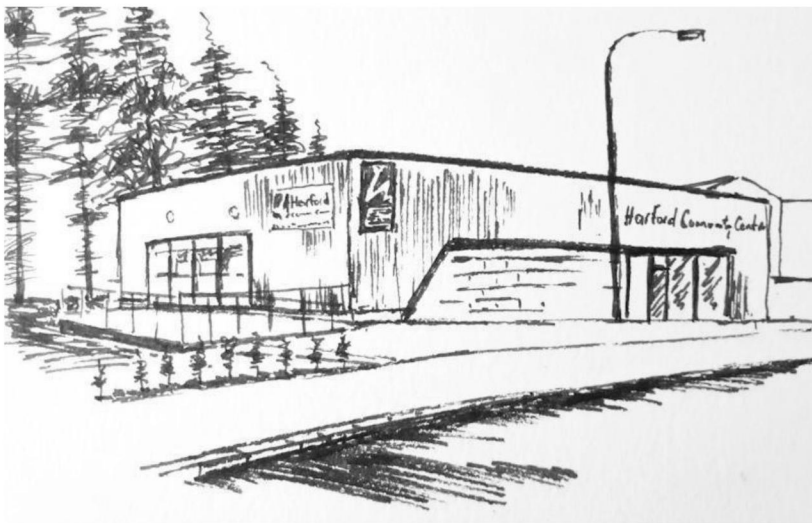
We all wondered how life would go back to normal after the pandemic. I'm pleased to say that with the help and cooperation of our users we have made a great recovery and report that since the reopening we have had a steady return and increase in the usage of the centre, enabling new groups and old alike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