



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
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Other Parties* No 17/18/19/20 Birthdays	£115.00* for up to 5 hours additional hours £21.00 per hour
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*£80.00 includes the hall and the tables. It is essential to pay a deposit in advance of any agreed parties. There will be an additional service and catering fee of £80.00. The hall will need two tables and chairs redecorated twice, which results in the hall not being free for two weeks.

SUNDAYS

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



South Harford & Tuckswood
Community Association
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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

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.

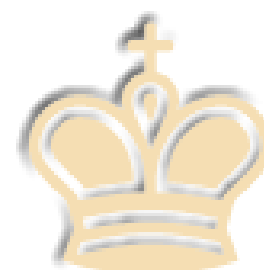
Increased numbers and our desire to ensure that Friday Youths provides a safe place where young people can meet, chill out, talk to each other-and to the leaders-and know they are welcomed and respected, means that we need enough helpers.. To assist with these efforts we have recently appointed two students 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 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.



☎ 01603 908172

@ office@harfordcentre.org.uk

🌐 harfordcommunitycentre.org.uk



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**