



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



**MONDAYS**

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

TUESDAYS

9:30am Slimming World
1:00pm Singing Mamas
4:45pm Pilates - Pure Physiolates
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
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	<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
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☎ **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





**FINAL FEW LEFT
SELLING FAST
FINAL FEW LEFT**

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

SOLD OUT





**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

at



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



supported by



The Peoples Choice











South Harford & Tuckswold
Community Association
Registered
Charity No
1126630

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



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)

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harfordcommunitycentre.org.uk

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