



Treowen Community Hall Association AGM dated September 2018- October 2019 deferred because of COVID 19

Thursday 1st October 2020 7.00/ 7.15

Seating is restricted to a maximum of 16 and were booked in advance

1. Welcome and apologies.

Cheryl Jarman explained that there had been 4 resignations from the 3rd September 2020, Sue Szablewski – trustee/ treasurer and trustee/ caretaker -Frank Szableski and Elaine Padgham- trustee. Regina Buckley Robbins -chairperson/ trustee, resigned on the 28th September 2020 formally. Regina will stay on the committee as an advisor.

Cheryl had contacted the other trustees and an extraordinary meeting was held on the 12th September and an emergency meeting on the 15th September. (minutes are available). The constitution states that a minimum of 3 trustees can meet for meetings and 6 for an AGM, as there were 9 people attending the AGM due to COVID shielding we agreed we could legally go ahead.

Cheryl stood in for the Chairperson and treasurer.

*last years AGM minutes were not made available as Sue has not been able to locate them, Cheryl drafted the report after becoming the secretary last year and checked information through the minutes and financial reports given by Sue. Sue has checked over the minutes and agreed they were correct.

Present:

Stand in chairperson/ stand in Treasurer/ secretary – Cheryl Jarman – Girl guiding Committee Andy Harden and Egos.

Yasmin Sudell – committee- guiding

Tom Houghton, Kerry Mcbride, Jane Carnell, Karina Kosko, Karen Spawnton and Kylie Davies

Apologies:

Megan Summers, Callum Evans – Committee.

Carolanne Butler – Committee

Claire Gosney, Zaria Evans, Steph Mack, Regina Buckley Robbins, County Councillor Joy Jones and Beata Bak.

After the AGM

Cllr Val Howard Newtown Town Council.

2. Minutes of the previous June 2019.

They were not available.

3. Matters arising from previous minutes of the last AGM



Treowen Community Hall Association Annual Report June 2018- June 2019 (held October 1st 2020)

4. **Chairs report** - The chairs report was read out.

5. **Treasurer's Report.** The treasurer report was read out

Summary Statement of accounts for the period October 1st 2018 -September 30th 2019

Income

Hall bookings

Total income- **£5474.00**

Expenditure

Gas £788.00

Electricity £875.00

Water and drainage £496.19

Insurances £941.26

General Maintenance £264.57

Housekeeping & Admin £262.90

Laptop £449.99

Total Expenditure **£4077.91**

Excess income over expenditure. **£1396.09**

Balance Brought Forward Sept 30th 2018 **£10,398.90**

October 1st 2019 Carried Forward **£11,795.25**

Regina had signed the accounts and Sue sent the annual return to the charity commission in June 2020.

6. **Stand in Chair for Election of New Committee.** Tom Houghton

The committee stood down and Tom presided over the election of a new committee.

7. **Election of Chair, Vice Chair, Secretary and Treasurer.**

Chair person: Cheryl Jarman- guiding- estate resident – proposed by Yasmin Sudell and seconded by Kerry McBride

Secretary: Yasmin Sudell- guiding- estate resident -proposed by Andy Harden and seconded by Jane Carnell

Treasurer: Jane Carnell- estate resident, proposed by Cheryl Jarman and seconded by Andy Harden.

Tom Houghton was thanked for standing in and presiding over the voting.



Election of Management Committee.

Andy Harden - egos

Kerry McBride- estate resident

Kylie Davies- estate resident

Karen Spawnton- estate resident

Karina Kosko- girl guiding - estate resident

2nd October 2020 – COVID conditions/ could not attend

Megan Summers - estate resident

Carolann Butler- estate resident

Callum Evans- estate resident

Claire Gosney- estate resident

Steph Mack - estate resident

Zariea Evan's- estate resident

Tom Houghton- Gardening lead volunteer

Advisors

Regina Buckley Robbins- estate resident

County Councillor Joy Jones

Town councillor Val Howard

Polish community representative volunteer

Beata Bak- estate residents

8. A:O:B

We concluded that the AGM was over and that they could not be proposed or seconded by anyone attending as the correct minutes were not made available. The information in the report is factually correct.

Accounts: 30th September 2020

Balance	£23404.73
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A:O:B – October 1st 2020

1. TCC – dilemma re track and trace, trading standards and TCC response. (minutes 12th Sept/ 15th Sept 2020).
2. Youth vote – it was decided that we would set up a youth council committee to gain the youth opinions for the hall. It is in the constitution.
3. **MUGA**
 - Cheryl is working on the monitoring for the MUGA and has spoken to Guy Jones of the National Lottery and received an email response. We need to change address as soon as the AGM and an address is sorted for the hall.
 - The report/ monitoring will be due after 1 year of the MUGA being open. Cheryl stated that the numbers of people using the MUGA must be in 300, Kerry and Kylie, new committee members who live on the estate, felt this would be higher and will help to identify families from the estate for accurate numbers. Families use the MUGA after nursery mostly every day roughly 12 people. Cheryl has drafted a survey monkey questionnaire to go out soon.
 - The MUGA is used by youths in the afternoon and children and adults after school right up until it is locked, most nights. The feedback is excellent.
 - There have been a few incidents. The police have been informed and said that trustees handled the incidents well. The lock was picked off, so a new key code lock has been purchased £8.99 from Charlies. COVID - a child attended who was sent home from school, the police went to see the family and the MUGA was closed for 3 days and sanitised.
 - Net - The ball is coming into the garden a lot and Trustees asked Sue to look into the cost of the net, Steve Taylor quoted £4,200 and said that a net would hinder the basketball play as they need height to get the ball in the basketball net. Danny his worker who came to replace the parts which were making a noise said to put an end nets on the garden side.
 - National Lottery fund - There is over £6000 left of the contingency and there is no rush to spend it at the moment, we have had a quote from Steve Taylor of fensecure who built the MUGA frame for the metal fencing, 2 metal picnic benches, a bike rack and installation was £6,200. Cheryl has asked Mark of Cambrian foundry to come up to give a quote to keep money local, Kerry suggested asking Hopkins Steel and will approach them.
 - Sports volunteer- we need 1 volunteer for the National Lottery outcomes – Cheryl has asked Ryan Cooke who represented Wales in youth football if he would be interested in under 11's coaching, he is thinking about it. We can sign post to a DBS check and parents will have to supervise.
 - Parties – it was agreed we would ask the insurance company about the use of bouncy castles in the hall garden and in the MUGA. Kerry stated that could people holding parties hire the MUGA at the same time? This was agreed.
 - Balls in the garden – at the moment the children either climb the fence or ring Cheryl to retrieve the ball, Cheryl suggested we look at maybe leaving the gate unlocked at weekends when we open the MUGA? This is a concern as trustees felt people would try to break into the hall or congregate under the sheltered part. – **ongoing**



- Locking/ unlocking -Cheryl and Yasmin are doing the majority, Regina has agreed to lock on Wednesday and Thursday night. If anyone else can help, please speak to Cheryl.
- 4. PAVO -the voluntary council helps charities and organisations through funding, Cheryl has had trustee training, risk assessment training and attended the village hall online fortnightly sessions, which is great for advice. George Stroud has given Cheryl 1-1 online support to help with TCC lease, the constitution and to give general advice.
- 5. Committee – the AGM was advertised on posters and on face book. It was agreed it was not safe to leaflet the houses at present because of COVID.
- 6. Chairperson application - Derek Harrison a town councillor and trustee on Majick asked if he could apply to be the chairperson. Derek was advised of the constitution and offered to come on the committee as a town councillor with no voting rights. Derek politely declined only wanting the chair post. The committee present discussed the conflict of interest with Majick and the fact that all other halls associated to Majick had been taken over and were not so much community hubs like Treowen Hall and is something future trustees should ensure does not happen to Treowen hall.
- 7. Facebook – we have a new face book page which makes TCH look more professional, we ask trustees and committee members to share to their friends. We have a social media policy and in the new COVID terms and conditions there is a part about the halls reputation and if a group member/ lease holder post anything that affects TCH reputation that they will be asked to leave.
- 8. Post box – trustees had been concerned previously that having a post box on the hall it could be set on fire. Cheryl looked into a gate post box costing £109.00. Kerry felt that the estate was relatively quiet and she had not heard of any arson for many years, other estate residents backed this up – it was agreed to buy a post box put it on the front of the hall and see how it goes. It was agreed that if cheques or important confidential post was being sent then we would use Cheryl home address.
- 9. Hall address -Cheryl has contacted the local authority as soon as we have the post box we can register the hall for the main address. It was felt that when post etc goes to a person's house it leads to difficulties like we are experiencing now. Looking forward business needs to be carried out through the halls address. We also need it for a future website.
- 10. Bank - Sue had advised Cheryl to go to the bank to get a mandate, Cheryl has started the mandate and will contact Jane and another person willing to be a signatory.
- 11. Insurance – Sue has sent over the insurance document; Cheryl will phone next week and advise them of the changes.
- 12. Charity commissions – Cheryl has taken the off the charity commissions website and is the designated person, she will update them with new people asap.
- 13. Signs – Andy is looking into new signs and is speaking to someone local, the signs we want need to have the hall and National Lottery logo on. They need to have warning images and be child friendly – **action Andy**
- 14. Cheryl has spoken to the town council clerk and Lee from the council, unfortunately he won't be able to provide benches but has said to email him directly. Cheryl thanked him for cutting the hedge.



15. Keys – Frank has not given any keys back and did take some of the keys from the key box in the office which Trustees found concerning. We agreed to give Frank 1 more week to return the items from his home e.g. admin, tools, kitchen equipment, laptop and all other keys.
16. Trustee training and DBS checks – PAVO offer free trustee training online and it is very useful. Cheryl will speak to them about doing a DBS check on all trustees and committee members. – **action Cheryl**
17. Gardening – Tom Houghton has agreed to become our gardener for the hall. Cheryl has spoken to Matthew Taylor who is also interested in becoming a volunteer.
18. Keep Wales Tidy – Cheryl had applied for a Keep Wales Tidy butterfly and wildflower funding they were advertising. Pauline Vella of KWT rang and suggested we apply for the rainwater grant as we fit the criteria. Cheryl quickly sent the application and we heard they are meeting on Wednesday next week. If we are successful, we will receive:
 - 101 sapling trees
 - 5 apple trees
 - 2 rainwater planters
 - 20sq ft wildflower planting
 - Tools

Tom is happy to be involved in this project and lead it with the committee. We need to get the community involved, ask the school to help plant the sapling trees if we are successful and they will be in that child's name.

19. Newtown and Llanllwchairan Town council grant – Cheryl has applied to the town council to help fund a community newsletter called 'LLAIS TREOWEN'. The grant is to buy a HP laser jet printer with 2 months of insta ink, 10 months of insta ink subscription @ £17.99 and 12 months of paper @ £4.99 per month. We have got funds but it was emphasised that a funded newsletter would make more impact and that all reserves need to be carefully used as we need to have CCTV, intruder alarm, a shed, fencing etc, and to hire a cleaner. It was emphasised that next year we would ask local business to advertise in it to fund it.
20. Accounts - the hall account is healthy; we are aware that we need to be careful. Sue had managed to get a COVID grant of £10,000 and the TCC had paid their hire payment.
21. Marital arts – Connor Bailey has enquired about using the hall, Cheryl sent him the COVID hire pack.
22. The COVID hire pack – when a group/ lease holder wants to return they will be sent:
 - A questionnaire
 - Terms and conditions
 - Risk assessment
 - COVID 2020 policy
 - Floor plan for one-way system

They also must provide a risk assessment and cross reference to the hall risk assessment so that they understand what they must do especially with track and trace and cleaning. When they return this trustee, will look at the application and look to the regulations to see if they can open safely.



23. COVID numbers – Frank had said the hall can fit 30 in but on setting up for the AGM Kerry, Cheryl and Zariaea measured for 16 safely so the numbers will be changed. The hall has been made COVID secure.
24. Office – Frank has brought back a filing cabinet and key; Cheryl has settled the office and will inform TCC they can no longer use the office as an isolation room.
25. CCTV - we have received 2 quotes in. We agreed we would need CCTV at the back of the hall, Cheryl and Yasmin will be the designated persons. Cheryl will work on the policies etc. **action Cheryl**
26. QR code – the hall has a QR code but people must still sign in when attending as we cannot confirm people will use the code.
27. Storage – It was agreed that all storage areas would be investigated now that the hall is being used appropriately. There is a concern that TCC storage up to the boiler room is a fire hazard and the local fire authority will be asked to come out and help assess the risk. It has been suggested that TCC need to keep more items in their shed and that if we move around some cupboards, they could have some inside the hall.
28. User groups – it was agreed we would speak to Kenroy of the SDA church that in the future the hall needs to be used for more community activities and that they can hire it from 8.30-11.30. Unfortunately, they will have to lose their cupboard space. Jane will speak to Kenroy and Cheryl has asked that he contacts her.
29. Security alarm – it was agreed we will need to look into the costs of an alarm - **Action Cheryl**
30. Decorating – committee members said the hall colours are not nice and want to re paint it- so we will at least paint over the blue colour at some stage.
31. Cooker - we need to purchase a new cooker or see if we can get funding for a new one.
32. Advertising – Andy suggested we have an advertising section where local business pay or donate to put their business on display in the hall.
33. Shed – Ongoing – **Action Andy**
34. Signs on the road – agreed to speak to PCC to see if we can put some signs to say caution children playing and ask if they can help fund them/ ask for road bumps explained about being asked for zebra crossing/ flash for speed cameras – **action Cheryl**
35. Land by the kitchen- Cheryl suggested we look into moving the hall gate and fencing down the side of the path by the kitchen so that the nursery have their own part to use for their loose parts, trustees agreed this was a good idea – **ongoing**
36. Christmas - Kerry asked if the hall could do something for the children at Christmas as with COVID families may not be able to travel to see Santa. Cheryl suggested we put on a Christmas grotto again, the children would stand in the covered area to see Santa. We could book time slots and have social distancing in place. the families could que up outside the hall come through the gate and see Santa, go out the other gate. Families would sanitise their hands and adults wear masks etc. Presents could be given by being left on a table. The cost would be £1 and we could provide hot dogs/ turkey rolls etc via the kitchen doors – **PLAN CHRISTMAS – ongoing**



37. Messenger – we have a group messenger so that trustees can be asked questions or as now Cheryl required support via meetings and updating trustees, this should get less as we get organised. New members agreed to be added to a messenger group.
38. Looking forward – See Looking forward attachment

Meeting closed

Date of next meeting to be confirmed.

Date of next meeting – 4 weeks – Monday 2nd November 2020 7pm in the hall.

Signed: Cheryl Jarman

Position: chairperson

Date: 1/10/2020

Treowen Community Hub,
Heol Treowen,
Newtown, Powys.
SY16 1BF.



tchhwb1bf@gmail.com

secretarytreowencommunityhall
@gmail.com

07483123866

Charity number 1151380



Statement of accounts for the period:

1st October 2019 to 30th September 2020

Income:

Hall booking	£5,059.00
National lottery community fund grants	£93,607.00
PCC lock down grant	£10,000
Total income	£108,666.00

Expenditure

Gas	£721.00
Electricity	£471.00
Hall maintenance	£328.59
Christmas event	£265.11
Water rates	£355.78
Gas boiler services	£84.00
Insurance	£963.66
Admin/ housekeeping	£261.12
Total before MUGA grant	£3,449.26

National lottery grant:

Playdale	£54,606.00
Nigel price landscapes	£39,000.00
	£93,607.00
Total expenditure	£97,056.26

Excess income over expenditure	£11,609.74
Balance brought forward from Sept 30 th 2019	£11,794.99
October 1 st 2020 carried forward	£23,404.73

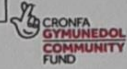
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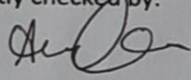
Charity number 1151380



The charity Treowen Community Association number 1151380 owns the free hold of the land and the building along with all fixtures and fittings.

The Newtown and Llanllwchhariarn Town council are the holding trustees of the property. There is a deed / declaration of trust that restricts the use and any changes to and disposal of property.

Independently checked by:

Name:  ASL OWEN (ACCA)

Date: 28.6.2021

Position: HEAD OF INTERNAL SERVICES PAVO

Independent examiner's report to the charity trustees of Treowen Community Hub

As instructed by you, PAVO has reported on the accounts of Treowen Community Hub for the period ended 30th September 2020.

Respective responsibilities of charity trustees and examiner

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act 2006.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission
- state whether particular matters have come to my attention.

Basis of independent examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

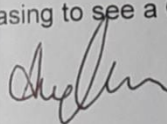
1. That accounting records were not kept in accordance with section 63 of the Charities Act
2. That the accounts do not accord with those accounting records
3. That the accounts do not comply with the accounting requirements of the Charities Act
4. That there is further information needed for a proper understanding of the accounts to be reached.

Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, with following the Directions of the Charity Commission, I have found no material matters that require drawing to your attention. The record keeping for Treowen Community Hub is excellent and it is so pleasing to see a Community Hub doing so well.

Name: Angela Owen

Relevant professional qualification: ACCA



28.6.2021