

MINUTES TRUSTEES ANNUAL GENERAL MEETING 23/5/22

WELCOME

PRESENT;

HAYLEY MURPHY

ALEX HOWARTH

GREG WHITEOAK

JULIE WHITEOAK

AGENDA;

1. FINANCES
2. APPOINTMENT OF NEW TRUSTEES
3. RESIGNATION OF CENTRE CO-ORDINATOR SECONDED FROM ELISHA HOUSE
4. CURRENT SERVICES- ARE WE MEETING THE NEEDS OF OUR COMMUNITY ?
5. PLANS FOR THE FUTURE INCLUDING STAFF AND SERVICE
6. COUNSELLING SERVICE
7. VOLUNTEERS /TRAINING
8. PREMISES
9. FUNDING

DISCUSSION;

1. Trustees discussed last years accounts, unrestricted reserves, income and expenditure. Discussion included ways of increasing income to meet increasing utility bills-rental income and over the counter sales, At present income is covering our core costs. We will need to seek funding to expand our services. We have secured fixed gas/ electricity contracts for next four years. We are already prudent with expenditure – there is little room for any further savings. We have arranged servicing of the heating system free of charge which will hopefully prolong the life of the boiler but need to be mindful that it is now over 10years old- we need to reserve and build upon funds for it's replacement.
2. The Trustees approved the addition of three Trustees to increase diversity.
3. Nicola Blizzard -seconded to Colne Citadel as centre co-ordinator from a local C.I.C left her post Dec2021.

We are currently seeking core funding to enable the employment of a centre Manager. Meanwhile Julie/ Hayley will oversee the administration of the community centre, Volunteers and our services. Trustees Alex, Greg and Julie approved the addition of Hayley Murphy to the charities bank account to assist in financial management.

4. Current activities are well attended and received. We would like to recommence activities for older residents which were paused during lockdown – elderly visitors have been nervous about mixing socially but have started to attend the centre more regularly.
5. As mentioned previously we hope to employ a centre Manager if we are successful in securing funding. We will continue to survey Visitors to anticipate which services we can provide/ adapt to meet the needs of our community. The Counselling team have expressed their wishes to utilise their experience and training to offer more types of counselling and group therapies to include families and at times suitable for those who work during the day. We will continue to build upon relationships with local businesses, charities and statutory services.
6. We currently have 8 voluntary counsellors- two qualified and six student placements who are completing their 100 hours of practice. Hayley Murphy supervises, mentors and co-ordinates the counselling services. Counsellors are currently working in centre and via zoom/ telephone. Lego therapy for which we received funding will commence shortly, We also operate mindfulness groups and intend to trial animal assisted therapy.
7. We currently have 19 Volunteers. We receive Volunteers on a rotational basis also from Elisha House C.I.C (residential recovery project) as part of their second stage programme. This is proving very successful. We are currently receiving Volunteer training from Lancashire Adult Learning. The Counselling team have received suicide prevention and bereavement training as well as attending an annual training day in centre delivered by accord services.
8. The premises is currently in a good state of repair. We have breakdown cover for our heating system which is serviced annually. The roof is to be checked shortly for loose slates etc. Gas, fire and PAT testing is upto date.
9. We have been fortunate to have received £19,300 so far this year in funding for services and projects. We are currently applying to the National Lottery Community fund for 3 years funding to cover the salary of a centre Manager.


The Trustees are happy to report all relevant policies are in place and upto date.

Colne Citadel
Period 01.09.2020 to 31.08.2021

Income and Expenditure

	2021	2020
INCOME		
Rent Received	885	2,171
Funding	17,107	2,100
Miscellaneous Income	7,087	11,134
Total	25,079	15,405
EXPENDITURE		
Counsellors	5,080	418
Activity Expenses	3,535	2,634
Citadel / Office Sundries	1,001	480
Miscellaneous Expenses	5,716	5,983
Bank Charges	98	90
Insurance	450	271
Accountancy fees	300	390
Rent & Rates	226	-
Repairs & Maintenance	450	665
Television	693	799
Utilities	2,211	2,564
Motor vehicles - donated from Elisha		4,620
Total	19,761	18,914
SURPLUS FOR YEAR	5,318	- 3,509
BALANCE AT BANK		
Current Account	1,877	2,895
Savings Account	10,433	4,097
Total	12,310	6,992
Unrestricted reserves b/f	6,992	10,501
Unrestricted reserves in year	5,318	- 3,509
Unrestricted reserves c/f	12,310	6,992

Signed
 Director



 15/12/21

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