

SWAYTHLING NEIGHBOURHOOD CENTRE

ANNUAL GENERAL MEETING

1ST October 2024

AGENDA

Welcome

Apologies

Minutes of last Annual General Meeting (March 2023)

Matters Arising

Chair's Report

Bingo Report

Over 50's Report

Plans for the Future

Trustees

ACCOUNTS

Reports from other user groups

Any Other Business

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Thank SNC Committee, Trustees and Volunteers

Refreshments: Tea, Coffee, soft drinks and biscuits.

Chairs Report 2022 – 2023

Gloria Ball (Chair) is unwell so Avril Stilwell (Deputy Chair) is standing in for her.

The centre is still returning to normal after the covid lockdowns. The centre was re-opened in September 2021. The centre was given a deep clean and all: crockery, tables, chairs, banisters etc were sterilised. Hand Gel dispensers were installed, and Risk Assessments and Health and Safety requirements were implemented to ensure the safe use of the building. During Lockdown all groups and clubs were suspended, except Community Playlink who were providing a critical service delivering toys to families in need.

It took us a little longer to re-open because some of the volunteers and trustees, and many participants are clinically vulnerable. By September 2021 most groups had resumed their activities, and we held an open air Jumble Sale, A Christmas fair 2021 (over two floors to allow for social distancing), but we were unable to have the Carol Concert.

After two years of closure, there were many maintenance tasks including: boiler and radiator repairs, shutter repairs, and repairs to the lift. We needed a tree surgeon to remove dangerous branches on one of the trees that was damaged in a recent storm. In August 2022, the TWICS room was gutted and repainted by volunteers ready for the Maur group to move in.

In May 2022 we held a Community Celebration as a memorial for Josie Osman. Josie used to be the Chair for the Neighbourhood Centre and was involved in many organisations in the community. Josie died during the lockdown and the community hadn't been able to say their goodbyes. Over 70 people attended, and Josie's family were very grateful for the event.

We resumed the jumble sales and held them in February, April, September, October 2022 and another in February 2023.

In December 2022 we had a Christmas fair (because of last year's success, the event was held over two floors with children activities in the downstairs room 4) it was an amazing day and the new volunteer being father Christmas was amazing. The Carol concert was well received and the Mayor of Southampton attended.

In November 2022 we paid Paris Smith the £20,000 for the Community Asset Transfer and completed all the paperwork.

On 1st November 2022 we opened a Warm spaces session 4-6 every Tuesday.

In 2023 we started working with the SCC and the wider Community to create a 'Love Where You Live' Event.

In March 2023 we held an AGM but this was to cover the lockdown years 2020 – 2022.

Avril Stilwell

Swaythling Neighbourhood Centre

Annual General Meeting

7th March 2023

Present:

David Becket, Alice Rawles, Ian Elsey, Mike Rawles, Vicki Rawles, Avril Stilwell, Cllr Sharon Mintoff, Charlie Brooms, Richard Maunders, Rob Iliffe, Anna Ridehaigh

Apologies:

Margaret Kelsey, Jennie Rawles, Lorna Fielka, Matt Bundy

Minutes of last meeting Tuesday 12th November 2019 7pm, were presented and agreed as being correct. Agreed by Cllr Sharon Mintoff and seconded by Alice Rawles.

Avril Stilwell welcomed everyone to the meeting and explained that the Chair Gloria Ball is in ill health and is stepping down from her responsibilities as Chair. David Becket registered and interest in standing as chair, and there was no other interest. Ian Elsey nominated David Becket as chair and Sharon Mintoff seconded this.

Avril explained that due to Covid and Lockdown, this meeting will have reports from 2019-2020 and 2020-2021.

Annual reports were provided from:

Chairs report by Avril Stilwell Vice Chair

Treasurer's Report by Margaret Kelsey

Bingo report by Marion Parr and Debbie Cook

Over 50's report by Alice Rawles

David Beckett Chaired the Election of officer's part of the meeting.

Election of Trustees: David explained that the governing documents require trustees to serve for a three-year term before stepping down before getting re-elected to serve for a further three years.

Margaret Kelsey and Avril Stilwell both stepped down but agreed to re-stand. Sharon Mintoff nominated both of them and Viki Rawles seconded.

There was no other business

The meeting was closed

Annual Bingo Report 2022-2023

The group re-opened from Covid in September 2021, but by March 2022 they were still very low on members returning. During Covid two members lost their lives to covid, Pat Rigby and Josie Osman.

The Group had agreed to sponsor a guide dog called comet for three years costing £150, and also donated £161 to the Ukraine appeal. This money comes from a 20p donation each member makes every week, the group nominate and vote on which charity will receive the money. In December we received notice that the Guide Dog Charity had changed the system and were only accepting sponsorship from individuals. So the money raised will instead be donated to 'Mission Christmas Cash for Kids', They wrote back to say the money will go towards gifts for boys in need aged 12-16 years.

During April to July the group moved downstairs to Room 4 because the lift wasn't working properly.

In July membership was still low, so we had a recruitment drive, we made posters to advertise the Bingo Group to the wider community.

By October we had recruited some new members but are still not making a profit.

The Christmas draw was successful raising £999.08.

In February we updated all group members emergency contact forms.

Marion Parr and Debbie Cooke

Centre's Building and Maintenance Report

Repairs to several security shutters around the building £540

Boiler repairs due to no heating/hot water £2,000

Lift has had long running issue with the door not closing fully, lift company have made several visits to try to resolve this which didn't seem to work, a closer look at the door showed signs of the kick plate at the bottom of the door was dragging on the floor, this has been raised and refixed and seems to have resolved the problem although we will monitor this.

Routine services have been carried out throughout the year, drains cleared of leaves, 3 failed external lights replaced.

Tree surgeons have carried out work on the boundary trees removing several dead branches and low hanging branches.

Volunteer day on the gardens/grounds was a success, a big thank you to all that attended especially the younger ones.

Room 5 was cleaned and decorated at a cost of £900, thanks to the volunteers for their help with this work in getting it ready for new tenants who have move in.

Annual Asbestos checks have been carried out; no issues were found

Utilities prices have increased considerably which is putting additional pressure on finances, being in fixed term contracts did help a little and we are gradually changing the remaining old light fittings to led type to help reduce the daily running costs.

Total general maintenance bill was £4515

There are no big expenditures forecast for the upcoming year

Over 50's Annual Report 2022-2023

We said goodbye to the group's chair Jim Campbell. The group has recruited a new chairperson Sue Bourner. The changes were made at the bank and new signatories are: Mrs P Walker, Alice Rawles and Sue Bourner.

In June 2022 the group celebrated the Queen's Jubilee with a party.

In July 2022 the group enjoyed a trip to Weymouth.

In September 2022 the group went on a trip to the cinema to see the Fisherman's Friend movie, everyone enjoyed the afternoon.

In December the group hosted their annual Christmas meal. It was a lively, fun evening with plenty of food and lively chatter. Its always a great way to start Christmas.

The Group is going very well and has 35 members 7 of which are male, which is really nice because it is a better representation of the community, as historically it was mostly women who attended.

Alice Rawles

On behalf of the Swaythling over 50's Group

Swaythling Neighbourhood Centre Community Association

Annual Accounts - 1st April 2022- 31st March 2023

Balances Brought Forward 1st April 2022

	£	
Bank Current Account- Other Funds	£53,231.85	
Reserve Account	£25,742.04	
Bingo Accounts	£34,291.06	
Bingo Cash in hand	£1,010.58	
	<u>£114,275.53</u>	<u>£114,275.53</u>
Total Income	£37,701.99	
Total Expenditure	£65,627.65	
Excess of Expenditure	<u>-£27,925.66</u>	
Carried Forward.		<u>£86,349.87</u>

Balances carried Forward 31st March 2023

Bank Current Account- Other Funds	£25,088.63	
Reserve Account	£25,742.04	
Bingo Accounts	£34,508.62	
Bingo Cash in hand	£1,010.58	
		<u>£86,349.87</u>

Note to the Accounts: The Community Association purchased the building known as Swaythling Neighbourhood Centre for "£20,000 plus legal fees. It was decided to write off the costs in the Accounts for 2022/23

Declaration of Charity Examiner

I confirm that I have examined the books and records for the year ended 31st March 2023

I have produced the accounts in standard format .In my opinion the accounts a true and fair view of the financial situation as recorded in the Swaythling Community Accounts.

Joe Alsford

Joe Alsford

MAAT 11.10.2023

Swaythling Neighbourhood Centre

Income and Expenditure Accounts for the period ending 31st March 2023

	<u>2022</u>		<u>2023</u>
<u>INCOME</u>			
Lettings	£18,274.41		£24,169.76
Bingo	£9,116.15		£9,084.30
Grants			
Bank Interest	£2.59		£31.85
Donations/fundraising	£2,896.80		£4,416.08
TOTAL INCOME	<u>£30,289.95</u>	<u>£30,289.95</u>	<u>£37,701.99</u>
			<u>£37,701.99</u>
<u>EXPENDITURE</u>			
Repairs/Maintenance/Security	£3,862.33		£4,515.44
Gas,Electric,Water & Refuse	£11,071.62		£13,078.33
Rates	£300.56		£588.80
Office Cost Inc Telephone	£1,142.61		£1,137.61
Insurance	£2,055.11		£1,868.62
Cleaning Equipment and Materials	£962.19		£1,090.29
Caretaker/Cleaner	£7,501.40		£10,937.40
Audit and Membership Subs	£118.59		£40.00
Bingo Expenditure	£8,898.59		£8,898.59
Legal Fees ref building			£2,810.00
Fundraising Exp inc advertising	£192.16		£365.02
Fixtures and Fittings	£862.26		
Garden Costs	£45.00		
Membership- Nat Fed of Comm. Orgs			
Performing Rights Society			£110.41
Photocopier Service and parts			£135.24
Active Options - Circuit training			
Building and Freehold			£20,000.00
Misc.	£80.59		£51.90
		<u>£37,093.01</u>	<u>£65,627.65</u>
Excess of Income over Expenditure			
Excess of Expenditure over Income		<u>-£6,803.06</u>	<u>-£27,925.66</u>

Swaythling Neighbourhood Centre Community Association

Current Account Bank Reconciliation

31st March 2023

Opening Balance	£53,231.85
Income	<u>£37,701.99</u>
	<u>£90,933.84</u>
Less Expenditure	£65,627.65
	<u>£25,306.19</u>
Balance at Bank	
Less cheques not presented	
	<u>£0.00</u>

Swaythling Neighbourhood Centre

Bingo Account- 1st April 2022 to 31st March 2023

Balance Brought Forward

1st April 2022

Bank Account

£34,291.06

Cash in hand

£1,010.58

£35,301.64 ###

Bingo receipts

£9,084.30

Bingo Interest

£31.85

£9,116.15 £185.71

Less Expenditure

£8,898.59

Increase for the Year

£217.56

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Represented by

Balance at Bank 31.03.2023

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