

**Wilstead Jubilee
Annual General Meeting
Wednesday 5th June 2024, 7.30pm**

Attendees: Eric Benton, Tim Wren, Patsy and Adrian Northern, Dave Riddle, Adam Smith and Alex Jonas (Scouts), Emily Woodley and Hannah (Guides), Mark Wooding, Paul Jackson (Football Club), Tim Braybrook

Apologies: Ian Jones

Last year's minutes were taken as read.

1. Chair's Report - given by Trustee, Eric Benton

This year has been the first where the Jubilee Centre has been run by the Trustees without Jackie and David Lloyd who had contributed so much over the years since the Centre was opened. Ian Jones had agreed to chair the Management Committee for this year but has been very busy with work and been unable to attend some of our meetings. In his absence the committee has been chaired by myself. I have been very active with keeping the accounts, organising bookings, invoices and payments and carrying out maintenance duties. I am indebted to Tim Wren who has opened and closed the Centre most Tuesdays for our regular bookings.

The Centre has continued to be cleaned every two weeks using a Cleaning Contractor who have not increased their fees in all the time we have been using them.

Bookings have been regular, if not quite sufficient to provide enough income to put aside monies for major maintenance, such as redecorating. However, we continue to hold a balance from grants provided by the Local Council/Government during the Covid Pandemic, so we do currently have funds that can be used if needed.

Our regular users now include the Scouts, Cubs and Explorers (Monday and Tuesday evenings), Guides and Brownies (Thursday evenings) together with regular term time bookings for preschool children, Adult Pilates and Fostering help.

This year we have carried out a comprehensive fire risk assessment (paid for by the Parish Council) which highlighted a number of potential improvements. These have all been acted upon, including changes to the Booking Form to outline hirers' responsibilities.

Servicing of fire alarms, emergency lighting and boiler has been carried out in line with required intervals together with an annual PAT test of all portable electrical devices.

Our high use of gas continues to be of concern, but we have had the use of a young volunteer to adjust the heating and water turn-on/off times each week in line with bookings. Access to the bookings is now available online to those who need to know.

During the year we were successful in obtaining a £1650 grant from our local councillor's Ward Fund, which allowed us to purchase new LED battens to replace the old (double) fluorescent tubes in the main hall. This has been a great

improvement as the lights are brighter, turn on instantly, should last much longer and be much cheaper to run.

We have recently had the carpet and chairs deep cleaned as they had become very dirty in places.

For the next year it would be very useful if we could find additional assistance with opening and closing the Centre during the week as this falls mostly to Tim and I at present, but we are grateful to the regular users who have their own access to the keys and who keep the place very tidy.

We will also need to continue to attract new hirers and to come to an agreement with the Football Club concerning future bookings and payment.

2: Treasurer's Report for the Year Ended 31st March 2024

This year we have reduced our losses by £418 as a result of reducing our expenditure by £2906 and despite a £403 reduction in income from the Football Club. Other bookings increased by £535. The main concern was a £1579 increase in Utility costs following the price increases that accompanied the Pandemic.

The loss for the year totalled £866 which is an improvement from £1284 last year and a major reduction from the annual £3k loss before the Pandemic.

If we can increase bookings further we should be able to hold our own and offset maintenance expense but with £18,064 in the bank at year end (following Covid grants) there is no immediate cause for concern.

Bookings so far this new financial year are holding up, but the Centre is rarely used at weekends (other than by the Football Club) and we need to attract further bookings accordingly - provided we have the resource to be able to open and close the Centre for new hirers.

We also need to resolve the loss of income from the Football Club. There is the potential to rent out the field and changing rooms to other teams in the area and this possibility is being pursued for the new Season.

In order to encourage new hirers the hourly rate of hire has not been increased from £15 for this financial year.

A copy of the Profit and Loss statement for the Financial Year 2023/24 follows on the final sheet.

The books have never been audited. Paul Jackson was suggested as a possible auditor.

3: Election of Officers

The following officers and members of the committee have either been proposed or have agreed to continue for another year:

Chair	There were no volunteers at this time. EB to coordinate
Treasurer	Eric Benton (EB)
Booking Secretary	Bookings now online. EB to coordinate
Secretary	There were no volunteers at this time

Charity commission principal contact: Eric Benton

Tim Wren agreed to remain as a committee member. David Riddle, Ian Jones, Patsy Northern and Eric Benton to continue as trustees. Tim Braybrook volunteered to join the trustees.

Adrian agreed to help with opening up on weekdays where he can.

4: Maintenance Issues:

The Guides offered their services in checking of paper towels and toilet rolls as part of the weekly maintenance.

Provision of a coat rack was suggested as desirable, plus a display board in the Main Hall.

Agreed to pursue the purchase of some small tables and chairs suitable for the Squirrels group (supervised by the Scouts).

Address the excessive noise emanating from the toilets when flushed in the Gents and changing rooms.

5: Football Club Arrangements

The previous arrangement whereby the Football Club paid a £2,000 + one-off fee for the year is no longer viable due to the reduction in the number of Wilstead teams. Instead a per match rate of £45.95 (adults), £22.50 (under 18's), £10.20 (children) was quoted as the charges at Moor Lane (Used by Wixams FC).

Bedford Council charges are £54 including pitch, changing rooms and showers.

Block bookings for both venues attract a 25% discount.

EB to continue the discussion with the club over what is most viable, bearing in mind that the club will continue to mark out pitches and provide the equipment.

In addition use by Wixams PC will be encouraged where there is no Wilstead match.

Paul Jackson to ensure that a regular schedule of matches is advised so that the water and heating can be regulated accordingly.

6: Any Other Business

It was agreed to allow the Scouts to locate a 20ft container in the compound beside the Centre for storage of tents etc. Care will be needed on installation to avoid

damage to the fence and gas storage tank. EB to check with Borough Planning over any planning permission required.

It was agreed to purchase a SIM card that can be used for bookings so as to move away from using a personal mobile number.

There has been no progress on the proposal to use the centre as a café.

Advice is required on arrangements to prevent the danger of Legionella disease now that the water is not heated as regularly for the Football Club.

The poor state of the dog bins and low barrier alongside Jubilee Way is to be reported to the Parish Council.

Meeting ended at 8.40 pm.

Wilstead Jubilee Centre
Income and Expenditure Account

8-Apr-24

	12 Months Ended 31 March 2024	
	£	£
Income		
Wilstead Football Club	1,563.66	
Centre Hire - Other	5,590.00	
MUGA Hire	0.00	
Ward Fund Receipt (LED battens)	1,650.00	
Parish Council Retainer	250.00	
Total Income		9,053.66
Expenditure		
Stationery & postage		
Repairs & maintenance	814.30	
Gas, Electricity & Water	4,385.09	
Cleaning	1,708.99	
Insurance	804.70	
Sundry	601.98	
Ward Fund Payment Items	1,605.00	
Total Expenditure		-9,920.06
Surplus of income over expenditure		-866.40

	12 Months Ended 31 March 2023	
	£	£
Income		
Wilstead Football Club	1,966.67	
Centre Hire - Other	5,055.15	
MUGA Hire	40.00	
Ward Fund Receipt (Shutters)	2,917.54	
Parish Council Retainer	250.00	
Total Income		10,229.36
Expenditure		
Stationery & postage	0.00	
Repairs & maintenance	3,119.46	
Gas, Electricity & Water	2,806.37	
Cleaning	1,268.00	
Insurance	804.70	
Sundry	597.55	
Ward Fund Payment (Shutters)	2917.54	
Total Expenditure		-11,513.62
Surplus of income over expenditure		-1,284.26

	Mar-24 £
Schedule of Assets & Liabilities	
Bank	18,063.71
Cash	50.25
Prepaid Insurance & Gas	1,403.74
Prepaid cleaning & materials	134.06
Early Booking Receipts	-1,670.17
Deposits owed	-850.00
U/c Cheques, Liabilities	-50.00
Not yet in account + debtors	120.00
	17,201.59
Represented by	
Reserves b/fwd 1 Apr	18,067.99
Reserves for period	-866.40
Reserves c/fwd	17,201.59

	Mar-23 £
Schedule of Assets & Liabilities	
Bank	18,740.12
Cash	19.25
Prepaid Insurance & Gas	1,704.70
Prepaid Cleaning	52.00
Early Booking Receipts	-1,094.58
Deposits owed	-700.00
Uncleared Cheques + Liabilities	-1,073.50
Not yet in account + debtors	420.00
	18,067.99
Represented by	
Reserves b/fwd 1 Apr	19,352.25
Reserves for period	-1,284.26
Reserves c/fwd	18,067.99