

## **COYTRAHEN COMMUNITY ASSOCIATION**

### **Minutes of the Annual General Meeting held on Wednesday 6<sup>th</sup> November 2024 in the Philip Squire Community Centre**

**Present:** C Melean, (C) I Hill, J Roberts (VC), J Bowen, L Redwood, K Redwood, D Evans, M James (Events), J Faulkner, K Faulkner.

#### **1. Apologies for Absence**

Apologies were received from E Davies, J Davies, E Phillips, D Davies and P Gronow.

#### **2. Welcome and Chairperson's Report**

The outgoing Chair welcomed members to the meeting. He gave a brief resumé of the year's activities which had been dominated by the project to convert the old changing rooms into a new usable space. This had been achieved we should be pleased with the outcome. He thanked everyone for their support throughout the year.

#### **3. Minutes of the meeting held in November 2023**

The minutes of the meeting were read and agreed to be a true record.

#### **4. Matters arising**

There were no matters arising.

#### **5. Treasurer's Report**

The Treasurer tabled a statement of the accounts for 2023-24. She gave a brief account of the main activities of the year, particularly the large sums of money involved in completing the project. The accounts had been audited by Mr Wyn Davies and she read out a letter from Mr Davies confirming that the books were in order. In the letter he regretfully resigned as auditor. The Treasurer reported that owing to the increased workload in dealing with the payment monies, his fee had been increased to £100. Members agreed to this. Iris Hill proposed a vote of thanks to the Treasurer for all her hard work in a difficult year. Members supported this unanimously.

➤ ACTION: KF to send a letter of thanks to Wyn Davies.

#### **6. Election of Officers**

The minute secretary briefly took the Chair for the election of the Chairperson. Mr C Melean agreed to stand again and was unanimously elected. He then took the meeting through the other officers:

Chairperson: - Mr C Melean

Vice Chair: - Mrs J Roberts

Treasurer: - Mrs J Faulkner with Mrs K Redwood  
Mrs I Hill wished to resign as Bookings Officer

Bookings: - Mrs L Turner

Events: - Mr M James

Minutes Sec: - Mr K Faulkner

The Chair thanked Iris for her many years of service.

## **7. New Business**

There was none.

The Chair closed the meeting at 6.30 pm

Signed: \_\_\_\_\_ Date:

**Coytrahen Community Association**  
**Receipts and Payments Account**  
**For the Year ending 30th September 2024**

<u>RECEIPTS</u>	2023/24	2022/23	<u>EXPENDITURE</u>	2023/24	2022/23
		£			£
Grants	2,880.95	3,284.04	Administration	1,568.34	2,016.37
Raffles	904.50	1,077.50	Building maintenance	5,602.86	6,438.35
Hall hire	15,601.00	13,886.00	Telephones and Utilities	11,641.93	5,456.42
Ticket sales	546.00	1,639.00	Equipment	455.35	1,265.23
Coffe shop sales	100.00	229.50	Cost of Bar and staff	3,008.27	2,902.11
Bar sales	5,573.93	4,025.25	In house entertainment	877.45	2,847.90
Christmas Dinners	476.00	390.00	Coffee shop	419.65	356.48
Fun Day	0.00	7.99	Senior Citizens Annual I	800.00	675.00
Donations	3,593.00	642.00	Donations	44.00	43.50
Fund raising	1,554.00	1,109.25	Lottery registration	0.00	40.00
History Club	203.00	165.00	Christmas	509.00	671.79
Table hire	35.00	60.00	Hall user refunds	190.00	493.00
Book Club	132.00	231.00	FunDay	380.00	0.00
Gardening Club	300.00	0.00	Capital Project	202,973.57	0.00
Bank interest	89.61	39.62	Income/Expenditure	-5,817.14	4,031.13
Admin /miscellaneous	178.38	451.13			
Capital Project	190,485.91	0.00			
	<u>222,653.28</u>	<u>27,237.28</u>		<u>222,653.28</u>	<u>27,237.28</u>

	£		£
Balance b/f	22,874.77	Bank Current Account	26,751.49
Add income	222,653.21	Deposit account	6,151.43
	245,528.01		32,902.92
Less expenditure	-228,470.4	Unpresented cheques	-15,845.29
	<u>17,057.63</u>		<u>17,057.63</u>

Cheque No.      £  
Unpresented      100475 15,845.29



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27th October 2024

Mrs J. Faulkner,  
1, Box Cottage,  
Coytrahen,  
Bridgend

Dear Mrs. Faulkner

**Re: Audit of Coytrahen Community Association  
Accounts for the year ended 30th September 2024**

I thank you for giving me the opportunity to audit your association's accounts for the above mentioned financial year.

I have completed my work and have supplied you with a few minor adjustments made

In order to complete the bank to cashbook reconciliation.

Your cashbook is in good order and therefore I have no hesitation in giving your accounts a clean bill of health.

I regret to inform you that I have now retired from Audit work and will no longer be available to be involved with your community association.

I would like however, to thank you for your assistance during my work and therefore wish you and your colleagues every success for the future.

My fee for this year's work is £. 100.00 *GWD*.

Sincerely  
Wyn  
G. W. Davies MBE

To follow - minor adjustment and some queries that is needed on your cash book for 2023/24.

Can you give me a time and date to meet you both early this week?

