



Charity Number:1178641

West Hill & District Community Association

West Hill Community Centre, Croft Road, Hastings. TN34 3JL

Annual General Meeting (electronic) held on 14th July, 2021 at 6pm by email for members & Zoom for Trustees & Committee.

1. Attendees were welcomed. Attendees: Brigit Rossiney, Gay Brown , Pat Carson, Joe Buxton (WHDCA Treasurer & Trustee), Linda Jeal (WHDCA Trustee), Mary Phillips (WHDCA Trustee), Celia Dearing, Cllr Godfrey Daniel.
2. A.G.M Chairperson/ Secretary –agreed. Mary Phillips WHDCA Trustee.
3. All documents were sent to WHDCA members on the contact list. No comments/ questions or objections had been received.
4. Minutes of the last AGM held on 26th March 2020 were accepted.
5. Matters Arising from AGM held on 26th March 2020. None not included in Trustees report.
6. Trustees annual report: Mary Phillips.

Trustees Report for the Annual General Meeting, 2021

- Welcome to everyone interested in WHDCA & WHDCC.
- Thanks to the hard working volunteers who have kept the Centre running for another year under difficult circumstances and to Steven Whitfield , who has moved away.
- Another Difficult year:
 - i) Covid 19 closures/ restrictions- on going .
 - ii) Building: Looking good. Roof, guttering, drainage renovated.
 - iii) Insurance: All up to date. BHIB /Access (Building & Public Liability), Manor Insurance. (Trustee Insurance).
 - iv) Security. Good. Key distribution logged. Access: Instructing new entry systems to hirers is time-consuming for volunteers.
 - v) Bookings: Instructing new hirers of our Terms and Conditions and how to help us keep the venue clean, tidy, safe and secure is time-consuming. No party or big event bookings - will be reviewed in Sept.
- ESCC Lease : The lease expires in 12th March 2023. A WHDCA Business plan has been submitted to ESCC Property & Estates. An extension or renewal of the lease will cost money for fees and solicitor. The rent will probably be included. To date the WHDCA have not been invoiced for rent- but this is now evident.
- HBC & Idverde re WHCC grounds. HBC Parks Dept have forwarded suggestions re grass cutting, pollarding & tree planting to ESCC. HBC may no longer cut our grass.
- Maintenance: The WHDCA Maintenance Plan is being implemented.
 - i) Security & Fire Alarm Tested weekly. Alternating Entrance & Back Door.
 - ii) Heating on low after lockdown- mid April- off in May.
 - iii) Cleaning – M.P. Tuesdays & Fridays with visual checks during the week. From 17th April 2021- full cleaning schedule resumed with M.P. & J.T.
- Finances: Thanks to Gay & Jo for doing the accounts. High spending: Electrical Certificate due in May. Bank Accounts looking Healthy. Closure and Restart grants received. Revenue from hiring beginning to improve as hirers return after pandemic instructions.
- Trustees: Mary Phillips, Linda Jeal, Jo Buxton. Constitutionally, one trustee has to resign to create a rotation. It would be beneficial to have additional people to come forward in this role. Our minimum number of Trustees is 3 & the maximum is 10. Nomination papers will be provided. For more information contact us on info@westhillcc.com.
- WHDCA AGM will again be done by email as Covid situation is changeable.
- Composter: WHDCA in discussions re the location of one in our grounds.

- HOTRA : Isabel Blackman Centre: ongoing progress. Fore-Shore Trust- reduction in pathways, increased height on rides, insurance concerns re boating lake. Scaffolding & hoarding – ongoing issues. Insecticide concerns-ongoing.
7. Treasurer's Report: Jo Buxton/ Gay Brown.
- i) The WHDCA Annual Accounts 2019- 2020 (verified) were accepted. [whcc accounts 21 pg2.jpeg](#)
 - ii) WHDCA Treasurer's Report 14th July 2021

The income generated from use of the centre in 2020 was £7,092, about £4,000 lower than the previous year due to Covid 19. However, a grant of £11,334 from Hastings Council brought the total income up to £18,426, over £7,000 above.

Our total expenditure of £16,255 was about £2,000 higher but this included extensive repairs to the roof. Thanks to the grant, income after expenditure was £5,381.64 higher than 2019 when our outgoings exceeded our income.

So far this year we have received a further total of £16,906.92 in grants from Hastings Borough Council and income from bookings has risen considerably in the last two or three months.

In Lloyds Bank : £50,688.70

Petty Cash: £66.77

The meeting and Jo Buxton thanked Gay Brown for taking over the accounts while Jo is busy.

8. The Building:

- i) ESCC Lease: ESCC have new surveyor , Jenni Freeborn, working on our case. She will be doing a site visit soon and seems positive. The meeting agreed that any new lease has to be carefully worded and that the committee should discuss this very soon. Cllr Daniel offered his support in this.
- ii) Maintenance Plan: all works on track. [...\Maintenance\Maintenance ALL\Maintenance Plans\Maintenance plans 2020- 2021.docx.](#)

9. Election of Trustees. .(See Trustees Report): Linda Jeal (WHDCA Trustee) resigned, as the WHDCA constitution requires and was re elected. Current Trustees are : Mary Phillips, Jo Buxton, Linda Jeal. Sub Committee: Pat Carson (WHDCA Phone), Gay Brown(Temporary Treasurer. Jen Tunmore (WHDCA Maintenance, Cleaning.) Brigit Rossiney & Celia Dearing (WHDCA key holders) No other nominations were received. WHDCA need to push for new volunteers.

10. Proposals or Amendments to the Constitution: Link to Current WHDCA Constitution: [AGM 2021 docs for publishing\WHDCA Constitution.pdf](#): None All policies have been updated to include pandemic procedures.

Dates of WHDCA AGM 2022. TBA , WHDCA Committee meetings TBA

11. Any other business:

- i) HBC will continue to cut the grass.
- ii) Composter: Linda Jeal will report back on how this is working in other sites and invite organisers to meet us.
- iii) Tree Planting: Linda Jeal will liaise with people experienced in this and report to us. ESCC have implied that we can go ahead with this.
- iv) Parties: WHDCA are getting a number of booking requests but, at the moment the WHDCA don't feel able to accept party booking because of the lack of cleaning volunteers & unstable covid restrictions.

Thanks to all attendees.

Meeting ended 6.40pm.

WEST HILL & DISTRICT COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

BALANCE SHEET

YEAR ENDED 31 DECEMBER 2020

WEST HILL & DISTRICT COMMUNITY ASSOCIATION

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2020, and has acknowledged responsibility for it, for the appropriateness of the accounting basis and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations that have been given to us and we do not, therefore, express any opinion on the financial information.

We can confirm that the Income and Expenditure Account and Balance Sheet annexed, are in agreement with the books and records provided to us.

DAVID J WENHAM & CO
Chartered Accountants



22 March 2021

WEST HILL & DISTRICT COMMUNITY ASSOCIATION

YEAR ENDED 31 DECEMBER 2020

INCOME AND EXPENDITURE ACCOUNT

	<u>£</u>	<u>£</u>
Income:		
Hire of Centre		7,092.00
Grant		11,334.00
		<hr/>
		18,426.00
Expenditure:		
Security Alarm CCTV Maintenance	516.99	
Advertising & Promotion	102.32	
Cleaning & Washroom Materials	287.81	
Insurances	865.06	
Mobile Phone	20.00	
Miscellaneous Expenses	158.91	
General Rates - H B C	67.16	
Repairs & Maintenance	10,241.17	
Utilities : Electricity	2,954.00	
Water	238.06	
Telephone & Broadband	504.21	
Accountancy	300.00	
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		16,255.69
Net Income after Expenditure		<hr/> 2,170.31 <hr/>

BALANCE SHEET As at 31 December 2020

Cash in Hand		52.22
Lloyds Bank Account		31,368.02
Total Assets		<hr/> 31,420.24 <hr/>
Represented by:		
Reserves brought forward	29,249.93	
Net Income for the Year	2,170.31	
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Total Reserves carried forward		<hr/> 31,420.24 <hr/>

The above Income and Expenditure Account and Balance Sheet for the year ended 31 December 2020 are in agreement with the books and records, and give a fair view of the Association's affairs.


J Buxton Treasurer

 22 March 2021