

AGM 2023 - Trustees Report

Change of Guard

Last year's AGM took place in March with a large turnout of people following an appeal for help in running the Centre. Changes over the past year have included:

- Mary Phillips remained as Chair until Jim Railey took over in May 2022. Mary remained as a Trustee until last December and then left the Association. We thank her for her considerable contribution in ensuring that the Centre thrived Pre-Covid and survived the COVID years. Jim Railey stepped down as Chair for personal reasons in February, 2023.
- Jo Buxton remained as Treasurer until last summer when she stepped down and left the Association. We also thank Jo for her years of service to the Centre. Meri Jenkins took over as Treasurer and became a Trustee.
- Linda Jeal remained as a Trustee.
- Ant Davis and June Pratley joined as new Trustees.
- A number of sub committees were set up last May and we thank all the people that sat on Committees or helped with running the Centre in any way over the past year.

Accomplishments in the past year include:

1. Adopting new software systems for financial reporting and invoicing and bookings
2. Maintaining procedures, insurances, and safety certifications throughout the past year.
3. Undertaking a focused and consistent effort to Increase bookings resulting in a 30% increase in the use of the building from 50% to 80% (see sheet)
4. Tackling domestic issues such as cleaning of the Centre, ongoing maintenance and repairs, and security.
5. Opening lease negotiations with East Sussex County Council.
6. Conducting an assessment of the building which is 50 years old this coming year.
7. Reestablishing childrens and recently adult parties on weekends which were stopped due to COVID in 2020.
8. Launching an event called Cake and Jolly in September, 2022 which attracted more than 200 people from the community, providing the Trustees and Committees with vital feedback on what people wanted from the Centre.
 - With feedback from the event the Centre established two new activities – baby and toddler group for young families which currently involves more than 20 children. This has brought new people to the Centre and quoting

one woman “has been a lifeline”. An Indoor bowls afternoon which attracts an elder population.

9. Planting fruit trees – the beginnings of a more comprehensive use of the grounds greenspace

Challenges in the past year include:

1. Responding to a break-in and dealing with resulting repairs.
2. We opened lease negotiations with East Sussex County Council in March 2022. In August, East Sussex requested a revised business plan which was submitted. No further progress was made and the lease expired in March 2023. East Sussex County Council offered a tenancy agreement as a precursor to agreeing on a new lease which the Trustees agreed to sign. We would have had to vacate the premises otherwise. We are grateful to our ward councilors for their advice and support this year in our discussions with East Sussex County Council. To request a copy of the business plan leave your name and email address on the blue card.
3. The building has a limited life. It's a prefabricated structure built in 1973, opened in 1974 with an expected life of 25 years. Fifty years later, ongoing maintenance by the Association has enabled the building to function for an additional 25 years. This coming year we are faced with making decisions about the best way forward which may involve additional and substantial repair costs at the very least or the development of a plan to replace the building.
4. Rising energy costs have increased our expenses considerably. We are now paying 900 per month - we were previously paying xx and have a balance deficit which is being paid down.
5. Communication – we want to use social media more effectively but are hampered by time and lack of expertise.
6. Negotiating the use of the Centre's car park by Torfield School parents to alleviate crunch parking times on a temporary basis until a parking solution in the vicinity can be realized.
7. The need for committee members and volunteers is critical. Right now, there is too much for too few people to do. We also want more community members to weigh in on decision making. We would love people who have some skills – bookkeeping, building and construction, publicity, good at decision making, opening and closing the building before and after events, team players, people who like people to join us. If you are interested please see any of the Trustees at the end of the meeting.

Opportunities ahead...

1. Grounds plan to utilize the greenspace is in development. As part of that plan, we are establishing a community garden with new volunteers which begins this month. Anyone interested in helping please talk to Linda Jeal at the end of the meeting.
2. Increasing the use of the Centre from 80% to 95% this year and publicizing the activities that take place at the Centre.
3. Providing a higher profile to ensure people know the range of activities at the Centre, and promote the grounds as a usable community space.
4. Celebrating the Centre's 50th year on Croft Road with a variety of events beginning with a summer fete on September 2nd

AGM Agenda

1. Welcome
2. Election of AGM Chairperson
3. Present and apologies
4. Minutes of last AGM held on 2022
5. Matters arising from AGM minutes 2022
6. Trustees annual report: Meri Jenkins
7. Treasurers annual account – Gay Brown
8. Election of Trustees
9. Election of Committee Members
10. Any Other Business

WEST HILL & DISTRICT COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

BALANCE SHEET

YEAR ENDED 31 DECEMBER 2022

WEST HILL & DISTRICT COMMUNITY ASSOCIATION

Accountants Report to the Members :

The Treasurer has approved the financial information for the year ended 31 December 2022, 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



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..... February 2023

WEST HILL & DISTRICT COMMUNITY ASSOCIATION**YEAR ENDED 31 DECEMBER 2022****INCOME AND EXPENDITURE ACCOUNT**

	£	£
Income:		
Hire of Centre, net of refunds		18,965.00
Fundraising		217.61
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		19,182.61
Expenditure:		
Security Alarm CCTV Maintenance	528.00	
Advertising & Promotion	445.75	
Community Events	130.99	
Gifts from WHCC	142.25	
Administration Expenses - Stationery	109.60	
Cleaning & Washroom Materials	312.53	
Insurances	1,246.23	
Miscellaneous Expenses	33.75	
General Rates - H B C	147.08	
Repairs & Maintenance	1,622.20	
Ground Maintenance	1,050.00	
Utilities : Electricity	1,572.00	
Water	244.82	
Telephone, Broadband, Website & Internet	662.11	
Capital Expenditure	182.27	
Accountancy	300.00	
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		8,729.58
Net Income after Expenditure		<hr/> 10,453.03 <hr/>

BALANCE SHEET As at 31 December 2022

Cash in Hand		98.86
Lloyds Bank Account		65,189.34
Total Assets		<hr/> 65,288.20 <hr/>
Represented by:		
Reserves brought forward	54,835.17	
Net Income for the Year	10,453.03	
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Total Reserves carried forward		<hr/> 65,288.20 <hr/>

The above Income and Expenditure Account and Balance Sheet for the year ended 31 December 2022 are in agreement with the books and records, and give a fair view of the Association's affairs.

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M Jenkins Treasurer

..... February 2023