

Trustees Meeting March 18th 09.30

Venue: Willingdon Community Hub

Annual Report

Management Group Report

In our September quarterly report we were able to detail all the substantive work that had been undertaken on the Hub which positioned us to be able to operate on a very small cost basis. We have refurbished, the Kitchen. toilet facility, updated the back store room with storage facilities, redecorated throughout, replaced all the windows and doors, invested in solar panels and renewed the heating system, developed the garden and provided wheelchair access to it from both access points, and renovated the garden path from the side fire escape access adjacent to Scanlon Close. The PC have confirmed that they will still support the Hub with 2 annual payments for the next 4 years.

However, the Hub has recently experienced some storm damage, broken and slipped tiles, water ingress from rotten wood housing surrounding the dormer windows and worn roofing felt. These repairs have been undertaken, and the Hub has made a 50% contribution to the costs. However, an electrical inspection revealed some asbestos in the ceiling and in the electrical cupboard in the store room which required attention. The asbestos removal repairs will be undertaken on 18th March. The PC are currently negotiating with ESCC, owners of the building, concerning the responsibility of the repairs. Thus, the electrical updates are on hold until the asbestos removal and repairs have been undertaken.

Volunteers and general Update from Jo Fitzpatrick

We continue to have a constant and reliable group of volunteers who are committed to running the hub. We welcome and actively recruit new volunteers for all areas of the Hub. The Hub continues to provide community services, clubs, and is an essential meeting place for all residents of Willingdon and Jevington Parish. The Hub has an excellent symbiotic relationship with the Parish Council and also ESCC. We are supported by ESCC in our book purchases and we also support the annual Summer Reading Challenge. We have a good relationship with Willingdon Primary School having Rhyme time sessions when requested and are aiming to develop closer links with Willingdon Senior School. We provide Duke of Edinburgh volunteer opportunities and are creating positive relationships with local care homes for better community cohesion.

AM liaised with the University of Brighton to develop a volunteer placement for healthcare students, to create a wellbeing, mindfulness and gardening group. One Master student has approached the Hub to develop such a club and is currently planning her group.

Clubs Update – Di Lyon

All the clubs have good membership. The Art club is now full with a waiting list. Book club has 12 regular members. Knit and Natter has become very popular too and is thriving. French club has recommenced and is popular.

The games club has increased in numbers over the autumn and has 9 members, and there are 6 members of the Chess club. The Hub is also rented for Korean fitness practice, and there is potential for a new scrabble club to commence in Sept.

Club Timetable

Tuesdays Art club is now full with a waiting list. 09.30-12.00

Games club. 14.00-16.00

Book club is now full

Pilates 17.50-19.00

Wednesday Rhyme Time 10.30-11.00

Computer help 10.30-12.00

Walking group 10.00-11.30

Knit and Natter 14.00-16.00

Pilates 17.50-19.00

French conversation club evenings occasionally .

Thursday Garden club 14.00-16.00

Fridays Chess Club 10.30-12.00 12 members

We have invited residents of the new local care homes to join the clubs.

Room rental is also buoyant. Sussex Community Foundation Trust have approached us to use the Hub for a mobile vaccination service for children in May. Other regular users, include the PC, and local Brownie Groups. We have also supported 3 Duke of Edinburgh award scheme students with volunteering placements.

Events Update – Linda Wilkinson

We have broadened the range of events offered to include speakers/entertainers which has been well received and supported. The Summer produce and garden fayre was well quite attended but the timing of the events may need to be reviewed. A Christmas Craft Fayre is planned for November and Christmas Raffle Draw in December. We will again support and host the Parish Council Carols, also in December. All these events were very successful and raised significant funds for the Hub. For the first half of this year events to be held at the Hub will include an Easter Egg Hunt, entertainment by a local singer, a talk about the Mary Rose ship by a local speaker and our Anniversary Event that will include various stalls, childrens games, refreshments, the Long Man Morris Dancers and a local singer.

Charity support

The management group agreed that we should support local charities. This year we have supported the Macmillan coffee morning, Children With Cancer and St. Wilfreds Hospice. We will also be supporting Sussex Wildlife Trust.

Willingdon Community Hub Library
Forecast Income Expenses
1st March 2023 to 28th February 2024

Income 2023/24	Forecast Bid /	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Total	Forecast Bid /	Actual v Forecast	Income 2023/24
Project Grants / Bids																	Project Grants / Bids
Asda Community Fund	£6,000.00													£0.00	£6,000.00	-£6,000.00	Asda Community Fund
Parrish Council(Patio)	£5,500.00				5490.49									£5,490.49	£5,500.00	-£9.51	Parrish Council(Patio)
Sub Total	£11,500.00	0.00	0.00	0.00	5490.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£5,490.49	£11,500.00	-£6,009.51	Sub Total
Library Services																	Library Services
Lottery	£25.00	2.00	2.00	2.00	2.50	2.00	2.50	2.00	2.00	2.50	1.50	2.00	2.50	£25.50	£25.00	£0.50	Lottery
Books	£250.00	18.60	23.10	23.00	30.50	38.00	43.43	29.00	30.00	17.50	1.50	22.50	7.00	£284.13	£250.00	£34.13	Books
Shop	£350.00	28.50	10.30	47.50	14.50	18.05	9.40	36.05	31.10	77.25	57.50	53.50	28.15	£411.80	£350.00	£61.80	Shop
Donations	£250.00	13.05	13.32	21.46	11.30	50.43	29.17	31.81		29.72	27.10	13.00	30.00	£270.36	£250.00	£20.36	Donations
Photocopy/printing	£50.00	6.85	2.80	6.20	12.20	9.00	6.70	9.00	11.10	4.60	1.80	12.70	7.50	£90.45	£50.00	£40.45	Photocopy/printing
Tea/coffee	£50.00	70.95	93.75	50.00	60.80	109.25	75.50	33.40	90.65	51.25	72.50	118.80	102.10	£928.95	£50.00	£878.95	Tea/coffee
World of Books	£40.00	0.00	46.40	37.15	26.75	45.28	0.00	8.59	13.85	25.61	0.00	13.43	16.56	£233.62	£40.00	£193.62	World of Books
Sales of items	£1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	£0.00	£1,000.00	-£1,000.00	Sales of items
Octopus credit	£100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.54	£52.54	£100.00	-£47.46	Octopus credit
Parish Council	£1,750.00	0.00	0.00	2171.50	0.00	0.00	789.50		0.00	789.50	0.00	0.00	0.00	£3,750.50	£1,750.00	£2,000.50	Parish Council
														£0.00	£0.00	£0.00	
														£0.00	£0.00	£0.00	
Sub Total	£3,865.00	139.95	191.67	2358.81	158.55	272.01	956.20	149.85	178.70	997.93	161.90	235.93	246.35	£6,047.85	£3,865.00	£2,182.85	Sub Total
Clubs / Room Hire																	Clubs / Room Hire
NHS PPG Meetings	£30.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	£0.00	£30.00	-£30.00	NHS PPG Meetings
Hooe Manag. Team	£100.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	£0.00	£100.00	-£100.00	Hooe Manag. Team
French Club	£300.00	24.00	12.00	12.00	0.00	23.00	0.00	12.00	12.00	0.00	0.00	0.00	0.00	£95.00	£300.00	-£205.00	French Club
Knit & Natter	£400.00	54.75	51.56	70.00	48.50	63.50	40.50	47.50	49.35	49.30	0.00	53.00	60.00	£587.96	£400.00	£187.96	Knit & Natter
Art Club	£750.00	138.50	162.50	190.50	147.50	177.00	156.00	136.00	194.50	159.50	79.00	162.00	112.00	£1,815.00	£750.00	£1,065.00	Art Club
Walking Group	£350.00	34.20	42.00	51.90	40.97	39.75	34.00	36.40	45.20	27.40	21.00	98.86	28.95	£500.63	£350.00	£150.63	Walking Group
Games	£100.00	7.50	10.50	18.00	12.00	19.50	6.00	6.00	8.50	0.00	0.00	12.00	28.50	£128.50	£100.00	£28.50	Games
Book Club	£100.00	20.50	15.00	15.00	12.00	13.50	12.00	18.00	22.50	18.00	16.50	15.00	18.00	£196.00	£100.00	£96.00	Book Club
Geneology Group	£100.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	£0.00	£100.00	-£100.00	Geneology Group
Private Hire (Karate)	£250.00	20.00	156.00	0.00	0.00	96.00	0.00	168.00	0.00	208.00	164.00	60.00	213.00	£1,085.00	£250.00	£835.00	Private Hire
Chess Club	£100.00	9.00	13.60	7.50	24.00	18.00	13.60	13.50	15.00	15.00	6.00	31.50	15.00	£181.70	£100.00	£81.70	Chess Club
Wealdon Council				36.00	0.00	0.00								£36.00	£0.00	£36.00	
														£0.00	£0.00	£0.00	
Sub-Total	£2,580.00	308.45	463.16	400.90	284.97	450.25	262.10	437.40	347.05	477.20	286.50	432.36	475.45	£4,625.79	£2,580.00	£2,045.79	Sub-Total
Events																	Events
Coronation Event	£0.00	0.00	0.00	70.50	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	£70.50	£0.00	£70.50	Coronation Event
Table Sale	£200.00	0.00	267.90	0.00	0.00	20.00	40.00		0.00	0.00	0.00	0.00	0.00	£327.90	£200.00	£127.90	Table Sale
Summer Fayre/produce sale	£0.00	0.00	0.00	0.00	0.00	0.00	265.55	20.00	0.00	0.00	0.00	0.00	0.00	£285.55	£0.00	£285.55	Summer Fayre
Harvest Festival	£500.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	£0.00	£500.00	-£500.00	Harvest Festival
Christmas Raffle /table sale	£400.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	8.00	439.00	0.00	0.00	£447.00	£400.00	£47.00	Christmas Raffle
Dowager Lady Crabtree					114.00	25.00	0.00		0.00	0.00	0.00	0.00	0.00	£139.00	£0.00	£139.00	
Sub-Total	£1,100.00	0.00	267.90	70.50	114.00	45.00	305.55	20.00	0.00	8.00	439.00	0.00	0.00	£1,269.95	£1,100.00	£169.95	Sub-Total
Total Income	£19,045.00	448.40	922.73	2830.21	6048.01	767.26	1523.85	607.25	525.75	1483.13	887.40	668.29	721.80	£17,434.08	£19,045.00	-£1,610.92	Total Income

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Expenditure 2023/24	Forecast Bid	/	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Total	Forecast Bid	/	Actual v Forecast	Expenditure 2022/23
Grant Funded Expenditure																			Grant Funded Expenditure
Office Refurbishment	£6,000.00									841.70		147.99			£989.69	£6,000.00		-£5,010.31	Coffee Tables & Chairs (Waitrose)
Audio Visual Equip	£750.00									0.00					£0.00	£750.00		-£750.00	Audio Visual Equip
Garden Patio	£7,000.00						5520.00			0.00					£5,520.00	£7,000.00		-£1,480.00	Garden Patio
Sub-Total	£13,750.00		0.00	0.00	0.00	0.00	5520.00	0.00	0.00	841.70	0.00	147.99	0.00	0.00	£6,509.69	£13,750.00		-£7,240.31	Sub-Total
Utility Expenditure																			Utility Expenditure
1&1 Internet	£300.00		22.87	22.87	22.87	22.87	22.87	22.87	22.87	22.87	25.75	46.15	26.95	26.95	£308.76	£300.00		£8.76	1&1 Internet
B T Group	£800.00		61.14	72.11	70.36	74.24	69.95	70.36	69.95	68.95	71.39	70.36	72.20	69.95	£840.96	£800.00		£40.96	B T Group
Insurance	£700.00		0.00	0.00			0.00	0.00		0.00	645.38	0.00	0.00	0.00	£645.38	£700.00		-£54.62	Insurance
Octopus Energy	£750.00		16.17	93.13			0.00	0.00		0.00	0.00	0.00	264.62	253.77	£627.69	£750.00		-£122.31	Octopus Energy
Castle Water	£75.00		10.00	5.00			0.00	9.57	9.57	9.57	9.57	0.00	15.17	0.00	£68.45	£75.00		-£6.55	Castle Water
Charity walk (Phil Mandy)							50.00												
Sub-Total	£2,625.00		110.18	193.11	93.23	97.11	142.82	102.80	102.39	101.39	752.09	116.51	378.94	350.67	£2,491.24	£2,625.00		-£133.76	Sub-Total
Expenditure																			Admin. Expenditure
Books	£150.00		0.00	63.13	0.00	49.56	61.52	0.00		0.00	65.94	62.53	7.99	0.00	£310.67	£150.00		£160.67	Books
Capital Equipment & Servicing	£450.00		0.00	0.00	111.56	25.00	0.00	251.00		402.00	4.99	400.61	25.00	294.00	£1,514.16	£450.00		£1,064.16	Capital Equipment & Servicing
Catering consumables	£550.00		84.95	18.70	27.26	78.36	61.72	37.61	16.35	59.69	82.42	101.67	26.30	28.15	£623.18	£550.00		£73.18	Catering consumables
Garden Consumables/Gazebo	£150.00		13.80	50.00	229.99	70.00	0.00	0.00		0.00	0.00	0.00	0.00	105.25	£469.04	£150.00		£319.04	Garden Consumables
Office Supplies	£400.00		67.47	0.00	15.49	0.00	29.08	3.99		0.00	78.88	18.99	0.00	82.97	£296.87	£400.00		-£103.13	Office Supplies
Events Consumables/leaving gift/Charity Donations	£250.00		0.00	40.34	0.00	0.00	0.00	13.38	25.00	47.95	11.99	67.17	402.46	0.00	£608.29	£250.00		£358.29	Events Consumables
Sub-Total	£1,950.00		166.22	172.17	384.30	222.92	152.32	305.98	41.35	509.64	244.22	650.97	461.75	510.37	£3,822.21	£1,950.00		£1,872.21	Sub-Total
Total Expenditure	£18,325.00		276.40	365.28	477.53	320.03	5815.14	408.78	143.74	1452.73	996.31	915.47	840.69	861.04	£12,823.14	£18,325.00		-£5,501.86	Total Expenditure
Income Over Expenditure	£720.00		172.00	557.45	2352.68	£5,727.98	-£5,047.88	£1,115.07	£463.51	-£926.98	£486.82	-£28.07	-£172.40	###	£4,610.94	£720.00		£3,890.94	Income Over Expenditure