

MINUTES OF THE FLEETVILLE COMMUNITY CENTRE ANNUAL GENERAL MEETING

held on Wednesday 1st December 2021

Present Trustees: Trevor Parsons, Chair,
David Martin, Vice Chair,
Peter Jones, Treasurer,
Valerie Goodyear-Burrows, Zanna Millicheap,
Jackie Brennan, Momotaz Rahim,
Vicki Greig, Catherine Stemple

Also present: **Centre Manager:** Cathie Crowne

Friends: Patsy Spaven

Maintenance: Gordon Burrows

Minute secretary: Grenville Wilkinson

Apologies: Josie Madoc, Brendan Murphy,
Pauline Thompson

Minutes for this meeting: Jackie Brennan

1. Nominations and Elections for Chair, Vice Chair and trustees

Nomination for **Chair** – Trevor Parsons, Nominated by Peter, seconded by Val. Approved unanimously

Nomination for **Vice Chair** – David Martin, Nominated by Peter, seconded by Momtaz. Approved unanimously

Nomination for **Treasurer** – Peter Jones, Nominated by Val, seconded by Jackie. Approved unanimously

All other trustees agreed to continue to serve for another year.

2. Manager's report from Cathie Crowne

Cathie presented her report which is attached below. The recovery from closure last year has continued and there are new groups and events being booked. In recent weeks, the centre has been used as a vaccination centre. This will have raised awareness of the centre among many who did not know about the centre. The vaccination bookings are expected to continue for a while yet. Fish and chip Friday lunches are now regular event. More people always welcome. New electric heaters in entrance and toilets have been a success.

3. Financial Statement from Peter Jones

Peter presented the audited accounts for the financial year 20/21 which runs from 1st August 20 to 31st July 21. During the year the centre had an income of £1010.86 in excess of the expenditure. This is in part due to government grants and the use of the furlough scheme. More details in the full report below.

4. New build update and questions

- (i) Meeting held on 30/11/21 at FCC with Jay from SADC and portacabin company representatives and Trevor, Jackie and Cathie from FCC. Access to the site for bringing in and removing temporary buildings was discussed. Other issues included toilets and disabled access to these new cabins.
- (ii) Discussion on funding the move: Are we charging comparable rent to other local halls to maximise our current income? Cathie monitors this and we are.
- (iii) As much of the existing fixtures and fittings should be incorporated into new building – e.g. the kitchen and white goods. Storage of other furniture and equipment must be organised in good time
- (iv) Staffing requirements of new building need to be assessed and cost calculated. At all times the use of volunteers will be vital to keep costs down – especially during the first year.
- (v) Some trustees would like to know the results of the investigation into what is under the centre and the rec as the council have had inspections done.

5. Date of next Meeting – 2/2/22 at 6pm

Meeting closed at 8.48pm

Manager's report in full:

It has been an interesting year to say the least. In January, our only users were Playgroup and Kindergarten. By June about twenty-five groups were using the centre regularly. A good proportion of these were new groups, which was very encouraging. Since September most of our pre Covid groups have returned and there are a few new ones too.

We have been very busy with parties every Saturday and are now booked through to February. We have had the NHS Covid 19 walk in vaccinations taking place in the Large hall for the past eight weeks, they have been very busy.

We have had several Friday fish and chips' lunches for our older and some not so old, users. We are actually holding a lunch here this Friday. The Christmas lunch is in the diary for Tuesday 14th December.

The addition of heaters in the toilets and in the hallways, has made a very big difference to the comfort of the building for our users. The dishwasher is being used daily by a variety of groups.

Thank you to the Friends for their help putting up the Christmas trees and decorations and in advance, for help with the Christmas lunch.

Thank you to Gordon for his hard work throughout the year and also to Howard for keeping an eye on things in the evenings. I don't know how we would manage without you all. Thank you so much.

Treasurers Report in full

Good evening.

Fleetville Community Centre's financial year runs from 1st August until 31 July. This means that I can provide the full audited accounts for the financial year that ended 31st July this year and as of yesterday a summary of our accounts for the first 4 months of this current financial year.

So, our audited accounts for last financial year are as provided.

The bottom line is that our income against expenditure shows we ended the 2020 – 2021 financial year with £1010 more in the bank than we started. It's been quite a year for obvious reasons, and we can thank the various local and government bodies that provided over £23,000 in grants (£21845 Covid grant) and furlough support to enable this. £23,000 is around the amount our centre income from hirers was down from the previous year. So that worked out quite well.

At the beginning of this financial year, 1st August, our bank accounts, including New Build, totalled £62807.16

The current total (1st December 2021) is £69566.85 This does include possibly our last Covid grant, £10,000 received in August. So nearly a £7000 increase. However, our centre income from hirers is still less than expenditure. Taking into account expected overheads our centre income (this is not counting our August Covid grant) over the first half of this financial year is likely to be in deficit by approximately £6000. If this happens we will still have c£4000 more in bank than start of financial year. The second half is harder to predict.

Within the last 4 months we transferred the amounts in New Build bank accounts to the FCC accounts. Because it was quite an inactive account the bank was going to close the New Build accounts.

We do look at our expenditure and where possible find less expensive alternatives, and example of which is our waste disposal where Cathie has got a less expensive contractor.

Finally, a lot of what happens around the money side of things Jackie Brennan and I do together, so thanks Jackie for your support.

.....Thanks

FLEETVILLE COMMUNITY CENTRE

Royal Rd, St Albans, AL1 4LQ

Summary of Accounts 1/8/20 to 31/7/21

	2020/21		2019/20	
	£	£	£	£
Bank Balance (Year end 31st July)				
Current Account	15,841.10		12,285.57	
Year Variation	3,555.53		1,291.41	
Deposit Account	38,734.23		41,280.63	
Year Variation	(2,546.40)		(31,332.78)	
New Build Fund	8,231.83		8,230.10	
Year Variation	1.73		8,230.10	
Total variation		1,010.86		(21,811.27)
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Income				
Lettings:				
Contract	27,996.50		48,770.63	
Ad hoc	1,316.56		3,629.00	
Total	29,313.06		52,399.63	
Miscellaneous	84.31		188.83	
Donations/Grants	23,539.79		11,470.68	
New Build	0.00		2,567.70	
Bank interest	10.67		119.03	
Total	23,634.77		14,346.24	
Grand total		52,947.83		66,745.87
Expenditure				
Staff	24,718.58		25,505.19	
Contractor Maintenance/Security	2,233.00		2,895.60	
Total	26,951.58		28,400.79	
Building Maintenance	3,208.78		37,572.56	
Equipment Repairs	523.00		138.00	
Total	3,731.78		37,710.56	
Utilities:				
Gas	5,859.60		7,401.02	
Electricity	4,296.39		2,060.13	
Water	536.92		879.14	
Telephone/Internet/WEB	1,156.82		1,156.72	
Total	11,849.73		11,497.01	
Rent	1,730.00		1,733.00	
Rates	34.13		594.00	
Insurance	2,822.94		2,835.57	
Licences/Subscriptions	649.38		180.00	
Total	5,236.45		5,342.57	
Cleaning	1,593.39		2,490.71	
Waste & Hygiene	1,306.09		1,054.15	
Total	2,899.48		3,544.86	
New Equipment, Inc office	620.74		768.38	
Resale	0.00		0.00	
Misc, Inc Trustee Misc	307.32		317.40	
Stationary/Printing	165.54		11.90	
Manager Expenses	160.39		668.77	
Training	0.00		0.00	
Maintenance/Security Staff Exp	13.96		294.90	
New Build	0.00		0.00	
Meetings/Events/Fund Raising Exp	0.00		0.00	
Total	1,267.95		2,061.35	
Grand total		51,936.97		88,557.14
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Year (Deficit)		1,010.86		(21,811.27)

Auditor

Name

Geraint Howells

Signature



Date

9-11-21

FLEETVILLE COMMUNITY CENTRE

Royal Rd, St Albans, AL1 4LQ

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