

MINUTES OF THE AGM of Hoddesdon & District Old Peoples Welfare Committee in Bushby Hall at 3.00 pm on Tuesday 31st August 2021

Present: Iris Banerjee, Zina Cappalonga, Mavis Clark, Tony Cuffaro, Edie Fussell, Laura Genco, John Glover, Peter Grant, Jean Hart, Lustrah Kerge, Glenys Lardi, Peter Lardi, Rai Liv, Freddie Pearce, Bren Perryman, Eileen Potten, Marv Saini, C Salsey, Jean Taylor, Sid Taylor, Chris Waddington and Gill Walker

Apologies: Marjorie Boulton who is unwell and whose help in the kitchen is greatly missed, Bill Crumly, Doreen Crumly, Mario Diffrancesco, Claire Page and Millie Skelton.

Minutes of the previous AGM on Tuesday 28th May 2019 were read aloud by the Chairman, voted on, accepted without dissent and signed as a correct record. No matters arising.

Accounts had been examined by Michael Braithwaite and copies had been circulated as those present arrived. The accounts were proposed and accepted unanimously. It was agreed that Michael (who is willing) should be asked to continue as our Accounts Examiner.

Treasurer's Report, Gill Walker:

Period covered: 1st April 2020 - 31st March 2021. The cash balance in our Bank current account at the beginning of the financial year was £17,513, with £16,215 in our Term deposit.

Due to the hard work and diligence of Tony, the Deputy Chairman, we were awarded two Government grants of £10,000 paid via Broxbourne Council and £1,500 from Hertfordshire CC in Community Grants via County Councillors as well as £1,350 for Covid security provisions.

Members were invited to pay a reduced subscription of half the usual amount as they were unable to use the halls, but utility bills still had to be met. Thank you to all who contributed. Some groups were able to continue with their classes, once restrictions were eased, but this was dependent on Government reports with regard to numbers and social distancing. Thanks to all who were able to abide by the rules in order to continue. The improvements, repairs and maintenance swallowed a large chunk of our outgoings throughout the year. Rent at Bushby Hall and the majority of utility bills at both halls increased, but despite the halls being closed, they obviously still had to be paid. Tony has been touting with other companies for better rates and we're hopeful that the installation of a water meter at Bushby Hall will help to reduce costs.

With all of this taken into account, we were left with a balance of £6,642 in our current account and £16,331 (including annual interest) in our Term deposit. Any questions?

Report on the Halls, Peter Grant:

During the last 18 months or so, due to the Covid Lockdown we have received very little income from the halls. However, thanks in the main to Tony Cuffaro both Jackson and Bushby Halls have been improved. You can see here at Bushby Hall there has been installed a new insulated ceiling plus the hall has been decorated and new window blinds have been installed all at great cost. Work has also been undertaken on the electrics plus improvements in the kitchen.

At Jackson Hall, due to water ingress in the leanto, the glass panels have had to be replaced and sealed to stop the water which lifted the wooded floor tiles which then had to be re-layed at a great cost. Next Jackson Hall will be redecorated, but first we need some more income.

Tony Cuffaro:

The major work at **Bushby Hall** was the overdue refurbishing of the main hall (£13,557). I take this opportunity to thank both County Councillors Paul Mason and Mark Mills-Bishop for sanctioning a grant of £1,350 to help us complete the hall's refurbishment. Hopefully everyone will appreciate not only the aesthetic appearance but also the new insulation. Other maintenance costs were for resolving plumbing problems, rebuilding part of the front wall demolished by a car, tree clearing, kitchen deep clean and servicing the air conditioning units (£982). The com-

mittee is extremely grateful to both Mike Sur and Mike Kimberley for volunteering to keep an eye on things and doing the odd job here at Bushby Hall.

At **Jackson Hall** the major work was to replace the double glazed roof panels and reseal the side wall panels in the conservatory extension (£1,966) which had caused water damage to the parquet floor. Making good the floor, kitchen deepclean and replacing faulty lighting unit (£748).

INSPECTIONS

Both halls received compliance certificates for H&S, Fire Safeguarding, Electrical Installation, Gas Safety and the Covid-19 Safe To Trade. Some were free, others came at a cost for both the inspection and rectifying faults that were found (£1,273).

COVID-19

Hand sanitizers, bins and consumables have added extra pressure on our finances and with ongoing cost, the committee are again grateful to Paul Mason for Community Grant contribution towards this expense.

Chairman's Remarks (Copies available, no offence if you prefer not to take one.)

It was on 28th May 2019 that we held our last AGM in this building. Finally the restrictions which have been curtailing all of our activities since then are being lifted and it gives me particular pleasure to be able to welcome you all today. I hope that all groups which meet in our two halls are represented at this meeting. Please make sure that each of you has registered your presence here on the Attendance Sheet; I avoid saying "signed in" because we do want to be able to read names!

We are planning to meet the wishes of our late Treasurer by arranging a celebration of the re-opening for which she kindly made provision in the terms of her will, leaving a healthy sum to meet the cost. Your Committee would welcome suggestions about the type of event you may wish us to organise and possible dates when it might take place. Please let me have suggestions as soon as possible.

This has been a very difficult time in many ways and we are sorry that the regular visitors to Bushby Hall and Jackson Hall have been unable to meet and enjoy their usual activities. Your Committee agreed special arrangements, softening the blow of fees during lockdown. It should come as no surprise I have to announce, that we are obliged to revise the charges for booking each hall and Club membership fees. The rates with effect from 1st April 2022, the start of our new financial year, will be as shown in the sheet which has been circulated.

Club members currently pay £20 per year and that enables them to join groups at either hall; a modest increase to £22 per year is the suggestion of your Committee and I would like to propose these changes now.

As you will appreciate these rates represent very modest increases, especially considering they were last revised in 2018, meanwhile we have suffered inflation and a catastrophic loss of income during lockdown. That was partly mitigated by the government grant to community halls, each being awarded £10,000 towards shortfall in income. We have taken the opportunity during those months of inactivity to improve Bushby Hall, as you can see, and we do plan to complete the refurbishment of the toilet accommodation as soon as funds are available.

Revised Rates of Hall Hire and Club Membership as from 1st April 2022:

This notice was handed to each person present and the opportunity was given for comment or questions, in response the proposals of the Management Committee were accepted without dissent.

CHARGES FOR BUSHBY HALL AND JACKSON HALL

Club Membership Fee - entitling members to use the facilities at either hall.

(Some groups make extra charges for tutors and/or materials.)

From 1st April 2022 the membership fee will be revised to £22 per year.

As will readily be noted, this is less than 43p per week.

Bushby Hall - main hall, including use of kitchen, £30 per hour for non-regular users.

£25 per hour for regular (weekly or monthly) bookings.

£22.50 per hour if **ONLY** the main hall is required.

For the Boardroom, when it is not required by other hall users, £15 per hour, but if a regular booking can be accommodated the charge would be £10 per hour.

Jackson Hall - main hall and use of kitchen: £30 per hour for non-regular users;

£25 per hour for regular (weekly or monthly) bookings.

Time for setting up and clearing away at the end of a session should be allowed for **when making a booking.**

A security deposit of £200 is required in addition to hall hire charges and this will only be refunded if the conditions set out in our Booking Form have been fully complied with, namely: **the hall is left clean, all rubbish is taken away, no damage has occurred nor nuisance to the neighbours.**

The Management Committee is currently Tony Cuffaro (Deputy Chairman), Gill Walker (Treasurer), Peter Grant (Bookings Manager) and myself in the Chair. As intimated previously, now that I have had my 90th birthday and following a bout of quite serious illness in the early part of last year, it would be appropriate for me to resign when a replacement steps forward to take my place and I here give notice that I shall resign from the Chair at the next AGM. We have been without a Secretary ever since Eileen Potten was promoted to be our President, so there is ample scope for two or more new names to join the Management Team. You have the opportunity with the next item on the Agenda to fill these vacancies.

asked for nominations for Chairman of the Committee; in the absence of nominations Peter Lardi agreed to carry on until the next AGM and Tony Cuffaro agreed to become Chairman then if no other name was put forward. This means we will require at the end of this financial year a Deputy Chairman and (most importantly) a Secretary for which nominations are invited. The remaining Officers were re-elected without dissent.

Election of Trustees: John Glover, who has been very helpful in making recent annual returns to the Charity Commission, has agreed to serve as a Trustee and was duly appointed. The other Trustees are Eileen Potten (our President), Chris Waddington, Terry Day and Peter Lardi, who were all re-appointed.

Comments and Questions:

Mavis Clark reported on the activities of the Craft Group which has widened its scope as a social club and has the prospect of encouraging more members to join.

Mavis went on to speak about Extend, the weekly gentle exercise group, which is now back in action about 40 strong and their leader has recovered from a bout of illness.

Sid Taylor gave an indication that the Burford Art Group is gently returning to normal with about eight attending and others expected to rejoin.

Tea/Coffee and biscuits

This opportunity for general conversation was kindly hosted by Glenys Lardi helped by Iris Banerjee the leader of Tuesday@2 which it is hoped may be re-opening with some new leadership at the end of the year.

**THE HODDESDON AND DISTRICT
OLD PEOPLE'S WELFARE COMMITTEE**

**Report and Accounts
for the year ending
31st March 2021**

Registered with the Charity Commissioners No 214137

INDEPENDENT EXAMINERS REPORT ON THE ACCOUNTS OF THE HODDESDON AND DISTRICT OLD PEOPLES WELFARE COMMITTEE

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 March 2021

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in any material respect:

- * accounting records were not kept in accordance with Section 130 of the Act or
- * the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

M. J. Braithwaite FCA
18. Baas Lane,
Broxbourne,
Herts. EN10 7EH

Date

18/5/2021



M.J. Braithwaite
INDEPENDENT EXAMINER

HODDESDON AND DISTRICT OLD PEOPLES WELFARE COMMITTEE
RECEIPTS AND PAYMENTS ACCOUNT- YEAR ENDED 31 MARCH 2021

	<u>Unrestricted Funds</u>		<u>Total</u>	<u>2020</u>
	<u>General</u>	<u>Designated</u>		
<u>Receipts</u>				
Grants- Broxbourne Council	20,000		20,000	0
Grant-Herts County Council	1,350		1,350	1,200
Donations/Legacy	370		370	1,000
Members Subscriptions	1,828		1,828	3,364
Interest on Deposits		116	116	137
Use of Bushby Hall	1,028		1,028	9,379
Use of Jackson Hall	2,759		2,759	12,496
Refunds	286		286	30
Total Receipts	27,621	116	27,737	27,606
<u>Payments</u>				
Improvements to Leasehold Property	12,481		12,481	0
Repairs and Maintenance	5,723		5,723	6,511
Cleaning	8,729		8,729	8,953
Electricity	2,136		2,136	1,308
Gas	3,132		3,132	2,276
Telephone	332		332	333
Water	967		967	900
Administration	561		561	407
Independent Examiners fee	125		125	125
Insurance	2,110		2,110	1,920
Rent-Bushby Hall- Current Year	996		996	996
Rent-Bushby Hall-Prior Years	0		0	570
Caretaker	1,200		1,200	1,500
Sundries	0		0	0
Total Payments	38,492	0	38,492	25,799
Net(Payments)/Receipts	-10,871	116	-10,755	1,807
Transfers between Funds	0	0	0	0
Cash Funds last year end	17,513	16,215	33,728	31,921
Cash Funds this year end	6,642	16,331	22,973	33,728

HODDESDON AND DISTRICT OLD PEOPLES WELFARE COMMITTEE
STATEMENT OF ASSETS AND LIABILITIES AT 31 MARCH 2021

	<u>Unrestricted Funds</u>		<u>Total</u>	<u>2020</u>
	<u>General</u>	<u>Designated</u>		
<u>Cash Funds</u>				
Bank Current Accounts	6,642		6,642	17,513
Fixed Term Deposit	<u>0</u>	<u>16,331</u>	<u>16,331</u>	<u>16,215</u>
	<u>6,642</u>	<u>16,331</u>	<u>22,973</u>	<u>33,728</u>
<u>Other Monetary Assets</u>				
<u>Debtors</u>				
Gas			680	0
Electricity			<u>397</u>	<u>0</u>
			<u>1,077</u>	<u>0</u>
<u>Assets for Charitys Own Use</u>				
		<u>Additions</u>		
		<u>in Year</u>		
Freehold Land and Buildings at Stanstead Road, Hoddesdon used as a Welfare Centre At Cost	69,933		69,933	69,933
Leasehold Land and Buildings at Bushby Hall, Wormley used as a Welfare Centre At Cost	<u>33,017</u>	<u>12,481</u>	<u>45,498</u>	<u>33,017</u>
	<u>102,950</u>	<u>12,481</u>	<u>115,431</u>	<u>102,950</u>
<u>Liabilities</u>				
Independent Examiners fee	125		125	125
Hall Hire received in advance	378		378	378
Repairs and Maintenance	<u>525</u>		<u>525</u>	<u>0</u>
	<u>1,028</u>		<u>1,028</u>	<u>503</u>

SIGNED BY THE Chairman on behalf of all the Trustees


Peter Lardi

Date 18.5.2021
 Date.....

HODDESDON AND DISTRICT OLD PEOPLES WELFARE COMMITTEE

NOTES ON THE ACCOUNTS- YEAR ENDED 31 MARCH 2021

Basis of Accounting

- 1). These accounts have been prepared on a receipts and payments basis in accordance with the Charities Act 2011, Section 133 and comprise a Receipts and Payments Account for the year and a Statement of Assets and Liabilities at the year end.

Assets retained for Charitys own use

- 2). Following the change in 2007/2008 to a Receipts and Payments basis of accounting accumulated depreciation and amortisation of the freehold and leasehold buildings were written back and the historic cost reinstated and shown in the Statement of Assets and Liabilities. Improvements during the year were made to Bushby Hall.

Designated Funds

- 3). Movements on the designated fund during the year were as follows:

	<u>Balance</u>	<u>Receipts</u>	<u>Transfer</u>	<u>Balance</u>
	<u>01/04/2020</u>	<u>in year</u>	<u>in year</u>	<u>31/03/2021</u>
Peter Jackson Memorial Fund	<u>16,215</u>	<u>116</u>	<u>0</u>	<u>16,331</u>

The Peter Jackson Memorial Fund is under the discretionary control of the Trustees. This fund is not available for general use but is intended for specific purposes deemed appropriate by the Trustees.

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