

PDCC Financial Review 2019-2020

The turbulence experienced in the financial year (Oct 2019 – Sep 2020) makes it difficult to summarise the financial performance of the centre without breaking it into key periods and activities. To help the members to disseminate, we have analysed the performance as follows:

Operating activities Oct 19 – Feb 20

Operating activities Mar 20 – Sep 20

Exceptional items

Cash balance

Operating activities Oct 19 – Feb 20

Positive net cashflow: £1,465

This period saw a good level of activity. Regular hall hires continued, we had additional interest from new activity providers and private bookings were performing well. Note the cost of fireworks was born ion the previous financial year but the income was accounted for in this financial year, so the positive cashflow is somewhat distorted as a result, but a good start to the year, nonetheless.

Operating activities Mar 20 – Sep 20

Negative net cashflow: -£5,566

COVID had the following key financial impacts on the centre:

- Refunds given to private hall hirers
- Cancellations of regular hall hirers
- Significant increase in cleaning requirements for the reduced activities that were able to continue
- Continued upkeep/maintenance costs required to the centre and playing field.

Note this negative cashflow does however include our maintenance and cleaning contract costs which, throughout the closure was diverted to the task of redecorating throughout the centre. Taking this into consideration, the operational loss has bought some much-needed work at a very favourable rate.

Exceptional items

Grant funding: £11,200

- The centre was eligible for the Mid Suffolk District Council small business covid relief funding, and the Trustees agreed that it was our fiduciary responsibility to apply for this grant. We were successful in our application and received £10,000 in the year.
- The children's sports activities club Palgrave All-Stars was also successful in securing £1,200 in funding through the MSDC Locality Award. This money is ringfenced and as yet unspent.

Wind Turbine net income: £9,413

The reduced energy usage of the centre has meant that even more clean energy has been pushed back into the grid and has achieved a fantastic financial return this year. This figure is somewhat skewed as some of this energy usage related to the previous financial year.

Insurance cost: -£1,599

Cash balance

The Trustees have tried to keep costs down whilst managing the expectations and requirements of our hirers. Money has been spent wisely on the refurbishment in preparation for reopening, and grant funding alongside wind turbine income has bolstered our cash balances, leaving us with a health cash position of £46,091 at the end of the year.

Conclusion

The Trustees recognise that the strong performance this year leaves the centre in a healthy financial position to tackle the challenges that will come with the recovery once covid restriction end. It also presents a fantastic opportunity to look at investments and improvements needed in the future to ensure that the centre remains a valuable community asset for generations to come.

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2019/20 - year ended 30th September, 2020.

2018/19		INCOME	2019/20	
£	£		£	£
	1,685	Membership subscriptions		1,620
		Donations:		
3,574		Palgrave & District Community Club	1,219	
359	3,933	Others	509	1,728
	-	Grants received		11,200
	1,008	Rent (Community Club)		1,008
7,546		Hire of facilities: main Hall	4,303	
1,927	9,473	Lounge	1,490	5,793
	1,545	Advertising income		1,000
387		Sales: Recycled glass	97	
290	677	Calendars	-	97
	2,554	FIT payments received		10,132
		Income from Events:		
1,871		Fete	-	
-		Open Gardens	1,333	
3,335		Talks & Exhibitions	207	
6,006	11,212	Others	1,011	2,551
	-	PDCC 100 Club		-
		Donations from associated clubs:		
40		Palgrave Cinema	756	
159		Friendship Club	-	
793		Carpet Bowls & Crib	251	
56	1,048	All Stars	698	1,705
	5	Interest received: deposit accounts		5
	-	Sundries		43
	33,140	Total income		36,881

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2019/20 cont. - year ended 30th September, 2020.

2018/19		EXPENDITURE	2019/20	
£	£		£	£
	545	Administration & office expenses		211
	840	Professional fees: accountancy		-
	961	Licence fees		736
	1,622	Insurance		1,599
3,610		Printing Palgrave Star	2,590	
380	3,990	Printing - other	53	2,643
	1,311	Light & heat: electricity		1,920
	58	Water charges		56
	623	Waste disposal		236
	1,654	Keyholding		1,360
	2,876	Caretaking & cleaning		4,485
		Property expenses:		
12,969		building repairs & maintenance	2,204	
467		hall equipment	149	
2,442		playing field	3,491	
5,892		turbine repairs & maintenance	816	
503	22,273	play equipment	180	6,840
		Cost of staging Events:		
757		Fete	863	
958		Talks & Exhibitions	6	
1,614	3,330	others	17	885
	111	PDCC 100 Club		-
	150	Palgrave Cinema		626
	56	Palgrave All Stars		324
	399	Capital expenditure	-	
	96	Miscellaneous expenses		45
	6,000	Loan repayment		-
	46,893	Total expenditure		21,967
	(13,753)	Net Income/(expenditure)		14,913

PALGRAVE & DISTRICT COMMUNITY CENTRE

Income and Expenditure Account, 2019/20 cont. - year ended 30th September, 2020.

2018/19	CASH BALANCES	2019/20
£		£
44,931	Cash funds b/fwd as at 1st October	31,178
(13,753)	Movement in cash resources	14,913
<u>31,178</u>	Cash Funds c/fwd as at 30th September	<u>46,091</u>
Analysis of Cash Funds:		
21,084	Treasurer's current account	35,993
10,003	Deposit account	10,008
90	Petty cash	90
<u>31,178</u>		<u>46,091</u>

These Accounts were prepared by the Treasurer and

independently examined by, Graham Leigh: *G. Leigh*

Date: 6th March 2021



PALGRAVE & DISTRICT COMMUNITY CENTRE

Charity No. 269132

The Minutes of the virtual Annual General Meeting held on Wednesday 17th March 2021, commencing at 7.30 pm

Present: Sharon Cousins-Clarke, Phil Dyer, Laura Forster, George Georgiou, Heather Goddard, Dave Griffiths, Carol Hardstone, Diane Henderson, Peter Humphreys, John Kilgannon, Sophie Kilgannon, Graham & Pat Leigh, Jane Lockwood, Lee Lockwood, Ian McClintock, Jane McClintock, Hazel Massey, Eric Milne, Michael Rogers (also representing Palgrave Cinema), Heribert & Kathryn Westerveld, & Derek Clarke

Sharon Cousins-Clarke introduced herself and advised she would be chairing the meeting and also explained how the meeting would run as this was the first time the PDCC had done the AGM via Zoom.

1. **Apologies for absence** were received from Jean Potter, Tracey Shaughnessy & Helen Thorburn
2. **The Minutes** of the last AGM, held on 20th November 2019, had been previously sent out via email to those that were present. There being no comments or questions the minutes were duly signed as a true record by HG, the PDCC secretary.
3. **The Chairman's Annual Report.** This had also been sent out via email for people to read prior to the meeting. SC-C briefly ran through it highlighting that it had been a year of two halves, a good start in October, then plunged into lockdown in March 2020 and the closure of the centre. Meetings had to move online until the summer, however this was short-lived **because Covid-19 restrictions were re-imposed.** The Trustee Committee ran without a Chair or Vice-Chair for the year with a TC member acting as Chair at the monthly meetings. New members George Georgiou and Laura Forster joined the committee, followed by Sharon Cousins-Clarke and we welcomed back Jane McClintock. The centre was risk assessed by Phil Dyer in order for us to open following Covid-19 regulations and we thank him for his work in doing this. Jane and Lee Lockwood were thanked for all their work in preparing the centre to ensure it complied with guidelines and all times and for their time given to making improvements to the centre including redecorating and gardening. Thanks were given to Heather Goddard for her secretarial support and hard work in producing the Palgrave Star on a monthly basis.

The wind turbine has continued to provide an income to the centre through the FITs payments received.

A volunteer working party has cleared brambles and undergrowth from the edges of the field to prepare for the wildflower areas planned for later this year. A small number of trees have also been planted and thanks were given to all those who helped following social distancing rules.

The extraordinary events have had a significant impact on the activities of the Centre, however funds have been managed prudently and we have received grant funding which has helped with the loss of income. Full details available to read in the Treasurer's report.

Moving forward the committee believe that the centre and playing field have great potential and we plan to enhance and improve facilities to keep them up-to-date and make sure they meet the needs of potential and existing users. To do so we plan to consult with Palgrave residents to find out what

the community wants. A number of ideas have been carried forward from 2019 such as extending the building, upgrading the kitchen and improving the car park.

4. The Treasurer's Report and adoption of the Annual Statement of Accounts.

Peter Humphreys introduced himself and advised that he had been in place since October 2019. He ran through the financial review which had been broken down into key periods. Operating activities October 2019 – February 2020 saw a good level of activity with regular and additional hall hiring leaving a positive net cashflow of £1,465. Operating activities March 2020 – September 2020 saw Covid-19 having a financial impact on the centre with refunds being given to private hirers, cancellation of regular hirers and a significant increase in cleaning costs as well as the continued upkeep/maintenance of the centre and field. This left a negative net cashflow of £5,566.

We did however receive successful grant funding from Mid Suffolk District Council for Covid relief for £10,000 and a further £1,200 through the MSDC Locality Award towards Palgrave All Stars, this is ringfenced and as yet unspent.

The wind turbine continues to bring in FITs payments and net income received for the year was £9,412.

Insurance costs were £1,599.

In conclusion the centre is in a healthy financial position with funds in excess of £46,000, that will help to tackle the challenges that will come with the recovery once Covid restrictions end.

Sharon Cousins-Clarke proposed and Jane McClintock seconded, that the accounts as presented be adopted. Graham Leigh, as the independent examiner, confirmed that he had agreed the accounts.

5. To confirm the rate of Members' annual subscription for 2021/22. Sharon Cousins-Clarke proposed that the rate of subscription remain at £10 pp pa, this was seconded by Peter Humphreys and those present unanimously voted in favour. Sharon Cousins-Clarke then proposed that the annual subscription due in October 2020 which was extended until March 2021, be further extended to September 2021. This was seconded by Michael Rogers and again unanimously agreed.

6. The election of the 'elected' Officers.

Chairman: Sharon Cousins-Clarke put herself forward to become Chair, this was then proposed by Jane McClintock and seconded by Laura Forster.

Vice-chair: no nominations or volunteers were received from those present.

Hon. Secretary: Heather Goddard was proposed by Sharon Cousins-Clarke, seconded by Peter Humphreys, and declared elected; and

Treasurer: Peter Humphreys agreed that he was happy to stand again and was proposed by Sharon Cousins-Clarke and seconded by George Georgiou and declared elected.

7. Proposal to amend section 5 of the Constitution. Specifically, to remove “5.1c) (No Charity Trustee or connected person may) be employed by, or receive any remuneration from, the Charity.” New IR35 tax regulations mean that employment may now be identified as the appropriate and legal contract, rather than a contract for Goods/Services as specified in 5.2b). Sharon Cousins-Clarke (Chair) proposed the change to the constitution as outlined. This was seconded by Peter Humphreys. Heribert Westerveld asked what the impact of this was. Did it mean we could employ people and mean that we would have to pay PAYE. The Chair agreed that yes it would and Peter Humphreys advised that we would like to keep any employees under the PAYE threshold. He stressed that no Trustee **would be paid for carrying out their Trustee duties**. There being no other questions a vote was taken to amend this section which was unanimously agreed.

8. To receive notice of approved 'Member Organisations'. The member organisations were identified as: Palgrave Community Club, The Friendship Club and The Friends of Palgrave School.

9. To elect 'Member Organisations' to the Trustees' Committee. The following were declared elected and their representatives will be declared Trustees (as an individual):

Palgrave Community Club (rep. Eric Milne), proposed by Sharon Cousins-Clarke and seconded by Michael Rogers.

The Friendship Club (rep. Jean Potter), proposed by Eric Milne and seconded by Peter Humphreys.

The Friends of Palgrave School (rep. Laura Forster), proposed by Michael Rogers and seconded by Peter Humphreys.

10. To elect 'ordinary Members' as Trustees and members of the Trustees' Committee. The following were declared elected unopposed:

George Georgiou proposed by Peter Humphreys and seconded by Eric Milne.

Carol Hardstone proposed by Sharon Cousins-Clarke and seconded by George Georgiou.

John Kilgannon proposed by Lee Lockwood and seconded by George Georgiou.

Lee Lockwood proposed by Michael Rogers and seconded by Eric Milne.

Eric Milne proposed by Lee Lockwood and seconded by John Kilgannon.

Jane McClintock proposed by Laura Forster and seconded by Lee Lockwood.

Michael Rogers proposed by Eric Milne and seconded by George Georgiou.

Helen Thorburn proposed by John Kilgannon and seconded by Eric Milne.

Others can be elected later on during the year if anyone present or not decided they wished to join the Trustee Committee.

11. To elect the Independent Examiner for 2020/21.

Graham Leigh was proposed by Peter Humphreys and seconded by Lee Lockwood and appointed unanimously

12. Any other business.

The Chair wished to thank Kathy Milne who has stepped down as a Trustee but has kindly decided to remain as a volunteer.

Derek Clarke said that he has lived in the village for 30 years, but now feels like part of the village community. Laura Forster echoed these sentiments.

There being no further business the Chairman was able to close the meeting at 8.05 p.m., thanking all for their interest and attendance.

Signed as a true record of proceedings:

Chairman

Date: _____