

Minutes of Annual General Meeting of Lawn Community Association held at the Lawn Community Centre on Saturday 30th April 2022

There were 32 members present at the meeting

Apologies for Absence: - Gillian Sheldrick

1. The Chairman, Bob Jackson, welcomed everyone to the first Annual General Meeting since 2019.
2. **Matters Arising** - Mr Harper asked how his suggestion that section members meeting at the same time as a General Meeting should be asked to send one representative to the AGM or their room booking should not be accepted. The Secretary replied that this had been addressed by moving the AGM to a Saturday which enabled everyone to attend.
3. The minutes of the meeting on 27th March 2019 were passed as a correct record.
Proposed by Mr Harper seconded by Mr Puttock.
4. **Presentation of the Lawn Community Association Accounts for 2021 –**

Mr Fletcher presented the Accounts for the year ending 2021. The Centre re-opened in mid-August 2021. There had been no income for the previous 7 months. However, despite this, the accounts remained in a healthy position showing an end of year total of £78,566.39. This was an increase of just over £2000 on the previous year (when the Centre had been closed from mid- March due to Covid. Over the past two years we have been helped with Covid Grants from the Government, via the local authority, totalling £20,200 but these will not be forthcoming in the future as life is now assumed to be back to normal.

The Accounts have yet to be verified by an independent Financial Examiner, but this is being actively pursued.

It was necessary to install a new Fresh Air system to replace the original one which had failed, in order to meet revised Government guidelines for the number of air exchanges per hour. This cost £12,000 (£10,000 of which came out of the reserve account and will be replaced in due course).

The Association normally helps a number of other charities with donations each year, but the only charitable donation for 2021 was £156 raised at a McMillan coffee morning.

Mr Fletcher thanked Wendy Cole and Pat Lewis for their support and help in his first few weeks as the new Treasurer. He also thanked Chris Woodward, the Assistant Treasurer, and the Booking Team Lead, Eileen Parker for their help with the end of year reconciliation and Mary Fishlock for her help when he is away on regular holidays.

The accounts were proposed by Mary Fishlock and seconded by John Puttock

5. Election of Honorary Officers

Election of Secretary – Eileen Parker - Proposed by John Puttock and seconded by Pat Lewis

Election of Treasurer – Geoff Fletcher – Proposed by Mary Fishlock and seconded by Sheila Guyatt.

6. Election of up to 20 Lawn Community Association Trustees.

The following people have been proposed and seconded to serve on the General Committee:

Mary Fishlock, Chris Woodward, Alan Parker, Bob Jackson, Pat Lewis, John Puttock, Susan Saunders, Kris Jones, Gillian Sheldrick, and Sheila Guyatt.

During the meeting, 3 members volunteered to join the Committee and these applications will be dealt with in line with the Constitution.

7. Associate Members Representative

No one from the Associate Members was put forward as a representative

8. Appointment of Independent examiner for 2021 Accounts – to be notified in due course

9. Annual Reports from Lawn Community Association

Chairmans Report

The last 3 years, has been a very harrowing time, never seen before in this country. Although the Blitz was horrible, Covid precautions were even more uncomfortable. At least you heard the bombers and guns but Covid was a silent death stalking you. In the centre the volunteers were fantastic. The centre was never shut for more than a week, a committee of volunteers arranged a list of individuals to tour the whole building each day to ensure everything was functioning. Everything was tested, those volunteers were marvellous and did this for the whole lockdown period.

I personally knew there were several members who were on their own and lonely. We got in contact and kept them going; lots of the members haven't got an enjoyable life and it makes a vital difference. I am pleased to say I think this is one of the nicest Centres in Swindon.

Also, during lock down our cleaners cleaned everything until they ran out of things to clean.

Centre Booking Team

It has been pleasing that we are now able to welcome back groups who book the Centre on a regular basis. However, since the start of the pandemic in 2020 we have lost 26 groups, most have ceased due to lack of support, some did not return when we re-opened with no reason being given, and some have cut the number of groups they run each week. This has reduced our income per year by approximately £3,000-£4,000. Some groups have had to cancel due to Covid amongst their members which we encouraged in order to reduce the spread through the local community.

We also asked our Cleaners to increase the frequency of cleaning when we re-opened in August 2021. As well as supplying hand gel and antibacterial spray to enable sanitization of tables between bookings. This has temporarily increased our outgoings.

The estimate of income for the current year is around £20,000, but this will be dependent on groups continuing to book and whether there is, again, a surge in Covid infections in the Autumn.

Social sub-committee

The Social Sub-Committee continue to organise the Short Mat Bowls and the monthly Film Show sessions.

There is also a Jubilee Committee which is organising an open day at the Centre on 2nd June. We will be open from 9.00 am throughout the day. The main events to be broadcast by the BBC will be shown on the big screen in the main hall. Tea and coffee will be available so please come and mingle. A cream tea will be available in the afternoon. We are hoping to have the car park closed so we can run for children's activities, and the local school are helping to make bunting. So, watch for posters, turn up, and make it a nice day.

Forms are available at the back of the hall, for you to, so please, sign up if you can lend assistance for the day or even put on an entertainment.

Coffee Shop

The Coffee shop is now operating on Thursday afternoons and Saturday mornings. We had to curtail a couple of the sessions, Tuesday Kiddi Club was closed when Mandy moved, and the Friday session was poorly attended.

10. Any Other Business

Jenny Wilson gave a short report on the Lawn Gardening Club – 'It was a seemingly very long and difficult passage to our first meeting after Covid hit, but at last in August 2021 we managed a meeting to acquaint ourselves with each other and to pick up where we left off, if only we could remember.

Since then, we have had a meeting most months, mostly with speakers "left over" from our 2020 programme. Numbers are down a bit as people emerge nervously blinking into the light but we have had some visitors and picked up a few new members recently.

During June 2020 and 2021 we held our annual plant sales weekly, first in the Polo Ground and then on the frontage at the Centre, which helped keep us in contact with our members, do a bit of advertising for the Club and raised some money towards future speakers. I like to think it all helped with people's desire to grow something and took a little pressure off B & Qs supply chain.

We are relieved the Centre was able to re-open and wish it a long life as the events of the last two years make us fully appreciative of its value to the community.'

11. Membership

Membership of the Community Association is down this year, and has been going down for a while. We currently have 116 full members, 12 of whom are new, and 81 Associate members. We need to get this number up if we can. If you know of anyone who has not yet renewed their membership, please can you remind them and encourage others who may not yet be members to join.

12. Any Other Business

Mr Bridges asked if there was a deficit from regular clubs and how does that stand up against outgoings and income. If our finances are not improving because of a lack of membership and dropping numbers, how do we recoup the loses. It is on downward trend and income cannot be relied upon.

It was explained that we have a reserve fund to cover costs for replacement of capital items. Money is put aside each year. For example, the Gas boiler was put in in 2008. Its life expectancy is 20 years, and the likely cost of replacement is £20,000 so £1000 goes into the fund each year.

Volunteers have asked for clarification on bookings criteria. It was explained that we take each booking on its merits. Volunteers should complete a 'Booking form' from the blue folder available in the Office. The booking team will then check whether we are able to accommodate the booking. Volunteers are asked not tell any callers that they can have a booking, but please encourage them to use the Booking Team email to make contact.

Pam Pridmore has now handed over the role of Volunteer Coordinator to Susan Saunders. Thanks to Susan for taking on this role. We will be formally thanking both Wendy and Pam shortly. And a big thank you to everyone here for being our volunteers.

The meeting closed at 11.50 am and a buffet lunch was served.

The Lawn (Swindon) Community Association
Consolidated Accounts as at 31 December 2021

	Balance 1 Jan 21	Page	Year 2021
<u>Centre</u>	64,435.17		
Income		3	22,686.68
Expenditure		3	(22,057.73)
<u>Association</u>	11,850.16		
Income		4	4,070.05
Expenditure		5	(2,417.94)
	<u>76,285.33</u>		<u>2,281.06</u>

Presented by

Bank Statements as at 31 December 2021	
Santander Current Account (LCA)	13,650.31
Santander Current Account (LCC)	14,202.12
Virgin Charity Deposit A/c (Reserves) (see Page 6)	<u>50,464.00</u>

Cash in Hand	Bookings Team	10.00
	Coffee Morning Float	15.38
	Coffee Shop Float	<u>15.00</u>

Debtors as at 31 December 2021	388.00
Creditors as at 31 December 2021	<u>(178.42)</u>

Note: The LCC Current A/c reflects cheques drawn totalling £1,271.66, but not cashed as a

Balance 31 Dec 21

65,064.12

13,502.27

78,566.39

78,316.43

40.38

209.58

78,566.39

t 31 Dec 21.

LCA TREASURERS REPORT - 2021

Banked Income since 1.1.2021		Jan to 12/31/2021	
Opening Bank Balance		11,460.19	
<u>Income since 1.1.2021</u>			
Donations for Lawn CA		90.00	
Donations other charities		156.15	
Newsletter Adverts			
Photocopying		8.50	
Membership Fees			
Fit payment Npower solar energy		1,447.29	
			1,701.94
<u>LCA Sections</u>			
Crochet		91.00	
Whist/Games			
Bridge		666.50	
Over 50's			
Bingo			
Lunch Club			
Short Mat Bowls		41.00	
			798.50
<u>Activities</u>			
Small Sales		96.00	
Coffee Sales (Monday)		601.41	
Coffee Shop (Thurs & Sat)		501.95	
Kiddie Café			
LCC 18th birthday event 31.01.20			
Tea Dance 22.02.20			
Film Shows/Christmas Raffle		370.25	
			1,569.61
Total Income			<u><u>4,070.05</u></u>

NOTES:

The following floats have been banked as events no longer run.

Lunch Club	324.70
Bingo	37.00

Reduction in Coffee Shop Float (5.00)

Donations of £156.15 relates to McMillan Coffee morning, and is also shown as expeditur

LCA TREASURERS REPORT - 2021

<u>Expenditure since 1.1.2021</u>	Jan to 12/31/2021	
<u>General</u>		
Photocopying Expenses	300.00	
Stationery & Postage	7.92	
Newsletters		
Telephone		
Independent Examiner	50.00	
Garden Maintainance		
Licences (Film)/Subscriptions	648.74	
Annual Insurance/Claim	809.32	
Flowers in Foyer	32.60	
Donations to charity/other Sections	156.15	
Training (first aid, food safety,finance)		
		2,004.73
<u>Sections</u>		
Over 50's		
Lunch Club	47.55	
		47.55
<u>Activities</u>		
Coffee Shop/Sales	365.66	
Kiddie Café		
LCC 18th Birthday party 31.01.20		
Tea Dance 22.02.20		
Summer Fayre/End of the Track		
Fund Raising eg DVD's		
		365.66
<u>Equipment,Repairs & Replacement</u>		
Misc small items		
Computer repairs/Annual support		
		0
<u>Small Capital</u>		
CCTV & Copier install (sundry items)		
Radio microphone		
Door Access Controls		
		0
Total Expenditure		<u>2,417.94</u>
 Bank A/c Bal as at 31/12/21	 13,650.31	
 Including Accrued amounts		
Photocopying Expenses	25.20	Paid 3 Jan 22
Performing Rights Society Licence	153.22	Paid 17 Jan 22

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Jan to
12/31/2020
13,501.49

122.50

144.00

16.60

352.00

1,666.17

2,301.27

54.00

39.81

460.00

172.00

28.55

100.00

39.00

893.36

111.61

332.57

603.17

59.90

10.00

68.00

299.35

1,484.60

4,679.23

e below.

L

Jan to
12/31/2020

433.13
99.30
736.00
10.00
50.00
140.00
1,200.13
816.06
39.00
500.00

4,023.62

85.30
135.60

220.90

242.18
31.04
501.06
50.00
411.00
5.00

1240.28

44.74

44.74

48.01
79.90
1,063.08

1190.99

6,720.53

LCC TREASURERS REPORT - 2021

Banked Income since 1.1.2021		Jan to 12/31/2021	Jan to 12/31/2020
Opening Bank Balance	- Santander	11,992.72	66,145.29
	- Virgin	53,081.00	
Prior Year Debtors		134.40	
Prior Year Creditors		(772.95)	

Income since 1.1.2021

Bookings	6,239.05	7,036.45
Bank Interest	64.77	231.65
Council Grants	16,382.86	11,334.00

Total Income

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Expenditure since 1.1.2021

	12/31/2021	12/31/2020
Four Star Cleaning	3,310.00	4,121.00
Ajax Cleaning Service	67.00	93.00
Biffa Wheelie Bins	415.58	647.40
Gas	710.58	1,142.88
Electricity	1,714.62	1,978.96
Water	517.88	0.00
Telephone	910.81	831.63
General Maintainance	142.18	337.90
Intruder Alarm Maintainance	540.00	540.00
CCTV Maintainance	288.00	288.00
Equipment repair/service	927.96	658.61
Office Safe	75.95	0.00
Outside Key Safe	59.99	0.00
Cleaning Supplies	228.95	88.89
Stationery	5.00	82.70
Website charges	181.32	198.88

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Capital

Hall Fresh Air system	11,961.91	0.00
CCTV System		5,934.00
Replacement Kitchen Equipment		181.17
Replacement Photocopier		1,194.00
Roofing repair		1,350.00
Replacement sink cleaning cupboard		643.20

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Total Expenditure

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Debtors as at 31 December 21	(388.00)
Monies banked in advance	0
Cash in Hand	(10.00)

Bank A/c Bal as at 31/12/21

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9,302.37

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(124.40)

772.95

(10.00)

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Lawn (Swindon) Community Association

Financial Designated Reserves to cover major capital replacement of items £1000 +

These amounts have no financial basis and are only amounts set down by the committee

Item	Install Date	Life expectancy	Replacement Cost *	Annual Allocation	Total at 31.12.20	Total at 31.12.21**
Flat Roofs	2014	15	£15,000	£1,000	£7,000	£8,000
Extension Roofs	2010	30	£10,000	£333	£3,663	£3,996
Solar Inverter	2014	10	£1,000	£100	£700	£800
Photocopier	2020	10	£1,200	£120	£120	£240
Boiler	2008	20	£20,000	£1,000	£13,000	£14,000
Air Con Hall	2007	15	£5,000	£333	£4,662	£4,995
Air Con Room 1	2017	15	£2,100	£140	£560	£700
Air Con Room 2	2011	15	£2,000	£133	£1,330	£1,463
Air Con Room 2 Anex	2017	15	£1,750	£120	£480	£600
CCTV	2020	10	£6,000	£600	£600	£1,200
Cooker	2007	15	£6,500	£434	£6,076	£6,510
Dishwasher (ind)	2019	10	£4,200	£420	£840	£1,260
Fridge (ind)	2012	10	£1,000	£100	£900	£1,000
Freezer (ind)	2009	10	£1,000	£0	£1,200	£1,200
Hall Floor	2002	40	£10,000	£250	£4,750	£5,000
Furniture	2016	10	£12,000	£1,200	£6,000	£7,200
Hall Concertina Doors (x2)	2019	10	£4,750	£475	£950	£1,425
Room 2 Concertina Door	2019	10	£1,250	£125	£250	£375
Water Purifier & Install***	2016	6	£620	£0	£0	£0
Hall Fresh Air System*****	2021	20	£12,000	£600	£0	£600
				£7,483	£53,081	£60,564

Transfer to Current A/c re Fresh Air System	(£10,000)
Shortfall in Annual top up from Current A/c	(£100)
Actual Balance in Virgin A/c	£50,464

* The figures above do not take account of installation, inflation and/or disposal
 ** Reserves set aside are based on the installation date being treated as year
 *** Included for information purposes only
 **** Includes 2021 interest of £64.77
 ***** Installed July 2021

Replacement

Year

- 2029
- 2040
- 2024
- 2029
- 2028
- 2022
- 2032
- 2026
- 2032
- 2024
- 2022
- 2029
- 2022
- 2019
- 2042
- 2026
- 2029
- 2029
- 2022
- 2041

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RECONCILIATIONS

LCC Bank Account

Bank Balance as at 31.12.20	12,416.64
uncashed cheques	<u>(423.92)</u>

Bal as per Balance Sheet 2020	11,992.72
Income from Grants	16,382.86
Bookings Income	5,285.30
Trf from Virgin A/c	10,000.00
Centre Expenditure	(22,140.53)
Annual Top up to Virgin	<u>(7,318.23)</u>

Bal as per Balance Sheet 2021	14,202.12
uncashed cheques	<u>1,271.66</u>

Bank Balance as at 31.12.21	<u><u>15,473.78</u></u>
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LCC Bookings Income

Amounts banked 2021	5,285.30
2020 arrears paid	(28.55)
Refund re Ref B130	(82.80)
2020 amounts written off	(95.85)
2020 Prepaid re 2021	772.95
2021 Outstanding	388.00

Balance as per Balance Sheet	<u><u>6,239.05</u></u>
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The Lawn (Swindon) Community Association

Consolidated Accounts as at 31 December 2021

	<u>2021</u>	<u>2020</u>
Income		
Centre	£22,686.68	£18,602.10
Association	£ 4,067.94	£ 5,770.83
	£26,754.62	£24,372.93
Expenditure		
Centre	£22,057.73	£20,312.22
Association	£ 2,417.94	£ 7,827.27
	£24,475.67	£28,139.49
Income over Expenditure	<u>£2,278.95</u>	<u>-£ 3,766.56</u>

Represented by:

	Opening Bal	Closing Bal	Movement
Virgin Charity Deposit	£53,081.00	£50,464.00	-£ 2,617.00
Santander LCA	£11,460.19	£13,650.31	£ 2,190.12
Santander LCC	£12,416.64	£15,473.78	£ 3,057.14
Accruals	-£ 423.92	£ -	£ 423.92
Debtors/Creditors	-£ 648.55	£ 209.58	£ 858.13
Accruals 2021		-£ 1,271.66	-£ 1,271.66
		£ -	£ -
Cash in Hand/Floats			
Bingo	£ 37.00	£ -	-£ 37.00
Bookings	£ 10.00	£ 10.00	£ -
Coffee Morning	£ 8.27	£ 15.38	£ 7.11
Coffee Shop	£ 20.00	£ 15.00	-£ 5.00
Lunch Club	£ 324.70		-£ 324.70
*** Diff		-£ 2.11	-£ 2.11 ***
	<u>£76,285.33</u>	<u>£78,564.28</u>	<u>£2,278.95</u>

I have reviewed the above Income and Expenditure Consolidated Accounts from the books, vouchers and bank statements supplied to me, without carrying out an audit. Based on the information provided, it is my view they show a true and fair view of the Financial Transactions of The Lawn (Swindon) Community Association .



Sara Tomlinson FCCA