

**THE COPEMAN CENTRE**  
**AGM**  
**7.30pm Tuesday 11th June 2024**  
**at The Copeman Centre, Main Hall**

**Minutes**

Present; Neil & Anne Fippard, Jean Dawson, Mick Leary, Carol Parsons,  
David Parsons, Katie Andrews, Jenny Parker, Hollie Stoakley..

**1. Welcome to meeting and clarification of procedure**

Anne opened the meeting and welcomed those present.

As there were no members of the Public in the audience. The procedure would be that Anne would conduct the meeting and the previous committee would move from the audience, and the new committee would be elected.

**2. Apologies for absence**

Pauline Whatling, Liz Pedlow, Hannah Jackson.

**3. Approve & sign Minutes of 2023 AGM**

Minutes of the AGM on 13 June 2023 were proposed by Jean seconded Mick and approved by vote for signing by Anne.

**4. Matters Arising**

None

**5. Reports**

**5.1. Trustees**

Mick presented a report of Copeman Centre actions for the previous year.

**Income from Organ Shows, our Quizzes, our Jigsaw lunches, and a one off trial of a Coffee Morning with Bric-a Brac sale made some very useful income for the centre.**

**Back in September, the Centre hosted a Macmillan Coffee morning once again, which was very successful indeed, very well attended, and it made over £1000 for this good cause.**

More recently, we have had a drumming Circle join is as a hirer, and this appears to be very successful. We have sadly though lost our Dance groups for reasons beyond our control.

Various small problems with the hall have been addressed, or are being worked on. The special valves needed for our central heating were eventually sourced and fitted, and the system now appears to be working well. We do have a noisy cistern near the bar area, but this is being modified to have some soundproofing fitted. We intend soon fitting a WiFi thermostat to the system, so the heating requirements can be programmed by various committee members from the comfort of their own homes.

The hearing loop system is currently being worked on; it was not installed correctly originally, and certain essential parts were never actually used, so it is doubtful if it has ever worked properly or at all, but all this is now in hand, and a trial run with the modified system will be made at our Organ Show on Friday June 14th, when hopefully audience members with suitable hearing devices will be able to give their verdict on our progress so far.

Problems with some windows not working opening properly are in hand.

Problems with the dishwasher and water softener have been solved.

The main roof has been repaired after leaks were found, but at some point in the not too distant future, it will need a full renovation Other minor problems that have been found with the Centre have been addressed as necessary.

We are considering special coffee mornings working with local charities, and this is in the planning stage at this moment.

The North Norfolk players are still reporting good attendances at their various productions. Sadly, the Little Cubs group has closed, and due to lack of numbers, the Scouts have joined up with the group at Holt.

The Nursery might be using the long hall on a fairly regular basis, and have agreed that on occasions when we need to use this space ourselves, their specialised furniture will be

moved tightly to the far end of the hall, or even moved out altogether if necessary. This arrangement works well for them and for us, and I think the committee will join me in saying that we have an excellent relationship with the Nursery regarding our joint needs.

There was a number of requests for chairs with arms for those slightly less mobile visitors; this was researched, and looked like a major expense, but then we found a source of arms that could be fitted to our current chairs, and this proved to be a very economical solution to this request, and is working well. We have four at the moment, and will add more if there is an obvious need for extra seat to be modified..

As booking clerk, David has, with committee approval, instigated several changes to charges and times, and this seems to be (with one exception) really working well for all our hirers. The one exception has now sadly moved their bookings to the hall at Corpusty.

Continued on page 3

Finally, various one-off hires have proved successful, and our competitive rates coupled with a personal service from some of our committee members giving help as required to keep our hirers happy has proved beneficial to the users, and of course, the fact we now have some very good audio/visual facilities all makes the hiring experience a good one.

The Bank balance continues to look healthy, and the prospects for the coming year seem to be very positive. Thank you.

## 5.2 Treasurer

Katie presented a report of the Copeman accounts for the year.

The Copeman Centre Accounts for the year ended 30 April 2024 Charity number - 297753					
<b>Profit &amp; Loss Account</b>					
	2023/24	2022/23	2021/22	2020/21	2019/20
Hire charges	6,798	4,629		2,960	666
Nursery rent	10,841	10,710		10,440	7,086
Bingo	-	-		-	300
Sundry receipts	73	209		-	195
Functions	3,721	3,614		2,040	141
					2,747
<b>Total operating income</b>	<b>21,433</b>	<b>19,162</b>		<b>15,440</b>	<b>8,388</b>
					20,233
<b>Expenditure</b>					
Light & Heat	3,692	5,367		4,947	1,749
Rent/Rates/Water	2,509	2,048		2,366	1,221
Maintenance	7,016	3,546		4,645	3,645
Insurance	1,444	1,401		1,332	1,247
Caretaker	1,387	1,305		1,394	720
Sundry payments	575	484		1,289	624
Stationery & postage	-	-		-	-
Cleaning supplies	35	280		38	260
Fixtures & fittings	-	-		-	-
Improvements	-	4,051		19,272	2,825
Telephone	-	60		101	54
Function costs	698	543		252	7
					406
<b>Total expenses</b>	<b>- 17,356</b>	<b>19,085</b>		<b>35,636</b>	<b>12,352</b>
					31,799
<b>Dividends</b>	<b>1,722</b>	<b>1,787</b>		<b>1,821</b>	<b>1,894</b>
<b>Bank interest</b>	<b>4,020</b>	<b>1,606</b>		<b>59</b>	<b>61</b>
<b>Donations &amp; Grants</b>				<b>1,016</b>	<b>18,708</b>
					10,524
<b>Total investment income &amp; grants</b>	<b>5,742</b>	<b>3,393</b>		<b>2,896</b>	<b>20,663</b>
					12,939
<b>Excess income</b>	<b>9,819</b>	<b>3,470</b>		<b>17,300</b>	<b>16,699</b>
					1,373

Continued on page 4

	2023/24	2022/23	2021/22	2020/21	2019/20
<b>Reserves</b>					
Permanent Endowment (initial value £57,178)					
Investments	59,696	57,391	59,920	59,951	55,171
Top up from COIF deposit account			-	-	2,007
Income reserve	15,000	15,000	15,000	15,000	15,000
Repairs reserve	15,000	15,000	15,000	15,000	15,000
Nursery ceiling replacement fund	-	-	-	10,000	10,000
Refurbishment of toilets and kitchen	7,500	7,500	7,500	2,500	2,500
Stage replacement	8,000	8,000	8,000	3,000	3,000
Excess in income	9,819	3,470		16,699	1,373
General fund	48,202	44,732	44,732	45,332	41,952
<b>Total reserves</b>	<b>163,217</b>	<b>151,093</b>	<b>150,152</b>	<b>167,482</b>	<b>146,003</b>

Continued on page 5

<b>Balance Sheet</b>					
	2023/24	2022/23	2021/22	2020/21	2019/20
<b>Investments:</b>					
Investment Fund - Purchase price	10,938	10,938	10,938	10,938	10,938
Increase in Investment	25,138	22,946	23,422	22,880	17,371
	36,076	33,884	34,360	33,818	28,309
Property fund - Purchase price	10,000	10,000	10,000	10,000	10,000
Decrease in Investment	- 3,499	3,022	1,536	2,765	2,823
	6,501	6,978	8,464	7,235	7,177
Fixed Interest - Purchase price	15,990	15,990	15,990	15,990	15,990
Increase in Investment	1,129	540	1,107	2,908	3,695
	17,119	16,530	17,097	18,898	19,685
Total Investment value at 30 April	59,696	57,392	59,920	59,951	55,171
COIF Deposit account	85,731	79,988	76,595	74,715	72,760
Cash at bank	17,790	13,684	13,608	32,788	18,043
Cash in hand	-	29	29	29	29
Total held in Investments & bank	163,217	151,093	150,152	167,482	146,003

## 5.2. Cleaner

Jean had nothing to report.

## 6. Election of **five** Committee members for the next year

Anne announced that Liz and Carole were standing down.

She proposed that Anne, Neil, Jean, David and Carol be elected, This was approved by the meeting. Leaving a 2 places still open for co-opted members.

The user representatives be;

Jenny for Parish Council,

Mick for the Organ shows,

Katie for the Nursery,

Hannah for the North Norfolk Players

Jenny Parker for the W.I.

and Pauline for the Parochial Church Council.

All these were approved by the meeting

## 7. Any Other Business

None.

## 8. Date of next meeting

This was agreed to be in May or June 2025, at the usual day of Tuesday & time of 7.30 pm.

Meeting closed at 7:50 pm.

The Copeman Centre  
Accounts for the year ended 30 April 2024  
Charity number -

297753

**Profit & Loss Account**

	2023/24	2022/23	2021/22	2020/21	2019/20	
Hire charges	6,798	4,629		2,960	666	4,473
Nursery rent	10,841	10,710		10,440	7,086	11,980
Bingo	-	-		-	300	872
Sundry receipts	73	209		-	195	161
Functions	3,721	3,614		2,040	141	2,747
Total operating income	21,433	19,162		15,440	8,388	20,233
Expenditure						
Light & Heat	- 3,692	- 5,367	-	4,947	- 1,749	- 3,819
Rent/Rates/Water	- 2,509	- 2,048	-	2,366	- 1,221	- 1,320
Maintenance	- 7,016	- 3,546	-	4,645	- 3,645	- 1,890
Insurance	- 1,444	- 1,401	-	1,332	- 1,247	- 1,105
Caretaker	- 1,387	- 1,305	-	1,394	- 720	- 1,625
Sundry payments	- 575	- 484	-	1,289	- 624	- 199
Stationery & postage		-		-	-	15
Cleaning supplies	- 35	- 280	-	38	- 260	- 332
Fixtures & fittings		-		-	-	32
Improvements		- 4,051	-	19,272	- 2,825	- 21,056
Telephone		- 60	-	101	- 54	-
Function costs	- 698	- 543	-	252	- 7	- 406
Total expenses	- 17,356	- 19,085	-	35,636	- 12,352	- 31,799
Dividends	1,722	1,787		1,821	1,894	1,952
Bank interest	4,020	1,606		59	61	463
Donations & Grants				1,016	18,708	10,524
Total investment income & grants	5,742	3,393		2,896	20,663	12,939
Excess income	9,819	3,470	-	17,300	16,699	1,373

**Balance Sheet**

	<b>2023/24</b>	2022/23	2021/22	2020/21	2019/20
Investments:					
Investment Fund - Purchase price	<b>10,938</b>	10,938	10,938	10,938	10,938
Increase in investment	<b>25,138</b>	22,946	23,422	22,880	17,371
	<b>36,076</b>	33,884	34,360	33,818	28,309
Property fund - Purchase price	<b>10,000</b>	10,000	10,000	10,000	10,000
Decrease in investment	- <b>3,499</b>	- 3,022	- 1,536	- 2,765	- 2,823
	<b>6,501</b>	6,978	8,464	7,235	7,177
Fixed interest - Purchase price	<b>15,990</b>	15,990	15,990	15,990	15,990
Increase in investment	<b>1,129</b>	540	1,107	2,908	3,695
	<b>17,119</b>	16,530	17,097	18,898	19,685
Total investment value at 30 April	<b>59,696</b>	57,392	59,920	59,951	55,171
COIF Deposit account	<b>85,731</b>	79,988	76,595	74,715	72,760
Cash at bank	<b>17,790</b>	13,684	13,608	32,788	18,043
Cash in hand	-	29	29	29	29
Total held in investments & bank	<b>163,217</b>	151,093	150,152	167,482	146,003



	2023/24	2022/23	2021/22	2020/21	2019/20
<b>Reserves</b>					
Permanent Endowment (Initial value £57,178)					
Investments	<b>59,696</b>	57,391	59,920	59,951	55,171
Top up from COIF deposit account			-	-	2,007
Income reserve	<b>15,000</b>	15,000	15,000	15,000	15,000
Repairs reserve	<b>15,000</b>	15,000	15,000	15,000	15,000
Nursery ceiling replacement fund	-	-	-	10,000	10,000
Refurbishment of toilets and kitchen	<b>7,500</b>	7,500	7,500	2,500	2,500
Stage replacement	<b>8,000</b>	8,000	8,000	3,000	3,000
Excess in income	<b>9,819</b>	3,470		16,699	1,373
General fund	<b>48,202</b>	44,732	44,732	45,332	41,952
Total reserves	<b>163,217</b>	151,093	150,152	167,482	146,003



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
The Copeman Centre

On accounts for the year  
ended

30 April 2024

Charity no  
(if any) 297753

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **30/04/2024**.

Responsibilities and  
basis of report

As the charity's trustees, 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 all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Date: 7 October 2024

Name: Marie-Anne Edwards AATQB

Relevant professional  
qualification(s) or body  
(if any):

AAT

Address: 156 Fakenham Road, Briston, Norfolk, NR24 2DH