



Minutes of the Annual General Meeting of the Harefield Community Association

Tuesday, 7th April 2026, at the Community Centre, Priory Avenue, Harefield.

**1. Apologies for absence:**

Meg Pearson, Betty Fabb.

**2. Minutes of the last AGM**

Two alterations have been made to these minutes: AGM instead of A.G.M. Under AOB the last sentence to read that the committee will discuss a suitable way of remembering the long serving member of Fun and Fitness who has recently died.

Adoption of the minutes from the last AGM, held on Tuesday, 8<sup>th</sup> April, 2025 were proposed by Lorraine Monahan and seconded by Brenda Davies

Members present voted unanimously to accept the report.

**3. Matters arising from the minutes**

No matters arising from the minutes were raised

**4. Chair's report**

Patricia Swindells (Chair and Trustee) read out her report and this can be found below:

Chairman's report

Welcome and thank you for attending and supporting Harefield Community Centre.

This last year 2025 I feel that we are turning a corner in the development of the centre.

Membership is healthy but we would always want more at the moment we have 129 with some more in the pipeline.

The Bingo and Quiz events have been very successful so much so that we have increased the number of these events this year. We are particularly pleased that the Bingo sessions are attracting Harefield residents and resulting in them re discovering the centre. A sincere thanks to Brian for being the face of our Bingo

sessions and making the sessions so enjoyable. Marie and Helen have been excellent Quiz masters ensuring that all participants feel that they too can become “Brain of Harefield” for an evening.

The committee agreed to three new ventures for 2025

1. Live music event featuring Stuart Wilson.
2. Murder most fun
3. Afternoon at the races. (Although this had to be moved to February of this year).

I’m pleased to say that all three were very successful and the feedback was extremely positive. These three events had been brought to the notice of the committee by members who recommended that we should consider adding them to our schedule. The Live music has already been booked for May and the Murder most Fun for September and we will be trying to book another afternoon/evening at the Races for later this year. So if you have been somewhere and experienced an event that you think our members and the local community would enjoy then please contact any member of the committee and if we can then we will.

The “Fall Prevention” course organised by Stuart, who runs the Judo classes at the centre, took place and certainly made those of us who took part think about our actions and how to move safely around our environment.

Our partnership with the Royal Brompton Hospital is continuing with us providing the venue for patients to recover from strokes and Heart attacks through supervised exercise.

We also ran a Coffee morning in support of MacMillan’s charity – thanks to the generosity of our members who baked, turned up and donated.

The Christmas Fayre provided another opportunity for the local people to come, enjoy and spend!

We continue to attract bookings for birthday celebrations especially now as we can allow small bouncy castles!

Before I welcome and introduce Andy (new finance officer) I need to express my thanks and that of the committee to Meg. When our previous Finance officer left Meg volunteered for a thankless role as no handover was given and Meg was thrown in at the deep end - a new system, going over to digital banking with a bank that threw every hurdle in her path. With help from Brenda, Debbie and Lorraine she persevered against the odds. Thank you for all that you have done and I am glad to say that she will stay on the committee and will be found at most events in the kitchen doing another of those jobs that get overlooked.

On a personal note I need to thank all the committee for all their support over the last year. They support our events by attending, putting up tables and chairs and more importantly the putting away. In particular to Lorraine who does so much for this centre – you are all much appreciated.

Finally, a plea: you can help us to make Harefield Community Centre more of a success by: supporting the various sections; supporting our events: getting friends to come along: ensuring that your membership is up to date and encouraging others to join.

A simple way to help is by signing up to gift Aid (just tick the gift aid box on the membership form) - if you pay tax then H.M.C.E. will refund an additional 25% of your subscription and for any donation back to the centre. You can also volunteer to come on to the committee and give us more ideas.

Thank you again for your support.

## **5. Treasurer's report**

This was presented to the AGM. All attendees had copies of the Annual Accounts. The meeting was informed of the ways in which the committee was trying to make savings plus the success of fund raising efforts e.g. Bingo and Quiz evenings. The new Treasurer was introduced – Andy Hunt. He provided an update that money had been found from the Royal Brompton Hospital that will increase the net profit.. The updated accounts will be available for the auditor.

## **6. Presentation and adoption of annual accounts**

The adoption of the annual accounts was proposed by Stephanie Dickenson and seconded by Lorraine Monahan. Members present unanimously accepted the accounts.

## **7. Election of Officers**

The members attending were informed that all committee members had indicated that they prepared to serve again. There was one nominee, Britta Lewington from the floor to come on to the committee.

It was agreed that the names could go forward as a group:

Chair - Patricia Swindells

Vice Chair – Brenda Davis

Treasurer – Andy Hunt

Assistant Treasurer – Stephanie

Membership Secretary – Lorraine

Meg Pearson has resigned her position as Treasurer but remains on the committee. The committee expressed their thanks for all of her efforts over the last three years.

#### **8. Appointment of Independent auditor**

It was agreed that Ron Eden be retained as the Independent Auditor.

(Noted that the accounts were audited and passed on Thursday, 17<sup>th</sup> April)

#### **9. Recommendations to the meeting:**

Suggestion was made that as well as continuing with our successful events a Barn dance might be considered as another fund raising event.

#### **10. Any other business**

1. A formal notice was put to the meeting: to approve the replacement of the current alarm and CCTV systems and agrees to appoint Prime Security to supply, install and maintain a new security system, subject to the quotation provided.

Lorraine provided the context and the vote to agree to the motion was unanimous

2. To use the venue for 18 and 21<sup>st</sup> Birthday parties: Lorraine has had some requests for the venue to be used for these parties. There was discussion around the subject but the feeling of the meeting was that the risk of damage not only to the fabric of the building but also to the reputation of the Community Centre was too great. The vote was unanimously to reject.

#### **11. Meeting closed at 2.35pm**

Attendees invited to stay for refreshments.

# Balance Sheet Report - 31/12/2025

## Assets

CC	Category	Assets (£)
	0 Equipment	273.33
	5 Equipment Accumulated Depreciation	-146.66
	20 Building - The Centre	1.00
	30 Office Equipment	450.48
	31 Office Equipment Depreciation	-110.10
	40 Furniture and Fixtures	8674.51
	41 Furniture and Fixtures Depreciation	-3762.05
	181 Accrued Income	6150.00
	130 HSBC Current Account 0820	8192.00
	135 HSBC Deposit Account 0839	20840.60
	140 Cash	100.00
	Total Assets:	40663.11

## Liabilities

CC	Category	Liabilities (£)
	Total Liabilities:	0
	Assets - Liabilities	40663.11

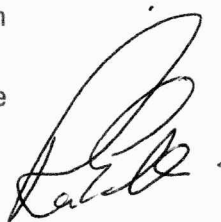
## Capital

CC	Category	Capital (£)
	310 Capital	40663.11
	Total Capital:	40663.11

The Above Balance Sheet and Income and Expenditure Account of the Harefield Community Association are in accordance with the books and accounts as confirmed by the independent Examiner

Name  
Ron Eden

Signature

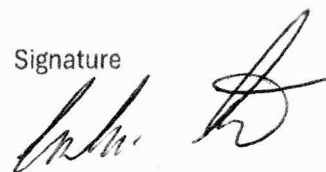


Date

16<sup>th</sup> April 2026

Name  
Andrew Hunt

Signature



Date

16<sup>th</sup> April 2026

# Profit and Loss Report - 01/01/2025 to 31/12/2025

## Sales

CC	Category	Sales (£)
	400 Sales	269.30
	401 Hall Hire - Music	3287.50
	402 Fundraising	954.92
	403 Line Dancing	5800.00
	404 Dancing EOM	1678.00
	406 Bowls	1205.00
	407 Fitness Fun and Dance	2776.10
	410 Interest Received	107.81
	411 Judo	1895.00
	412 Tea Dances Thursday	3756.00
	413 Membership Annual	1913.50
	414 Refunds	-84.84
	415 RB&H	13345.00
	420 Donations	651.29
	421 Raffles etc	64.00
	425 Gift Aid	462.94
	430 Events Murder Mystery	208.04
	435 Events Bingo	574.00
	440 Events Quizes	564.00
	445 Events Live Acts	922.65
	455 Hall Hire - Non Music	1122.00
	460 Domestic Service - Hall H	660.00
	470 Sum Up - Bar Takings	39.32
	475 Events-Christmas Fayre	497.10
	Total Sales:	42668.63

## Direct Costs

CC	Category	Direct Costs (£)
	500 Goods and Materials	305.00
	Total Direct Costs:	305.00
	Gross Profit:	42363.63

## Expenses

CC	Category	Expenses (£)
	505 Grounds Maintenance	1000.00
	510 Hall Hire Refunds	50.00
	600 Total wages	12999.96
	601 Casual Wages	2899.32
	605 Employers National Insu	-25.47
	606 Employer's Pension Con	202.80
	645 Rent	560.00
	655 Electricity	2408.00
	660 Gas	3430.00
	675 Telephone Costs	920.03
	695 Subscriptions	487.28
	700 Bank Charges and Intere	131.80
	705 Business Insurance	2293.61
	715 Repairs & Renewals	2175.45
	716 Cleaning	250.49
	717 Security - Spy Alarms CC	1239.60
	718 Fire Alarm	1446.00
	720 Accountancy Fees	972.60
	805 Equipment Depreciation	2553.68
	Total Expenses:	35995.15
	Net Profit:	6368.48

The Above Profit and Loss sheet of the Harefield Community Association  
are in accordance with the books and accounts as confirmed by the  
independent Examiner

Name

Ron Eden

Signature



Date

16<sup>th</sup> April 2026

Name

Andrew Hunt

Signature



Date

16<sup>th</sup> April 2026

# Balance Sheet Report - 31/12/2025

## Assets

CC	Category	Assets (£)
	0 Equipment	273.33
	5 Equipment Accumulated Depreciation	-146.66
	20 Building - The Centre	1.00
	30 Office Equipment	450.48
	31 Office Equipment Depreciation	-110.10
	40 Furniture and Fixtures	8674.51
	41 Furniture and Fixtures Depreciation	-3762.05
	181 Accrued Income	6150.00
	130 HSBC Current Account 0820	8192.00
	135 HSBC Deposit Account 0839	20840.60
	140 Cash	100.00
	Total Assets:	40663.11

## Liabilities

CC	Category	Liabilities (£)
	Total Liabilities:	0
	Assets - Liabilities	40663.11


## Capital

CC	Category	Capital (£)
	310 Capital	40663.11
	Total Capital:	40663.11

The Above Balance Sheet and Income and Expenditure Account of the Harefield Community Association are in accordance with the books and accounts as confirmed by the independent Examiner

Name  
Ron Eden

Signature

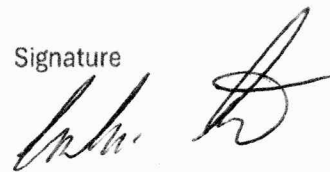


Date

16<sup>th</sup> April 2026

Name  
Andrew Hunt

Signature



Date

16<sup>th</sup> April 2026



# Profit and Loss Report - 01/01/2025 to 31/12/2025

## Sales

CC	Category	Sales (£)
	400 Sales	269.30
	401 Hall Hire - Music	3287.50
	402 Fundraising	954.92
	403 Line Dancing	5800.00
	404 Dancing EOM	1678.00
	406 Bowls	1205.00
	407 Fitness Fun and Dance	2776.10
	410 Interest Received	107.81
	411 Judo	1895.00
	412 Tea Dances Thursday	3756.00
	413 Membership Annual	1913.50
	414 Refunds	-84.84
	415 RB&H	13345.00
	420 Donations	651.29
	421 Raffles etc	64.00
	425 Gift Aid	462.94
	430 Events Murder Mystery	208.04
	435 Events Bingo	574.00
	440 Events Quizes	564.00
	445 Events Live Acts	922.65
	455 Hall Hire - Non Music	1122.00
	460 Domestic Service - Hall H	660.00
	470 Sum Up - Bar Takings	39.32
	475 Events-Christmas Fayre	497.10
	Total Sales:	42668.63

## Direct Costs

CC	Category	Direct Costs (£)
	500 Goods and Materials	305.00
	Total Direct Costs:	305.00
	Gross Profit:	42363.63

## Expenses

CC	Category	Expenses (£)
	505 Grounds Maintenance	1000.00
	510 Hall Hire Refunds	50.00
	600 Total wages	12999.96
	601 Casual Wages	2899.32
	605 Employers National Insu	-25.47
	606 Employer's Pension Con	202.80
	645 Rent	560.00
	655 Electricity	2408.00
	660 Gas	3430.00
	675 Telephone Costs	920.03
	695 Subscriptions	487.28
	700 Bank Charges and Intere	131.80
	705 Business Insurance	2293.61
	715 Repairs & Renewals	2175.45
	716 Cleaning	250.49
	717 Security - Spy Alarms CC	1239.60
	718 Fire Alarm	1446.00
	720 Accountancy Fees	972.60
	805 Equipment Depreciation	2553.68
	Total Expenses:	35995.15
	Net Profit:	6368.48

The Above Profit and Loss sheet of the Harefield Community Association  
are in accordance with the books and accounts as confirmed by the  
independent Examiner

Name

Ron Eden

Signature



Date

16<sup>th</sup> April 2026

Name

Andrew Hunt

Signature



Date

16<sup>th</sup> April 2026