

Minutes of Charlton Recreational Centre
Registered Charity No. 0279819
Annual General Meeting

Held on Thursday 22 November 2018 from 19.30

Present:

Committee Members: Helen Sunderland (Chairman), Anne Hodgkins (Secretary and Vice Chairman), Jane Tsabet (Treasurer), Paul Chivers, Anne Holland, Margaret Medland, Sarah Offord, Jennifer Walker.

Users: Liz Lewin (Dog Training Club).

Members of the public: Mike Hodgkins and Peter Holland.

1. **Apologies for Absence.** Apologies have been received from Committee Members: Bob Blanden, Terri Chivers and Farid Tsabet. Apologies also received from Marion and David Adkins, Neil Medland and Rebecca Whitworth.
2. **Minutes of Last AGM.** The Chairman sought approval for the minutes of the Annual General Meeting on 9 November 2017. Proposer: Mike Hodgkins. Seconder: Anne Holland. The minutes were approved with no changes.
3. **Chairman's Report.** Helen Sunderland welcomed everyone to her first AGM as chair. A role that she had accepted following the unexpected death of John Jerman, not long after last year's AGM. This was one of several changes to the membership of the committee in the last year. Long standing members Anne Hodgkins (secretary), Anne Holland (fund-raising), Margaret Medland (bookings) and Jenny Walker have been joined by Jane Tsabet (treasurer), Sarah Offord (social media), Paul Chivers (field maintenance) and Farid Tsabet (hall management).

The committee is sadly saying farewell to Terri Chivers who has stepped down after 12 years of caretaking and managing the hall. Helen asked Paul to accept a gardening-related gift as a token of the committee's appreciation.

Helen explained that the Hall is being used by a diverse range of groups, and during the year the fair and quiz had raised much needed funds towards projects at the recreation centre. She thanked Paul for the many hours he puts in caring for the playing field. Adding that the hall and field had been praised by the judges of the Wiltshire Best Kept Village competition, which Charlton had won this year.

During the year the committee have undertaken several projects including, further repairs to the play equipment, installation of a bench in memory of John Jerman and picnic tables, treatment of the external cladding, a new mower, vacuum cleaner and entry ramp. None of these would have been possible without grants and donations from local groups as can be seen in the accounts. Jane will take us through the accounts for last year shortly. These show that, there was an operating profit but once the costs of these projects had been taken into account the recreation centre is reporting an overall loss.

Helen went on to set out the committee's plans for the coming year:

- A sub-committee has reviewed our charges and terms of hire. Some changes have been agreed and will be launched in the New Year.
- We will also look at the costs of maintaining the outside space, including seeking ways to increase income from its use e.g. football training. This will be done in close co-operation with Charlton Cricket Club.
- There are plans to put on new events, aiming at smaller more frequent fundraisers. We will look to make more use of social media to advertise these events as well as our facilities.
- Projects for the coming year include further work on the play area and consideration will also be given to investing in new outside equipment to attract older children. To support this Sarah's son, Alex, has been asked to act as youth liaison.
- We will continue to explore a range of sources for grants towards the larger projects, for instance we have been told the heaters are close to the end of their usefulness.
- We are keen to increase community involvement with the recreation centre. We will carry out a survey with the aim of finding out what type of events people would be most likely to attend.
- We are also keen to find more local people with a variety of skills who would be willing to volunteer to help with maintenance and fund-raising. Helen and Jane will lead on this, so if you know anyone who might be interested please let them know.

4. **Treasurer's Report.** Jane Tsabet began by thanking Marion Adkins for her assistance in compiling and examining the accounts. She then provided the treasurer's report for the year ending 31 August 2018.

We started the year on 31 August 2017 with a bank balance of £8,107.32 and we ended in 31 August 2018 with £3,548.17.

Operating Income (day to day income) has stayed roughly the same.

- Income from bookings was up slightly. We have a commercial company who regularly use the hall and this has boosted our income, more than offsetting the reduction from the hall not being required for elections last year.
- Income from regular bookings was slightly less but we hope to have filled the gaps lost by martial arts and yoga with a new group booking on Monday mornings.
- Income from the 150 club was less and we need to spread the word more effectively next year to get this back up to where we would like it.
- Grant income was slightly lower.
- Quiz nights continue to be more and more successful and we will try to build on these.
- The income from the Summer Fair was less than we had hoped. It was a very hot day which affected turnout for the dog show and we were also competing with the Lea school fete and Crudwell Strawberry Fairs. It takes a huge amount of effort and lots of volunteers to run the summer fair and we have decided not to do one next year and focus on some smaller events which

hopefully will be more manageable and provide cumulatively more funds for the hall.

Operating Expenses:

- Overhead expenses (i.e. the general running cost for the hall) are consistent with last year. The cost of heating was higher as the cost of gas went up and there was the beast from the East!
- Hall equipment purchasing and maintenance - this is things like servicing and safety checks for equipment in the hall was higher as it included the one-off purchase of a new vacuum cleaner (to which our dog club kindly made a donation).
- Routine hall running costs – we now have a volunteer to clean the windows so spend will go down this year. Volunteers also did some paintwork in the hall to make the walls look good again.
- Playing field and garden maintenance is things like fuel for the mowers and the cost of a contractor who keeps all the field boundaries under control. I would also like to formally say thank you to Paul Chivers who does a huge amount of additional jobs in the field on a voluntary basis.
- Contractor maintenance of field equipment is the cost of maintaining the mowers and other equipment for which we need to use specialist companies and it's just unfortunate that this year a lot of this type of maintenance was needed.

In summary, total income was £14,032.52 and total expenditure was £11,385.32 which left us with an operating profit before any project work of £2,647.20.

Each year the committee decides on what projects are most important to undertake and we seek grants to assist us to pay for these, but, 100% grants are not available so we must use our accumulated funds as well. The second page shows the projects which Helen has already described. The total amount that the Recreation Centre needed to contribute from our funds was £5,505.60. This resulted in an overall loss of £2,858.40.

The current bank balance of £5,062.76 is higher than it was at the end of the financial year, reflecting the way income and outgoings fluctuate through the year. The target is to ensure we maintain a balance to cover between 3 and 6 months of expenses.

5. **Election of the Management Committee** The committee currently has a full complement of 10 members, so there is no requirement to hold an election. All were thereby elected to serve on the management committee.
6. **Appointment of Officers of the Management Committee.** Helen Sunderland (chairman), Jane Tsabet (treasurer) and Anne Hodgkins (secretary) are all willing to continue in their current roles. The committee members present agreed to them continuing.
7. **Election of Trustees.** Helen Sunderland, Jane Tsabet and Anne Hodgkins are willing to continue as trustees of Charlton Recreational Centre.

8. **Appointment of Independent Examiner.** The chairman explained that this year total income from all sources had exceeded £24,000. When income exceeds £25,000 the Charity Commission require more detailed examination of the accounts. In anticipation of this possibility the committee are seeking to appoint an Independent Examiner. Marion Adkins has offered to perform this role and Helen asked for approval for this appointment. Proposer: Margaret Medland Seconder: Jenny Walker. The appointment was approved unanimously.

9. Questions. None

10. Any Other Business

- Mike Hodgkins called for a vote of thanks to the chairman, management committee and volunteers, which was endorsed by those present.
- The date of the next committee meeting was set for Monday 7 January 2019 from 7.00pm.

Meeting ended at 19.55.