



## **PAXCROFT MEAD COMMUNITY CENTRE MANAGEMENT COMMITTEE**

### **Minutes of the 2021 ANNUAL GENERAL MEETING**

**Tuesday, July 6<sup>th</sup>, 2021**

#### **1. Welcome**

Jonathan welcomed everyone to the meeting.

##### Attending:

Jonathan Hawkes (Chairman), Rosemary Hawkes (Secretary), Karen Pugh (Treasurer), Mark Gamble (Committee), Alan Jales (Committee), Mike Pugh (Committee), David Breden (Short Mat Bowls)

#### **2. Apologies**

Apologies had been received from:

Paddy Reeves (Committee), Alan Thirlwell (Committee).

#### **3. Minutes**

The minutes of the 2019 AGM were approved unanimously and signed as a true and correct record.

#### **4. Chairman's Report**

Jonathan read his report which was already uploaded onto the website:

We started the year having been forced to close the Centre due to the COVID-19 outbreak and in consequence had to cancel all advanced party bookings along with our regular users. Initially this situation was quite worrying as we had no idea when we would be able to re-open fully. We had hoped to be able to re-open in July 2020, but this did not happen. With the building being closed, our utility costs substantially reduce and thanks to our charity status we do not pay business rates. The utilities are the main costs of running the building.

Although we were able to partially open for a few periods during 2020 it was only for small exercise-type activities.

To help with the finances, our Treasurer applied for Government funding, and we were fortunate to receive a £10,000 grant (via Wiltshire Council) which helped enormously. This was followed by several other grants covering various aspects of running a business. We are also grateful to Wiltshire Council for giving us maximum relief on the business rates. This has meant our end of year finances are in particularly good shape

While the building was shut, it did make it easier to organise necessary maintenance tasks. These were: -

- Fitting hand sanitizer stations and signage in each of the toilets, foyer, kitchen and both halls
- All toilet flush and fill valves were replaced
- Boiler repairs and leaking pressure valve replaced
- Decorating toilets
- Fitting a stainless-steel panel below serving hatch in Hall 1 to protect the wall

Now the building is over 20 years old, parts of the building are beginning to wear out. Over the coming months we will be reviewing what needs to be done and prioritise anything urgent.

One thing the past year has taught us is the value of technology that can be used to host meetings virtually. To this end I will be proposing an Amendment to the Deed of Trust to allow virtual management and general meetings. (Sections 12.9 and 14.10)

I would like to record a big thank you to the members of the committee who have assisted with running the building. Thanks also go to our cleaner Marie Clift who opens the Centre each weekday.

I would particularly like to thank all the officers for their time, support, and efforts over the past year. We are fortunate to have such a strong team of volunteers willing to put in the time and effort to run the Centre so smoothly. We are still under strength and would welcome some new volunteers.

Rosemary moved to adopt and this was unanimously agreed.

5. **Treasurer's Report**

Karen Pugh gave her report:

After a turbulent year with COVID 19 closing us down for most of 2020, we have had only a quarter of our usual income from letting. We have also had to refund all letting fees and deposits received for most of the year.

But the government decide to issue grants via the local councils for community centres. Access to these was via COVID Grant Application, which we duly applied for, receiving a total of £19,598.

Also, during the lockdown periods, we were able to reduce our outgoings considerably by not paying for waste collections, and the actual gas and electric usage was reduced; also, Wessex Water did not charge us the normal standing charge during the lockdown period.

We did spend some of the grants on maintenance through the year (redecorating the foyer, small kitchen and Ladies toilets, installing stainless steel on the wall underneath the serving hatch in hall 1 and behind the sink in the small kitchen).

At the end of the 2020/21 financial year we actually had an excess of funds totalling £13,180.

Mark moved acceptance of the accounts and Alan Jales seconded. This was unanimously agreed.

6. **The Appointment of an Independent Examiner**

Mike Denning had confirmed that he would act as auditor for next year's accounts.

7. **Election of the Management Committee**

Everyone on the committee had indicated their willingness to continue to serve. The committee was re-elected en bloc.

8. **Any Other Business**

Jonathan explained that it would be necessary to make a change to the Deed of Trust regarding virtual meetings. Strictly speaking, these were not allowed. ACRE (Action with Communities for Rural England) have given a form of words. It was agreed to add it to the Deed of Trust.

**The meeting closed at 7.30pm.**