

54th ANNUAL GENERAL MEETING of the HALLAM COMMUNITY AND YOUTH ASSOCIATION

Thursday 1st November 2018 at 8.00pm

Present:	Executive Council	G Blincow, A Bone, NJ Brown, A Coomer, T Kent, S Saunders (Chair) R Gregory, A Goldthorpe, P Hill, H Sadler, H Shenton, I Saunders, P Wilkins, S Wilson
	Members & Guests	M Gullick, D Marshall, F Rippon, S Rose, A Saunders, B Wilkins
Apologies:	Executive Council	P Curtis, G Riley, P Riley
	Members & Guests	J Ayris, J Clapham, H Curtis, C Hove, S Kelly, J Knight, P Mathieson
	Members & Guests	S Alston, S Coomer, A Sangar, J Lancaster, K Lancaster, C Wilkinson, W Wilson, C Woodcraft

Minutes 2017 AGM: Minutes were accepted as an accurate record.

(**Proposer**– Graham Blincow; **Seconder** – Alan Bone). All present were in favour.

Matters arising: No matters arising.

Election of the Honorary Officers of the Association (Executive) 2018-2019.

For re-election:-**Chair** Sam Saunders, **Vice Chair** Tracy Kent, **Treasurer** Andrew Coomer, **Secretary** Gill Riley, **Membership Secretary & GDPR Officer** Patrick Riley, **Minutes Secretary** Nicola Brown, **Hall Management** Alan Bone, **Hall sub-committee Chair** Peter Curtis.

As all officers had stated a willingness for re-election and no nominations had been received, there was automatic re-election of all the officers. All were thanked for their contributions during the year.

SS reminded the AGM that he had Chaired the Executive Council for about 10 years and suggested that perhaps it was time to discuss both his successor and whether the position should be fixed term. This will be revisited in 2019, ahead of the 55th AGM.

Chairmans Report:

Events and issues from the year ending October 30th 2018

A very brief report can be found in the audited accounts. As usual the Chair reflected in some detail, on the events of the previous year and then outlined the likely issues arising over the coming year.

- Hall Exterior:** The external appearance of the Hall has been improved by creating a narrow strip of “garden area” just outside the new entrance porch, adding wooden sleeper surrounds, and new plantings to the two borders. The wooden floors have been cleaned and polished and the walls of the main hall, corridors and small room have had a fresh coat of washable vinyl paint. The exterior windows have also been painted.
- Chairs:** The plans from last year to clean all the fabric covered chairs and store them in two cupboards, instead of the end of the main Hall, have been completed. The reasons for this were twofold, i) to make sure Indoor bowling did not have to move 130+ chairs away from the end of the Hall, before they could start playing and then have to return them after they had finished, which was both time consuming and difficult and ii) to attempt to maintain the fabric chairs in good condition, especially important for external hires. A number of sturdy fan-backed folding chairs (72) and trolleys (3) have been purchased, though not without drama. ESE, the company providing the chairs, advertised the trolleys as holding 24 each, but in reality the effective

maximum was 20 chairs per trolley. This blatant mis-selling/mis-advertising we used to our advantage and pressed for one free trolley if we bought 8 more chairs. ESE agreed to this so we now have 80 chairs and 4 trolleys. The chairs have to be stacked correctly to ensure 20 chairs fit properly into the trolley and ensuring this is done correctly has been difficult.

3. **Defibrillator training:** Gill Riley (Secretary) reports that all Sections using the Hall have now had representatives trained in the use of the defibrillator. This training needs to be on-going as knowledge and understanding gained is easily forgotten when (thankfully) not used. Thanks to Gill for all her hard work.
4. **Risk Assessments:** This time last year, following queries about the maximum number of people that could use the Hall safely at any one time, there was clearly a need to re-visit our risk-assessments, especially those connected with fire safety. Thanks to the help of one of our Wine and Beer Guild members, Bernard Tomlinson, and especially Ray Palmer (MD of Ranmoor Health & Safety) and our own Alan Bone, we have made a good start on this over the last year. Written risk assessments require completion in a variety of areas and this is on-going.
5. **Winter weather:** Connected with the theme of safety, I have tried to address the problems associated with accessing the Hall in winter weather. I had a meeting with the Head teacher at Hallam (Chris Stewart) in June and I agreed that HCYA would help finance the School's response to ice and snow by contributing to the annual cost of buying grit/salt and also to make a one off contribution to the School's purchase of a "mini-snowplough" (the ultimate boy's toy) and a large grit bin. The School's caretaker will then clear a walking path across to the Hall's entrance foyer and attempt to clear as much of the car park as is feasible in the prevailing weather conditions and time available. HCYA will not have to contribute towards the caretaker's labour. However, it is unlikely, in view of the size of the car park, that all potential parking spaces will have a path cleared to the foyer.

On mornings when bad weather forces the Head teacher to close the school, a Section leader may still want the evening activity to go ahead if they think conditions underfoot have improved. The converse is also true: namely if the School is open for business during the day, conditions may deteriorate badly towards the evening and a Section closure then becomes advisable. Initially the Section leader must make a decision and ideally have a cascading email or telephone system in place, to convey information to members. Ultimately, however, the decision to drive or walk to a Hall event in winter weather is entirely that of the individual. HCYA will have done as much as it reasonably can to make access to the Hall safe, but we cannot be held responsible for falls or other accidents that may still happen. Written guidelines for the Citizen and website will be available soon.
6. **Annual Hallam Community Fete** was held successfully in early July in good weather, and even made a small surplus despite considerable financial outlay on a good range of attractions. Thanks to all members of the fete organising committee (Sophie Kelly, John Clapham, Trish Hill, Emma Rushton, Sam and Maggi Saunders), but especially to the drive, ideas and hard work of Tracy Kent. It is worth noting that Stuart Evans will not be available as the sound system tech support next year. A (young, tech savvy) replacement is needed, so please if you can think of anybody let me, Sophie or Tracy know. We also need an infusion of new people and ideas for 2019, and especially more help for Tracy and the organising committee.
7. As always I would like to thank the many people who continue to give freely of their time and energy to organise our Sections, and also everybody on Council who selflessly help to run the Association. This year in particular I'd like to thank everybody involved in our response to the new GDPR legislation including Andrew Coomer our Treasurer, and especially Patrick Riley, our new GDPR manager. I'd also like to single out for mention two other ladies on the Council. Firstly Gill Riley for organising the defibrillator training, and giving up many hours to actually be involved in this work, and secondly Nicola Brown, our Minutes Secretary for the high quality of her minutes and her impressive command of Microsoft Word.

Issues for Exec Council during the coming year until September 2019

1. **GDPR** - we need to finalise our overall GDPR privacy policy and place it on our website. Ensure all Sections have returned their signed GDPR documents where necessary, and register HCYA with the national GDPR Commissioner.
2. **Safety** - written risk (especially fire safety) assessments where necessary, require completion.
3. **Safety guidelines** for accessing the Hall in snow/icy weather conditions need to be published. Any further ideas and comments should be forwarded to **SS**.
4. **Advertising the Hall** as a venue for hiring, in particular for weddings or similar events. Bookings have been disappointingly slow this year. We will try to improve this.
5. **Work within the Hall** – the roof has been leaking and although on-going repairs have been attempted from time to time, they have not been entirely effective. We may have to look at the possibility of more expensive repair work. We also need to run training courses (!) on how to stack the new chairs, or at least post large explanatory diagrams around the Hall! We may also look into the replacement of the older, square non-collapsible tables with something lighter and more suited to purpose. Sections would be consulted before any such purchase.

Membership Secretary's Report: Presented by the Chair

The majority of sections are fully paid up. Based on this, there are likely to be between 324 and 361 members.

Renewal Method	Number of members		
	2018/2019 (estimate)	2017/18 Actual	2016/17 Actual
Direct Debit	245	244	226
Cheque/Cash	116 (37 not yet renewed)	105	135
Total members	Between 361 and 324*	349	361
Paying by Direct Debit %	68% - 72% depending on final totals	70%	62%

*The total for this year could be fewer (324) if not everyone renews or if some direct debits are removed. It will take about another month to get all renewals in. Last year the membership was 349 and the estimate in the AGM minutes was 384 so finally 35 did not renew. Numbers are falling as members appear to be "retiring".

Thus far only 28 individuals members and the Tai Chi section, have signed and returned the GDPR declarations. Sections should return the signed forms and new ones will be issued to those who have yet to return the form.

Treasurers report:

The unaudited accounts had been prepared, subjected to independent assessment by accountants UHY Hacker Young and approved and signed by the Chair. A summary sheet had been prepared for the AGM – see below.

Income had increased from 2017 by approximately £3000 primarily due to income from Hall Hire and the surplus generated from the fete (included the grant from the Ward Pot written by Graham Bliniczow). The total income for the year was £33,155.

Expenditure included maintenance of the building (decorating, roof), cleaning, repairs and renewals (plumbing and boiler), utilities, council tax and rent, insurance and the Citizen. Total expenditure was £35,833 an increase from 2017 (£29,992). At the year end there was £38,488 in the bank.

The Treasurer, when asked whether budget forecasting was undertaken, explained that it would be difficult to perform this accurately with the often reactive rather than planned nature of expenditure. He also outlined that HCYA (as a registered charity) can reclaim the tax on any donations made by UK taxpayers via the Gift Aid

Scheme. This applies to the annual membership subscription and irrespective of method of payment. It was suggested that the Gift aid form could be available on the website.

It was proposed that the accounts were accepted as a true record (**Proposer** Graham Blincow, **Seconder** Tracy Kent). All were in favour. The accountants UHY Hacker Young were thanked for their excellent work and auditors re-appointed for a further year.

Graham Blincow proposed a vote of thanks for the Treasurer and Chair, for their diligence in looking after the HCYA finances. The Chairman thanked Andrew for all his hard work over the last year.

Subscriptions:

The subscription rate is always fixed by the AGM, and not by a Council meeting. The current rate (Sept 2018-19) is £22/year for cash/cheque payments, or £20 if payment made via DD. At the last Council meeting a brief discussion occurred about the rate for September 2019-20. Suggestions made included i) no change in rate ii) £23 cash/cheque and £21 DD, or iii) £23 cash/cheque and £20 DD.

Following discussion it was proposed that the 2019/2020 subscriptions are increased to £23 for cash/cheque payments and remain at £20 for those paying by Direct Debit (**Proposer** – Graham Blincow; **Seconder** – Brian Wilkins). The majority were in favour.

AOB:

Following a request from the floor (Hilary Shenton) the Treasurer agreed to investigate the possibility of making on-line banking available for members.

The Chairman thanked everyone for attending the AGM; the meeting closed at 9.00pm.

HCYA	ACCOUNTS SUMMARY YEAR TO 31 AUGUST 2018	AGM 2018
	This Year £	Last Year £
INCOME		
Subs and Gift Aid	8,175	8,222
Use of Hall	22,702	20,429
Fundraising	6,966	6,472
Fundraising costs	-6,409	-5,621
Other income	1,721	825
Total Income	<u>33,155</u>	<u>30,327</u>
EXPENDITURE		
Maintenance of building	4,622	4,733
Cleaning	9,012	7,077
Repairs and Renewals	2,519	1,918
Utilities/Council tax/rent	4,274	2,894
Building costs	<u>20,427</u>	<u>16,622</u>
Insurances	4,981	4,945
Other costs	4,250	4,154
Depreciation	6,175	4,271
Total expenditure	<u>35,833</u>	<u>29,992</u>
OPERATING SURPLUS	-2,678	335
Contributions from sections	6,549	5,542
SURPLUS	<u>3,871</u>	<u>5,877</u>
Surplus retained in sections	355	-585
HCYA SURPLUS	<u>£4,226</u>	<u>£5,292</u>
Chairs/ Building improvements	<u>£2,688</u>	<u>£43,482</u>
Cash & Bank	<u>£38,488</u>	<u>£35,402</u>