

59th ANNUAL GENERAL MEETING of the HALLAM COMMUNITY AND YOUTH ASSOCIATION

Thursday 2nd November 2023 8.00pm

Present:	Executive	G Blincow, A Bone, NJ Brown, A Coomer, P Curtis, T Kent (Chair), H Shenton
	Council	D Dixon, L Glover, C Hove, P Hill, P Wilkins, S Wilson, W Wilson
	Members & Guests	S Alston, C Bowman, A Sangar, D Smith, B Wilkins, P Woll
Apologies:	Executive	G Riley, P Riley, S Saunders
	Council	R Ballantyne, C Cookson, E Davidson, S Kelly
	Members & Guests	J Lancaster, K Lancaster, C Saunders, I Saunders, C Woodcraft

1. Apologies

2. **Minutes & Approval of the 2022 AGM:** the minutes were accepted as an accurate record, **Proposer** – Peter Curtis; **Seconder** – Dennis Dixon. All present were in favour.

3. **Matters arising:** None.

4. Chairman's Report:

Looking back over the year ending August 2023

Fire Safety. Our last fire safety inspection recommended upgrades should be made to our Hall fire alarm system. These upgrades have now been carried out and involved a new alarm control panel, associated wiring and new emergency push buttons. In addition, we now have an annual service contract with the company providing the upgrades. The costs were alleviated by the award of a Sheffield City Council (SCC) Ward Pot Grant for approximately 40% of the final amount. Thank you to Alan Bone and Tracy Kent for organising this project.

Spider Park as a Local Green Space. In February this year we submitted an application to SCC for Spider Park (the entire grassy area, not just the playground) to be awarded "Local Green Space" designation. If successful, it would provide Spider Park with another layer of protection against future development, alongside existing Green Belt status. Hallam Cricket Club submitted a parallel application for their adjoining field and cricket pitches.

A Finances sub-committee was formed early in the year to consider the implications of large, nationwide energy price increases on our existing finances. The subcommittee recommended an approximate 10% increase in most of our charges to Sections and external regular hires. We envisage that an annual finance subcommittee meeting to discuss such changes will be a regular event in the future.

A Youth Club at HCYA. At the beginning of the year, HCYA received an email from Sheffield City Council (SCC) about the feasibility of HCYA hosting a weekly youth club at the Hall. An SCC member, with a responsibility for youth services throughout the city, attended the February Council meeting and outlined Sheffield's proposals. Over the course of the following few months our initial reluctance to become involved in such a venture changed and Council members became enthusiastic about the idea and the possibilities it would provide for our Association to become more involved in the wider local community. After much discussion, and because of our existing fairly heavy Hall timetable, we could only offer SCC Wednesday or Sunday evenings as the regular home of the embryonic youth club. Neither of these two days worked for SCC and so unfortunately the project has been abandoned and SCC are currently looking for another Fulwood/Lodge Moor base to host the club.

The Hall Wi-Fi has been upgraded and our broadband provider altered. Both changes should allow users to receive a much better signal throughout all areas of the Hall, once some initial problems have been rectified. Thanks to Graham Blincow for organising this.

The national "Warm Space" initiative, begun over last winter in response to cold weather and higher fuel bills, inspired HCYA to open the Hall to local residents on Wednesday mornings for 'coffee and a friendly informal chat'.

This is open to any local residents regardless of whether they are members or not. This is being continued for a further year. Thank you to Nicola Brown and Gill Riley for organising this project.

Wildspaces. HCYA has formed a new Section for the improvement and re-wilding of small areas of local land owned by Sheffield City Council. The objectives of the new Section include *“identifying such local pockets of unused land and liaising with SCC for permission and assistance, both financially and advisory, to develop these areas as Community WildSpaces.”* It is hoped that this will attract new HCYA members, parents with their families and greater community involvement in Hall activities. Thank you to Dennis Dixon, Gerry Meininger and Siobhan Laird for driving this project forward.

Supporting our Community – Library boxes have been sited near the carpark on Redmires Rd and in Spider Park, and an external defibrillator sited behind the Community Hall to benefit HRCF and others, with the major costs funded by HCYA. Thanks to Mark Bramwell from Electrical and Security Solutions (ESS) for installing free of charge. All Sections are now running normally. Our Community Fete in July was the usual well-attended success, and our community magazine The Citizen was delivered to all local residents, as usual in May, with a subsequent increase in inquiries to Sections.

B) Looking forward to the year ending August 2024 (A summary of probable issues that will concern HCYA)

Fire Alarm Panel Problems. Problems have arisen resulting from the placement of the new fire alarm control panel. Currently it is behind a locked door leading into the outer bar area. In the event the fire alarm is activated it cannot be turned off unless someone present in the Hall has a key to the bar. A recent ‘false’ activation of the alarm signal, during an evening external hire, led to the presence of the fire brigade. Unfortunately, the FB could not access the alarm panel as their working practices do not allow them to break into a locked area for that purpose. Council is working on a solution to this problem but in the first instance a new key box has been installed next to the bar and instructions on how to turn off the alarm.

Changing leadership and length period of office for executive members on Council. It is with some relief that I announce that Nicola Brown has agreed to stand for the post of HCYA Chair from the AGM in November 2024 (other HCYA members are of course also welcome to stand for the post). Nicola will be using this year to familiarise herself with the job. At various Council meetings over the last few years the subject of limiting the length of post for executive Council members has been raised. This will be discussed and actioned over the coming months. We would welcome any suggestions as to how this is achieved in other organisations and how to encourage increased participation in HCYA Council/Committees.

Comment: Other organisations adopt rotating roles on Committees.

HCYA will be supporting a **Ward Pot grant application** from a member of our Art Group this year. Her application will be for the siting of a community bench at the junction of Slayleigh Lane and Chorley Road. We are often successful with our Ward Pot grant applications, and we hope the same will be said for this one.

Hall maintenance. We are currently experiencing problems with the Wi-Fi, the Hall central heating as well as a leaking roof. In addition, the flooring in the Small Hall needs to be sanded and polished. There will probably be some major expenses associated with these issues.

Further afield. I will be cutting back on my exam work for Cambridge as from next year and hopefully this will give me time to consider preparing grant applications for better ventilation and “green” energy for our Hall, both of which are areas I have wanted to improve since pandemic times.

Finally. I would also like to see HCYA continuing to forge good relations with Hallam School and their struggling PTFA, perhaps by offering a reduction in hire rates and organising joint events HCYA/PTFA, in addition to fostering a wider community role for the association. I am hopeful that our Wildspaces Section will be particularly helpful in this respect over the next few years.

Thanks as always to all the hard working, helpful and enthusiastic Council members who make my job both easier and enjoyable.

Comments: This is a comprehensive and encouraging review of the past year's activities.

Councillors Andrew Sangar (Chair SWLAC) and Sue Alston thanked the Association for the hard work and many contributions made to the Community. HCYA is an important, well-managed organisation and SCC/SWLAC are keen that the Association continues to thrive. The Ward Pot Fund will be available again this year along with additional small pots of Community Funds and HCYA are encouraged to submit applications.

Thanks, were also given for organising the Welcome Warm Space and for offering HCYA as a venue for a local Youth Club. It was unfortunate that a mutually convenient time could not be found for the latter but SCC will continue to search for suitable non-secular spaces to develop a youth provision in the local area. It was noted again that a specific challenge for HCYA is the storage of any additional equipment required for new activities.

Local green spaces: there are 7 areas in the locality and SCC plan no changes to the currently protected green belt boundaries of Hallam Cricket Club and Spider Park, however longer-term protection is being reviewed. Repairs are required to the Spider Park Playground and filling the large holes near the football goal posts which collect water. SCC are performing inspections with funds available for repairs so this will be raised again with relevant committees.

Green Energy: SCC have received government funds to support green energy initiatives for community buildings. HCYA are encouraged to submit a proposal to improve the Carbon footprint and reduce energy costs at the Community Hall.

Our Councillors were thanked for all their continued efforts in supporting HCYA.

5. Treasurers Report: The accounts to 31st August 2023 had been prepared and independently examined by accountants UHY Hacker Young, and approved and signed by the Chair. A summary sheet had been prepared for the AGM – see below. The accounts showed that the HCYA is in a good financial position, with a healthy reserve which should cover any future major costs (e.g. roof replacement). All UK charity annual accounts can be accessed on the Charity Commission website; however, anyone requiring a copy should contact the Treasurer.

This year 2022/2023, income had decreased slightly by approximately £1,700 when compared with 2021/2022, with an increase in expenditure of approximately £12,000, and showed an operating deficit of £889 after contributions from sections.

Income from Hall usage, membership and gift aid, grants, and net fundraising was generally maintained, totaling £37,798 for 2022/2023 when compared with £39,517 in 2021/2022. Expenditure including running and maintenance costs for the Hall increased by £12,500 largely due to an increase in utility costs of £7,000. Other expenditure incurred included cleaning, repairs and renewals, The Citizen, the accounts, insurance and Council Tax/ground rent. Details are in the sheet below.

At the start of the accounting year the cash balance was £60,106. Taking into account the operating deficit -£6,965, contributions from Sections (£6,076), the non-cash depreciation (£7,233) and movement in current assets, the closing balance on general funds at 31st August 2023 was £59,851.

It was proposed that the accounts be accepted as a true record (**Proposer** – Graham Blincow, **Seconder** – Alan Bone). The accountants UHY Hacker Young were thanked for their excellent work and auditors re-appointed for a further year (**Proposer** – Andrew Coomer, **Seconder** – Nicola Brown), all were in favour. The members all thanked the Treasurer for his dedication and hard work during the year.

6. Secretary's Report: thanks were given to Gill Riley, for all of her assistance with the handover to the new Secretary Hilary Shenton. The mandatory Fire Drill paperwork had been circulated to all Sections and the regular Hall hirers which should be returned by 31st December. The Secretary was happy to continue to contribute to the Finance subcommittee (Chair, Treasurer, Secretary, Minutes Secretary) which had reviewed the Hall Management Charges (HMC) and regular hirer charges (Hallam Choral Society, Heights Dance School) and made recommendations to Council to increase the charges from September 2023.

7. Membership Secretary's Report: Member numbers are down so far this year, despite having 18 new members enrol, largely from the new Wildspaces Section. The database has potentially **308** members registered so far this year, of these **243** have renewed, 73% paying by Direct Debit. This leaves a potential 65 members who have not yet renewed. These are principally in sections: Art (18), Badminton (8), Bowls (5), Pilates (10) and Yoga (5). It may be that because we changed Direct Debit suppliers last year some members think they are paying by Direct Debit but have not yet completed and returned the new Direct Debit forms. A current membership list would be issued

to sections by the end of November and all Section Reps were asked to encourage their members to pay their subscription. The Membership Secretary had prepared a helpful table showing the decline in membership numbers, which is a cause for concern and would be an item for discussion at Council over the coming year.

Renewal Method	Number of members				
	2023/24 (Incomplete)	2022/23 Actual	2021/22 Actual	2019/20 Actual	2018/19 Actual
Direct Debit	177	168	210	235	232
Cheque/Cash/Transfer	66	90	86	116	103
Total members	243->308	258	296	351	335
% Paying by Direct Debit	73%	65%	71%	67%	69%

The newly formed Wildspaces Section which has about 30 members was progressing well. Council had agreed that the HCYA membership subscription would be waived for the first year (until October 2024), for any individuals wishing to join this Section.

8. Subscriptions for 2024/2025: The current subscription rate (Sept 2023-24) is £25 p.a. for cash/cheque/BACS payments, or £22 p.a. for Direct Debit payments. Council's recommendation to the AGM was that subscriptions for 2024/2025 would remain the same. It was therefore proposed that subscriptions for 2024/2025 are maintained at the current level (proposer Andrew Coomer, seconder Peter Curtis). The proposal was carried by a large majority.

9. Election of the Honorary Officers of the Association (Executive):

The current Executive were all willing to stand for re-election for the period ending at the AGM November 2024; no nominations had been received prior to or during the AGM. Please note that the honorary President of the Association, Graham Blincow, is a permanent officer and therefore not elected.

Chair	Sam Saunders
Vice Chair	Tracy Kent
Treasurer	Andrew Coomer
Secretary	Hilary Shenton
Hall Manager	Alan Bone
Bar Manager	Tracy Kent
Minutes Secretary	Nicola Brown
Membership Secretary	Patrick Riley
Hall Subcommittee Chair	Peter Curtis

All were in favour and the officers were re-appointed en bloc. The Executive were thanked for their valuable contributions during the year. Alan Bone tendered his resignation from the post of Hall Manager effective from the AGM 2024. This would be a huge loss to Council and the Association as a whole.

Sections Reps were asked to aim to recruit new volunteers to serve on Council from amongst their members.

The Chairman thanked everyone for attending the AGM and for all their help and hard work.

Pat Wilkins and Wendy Wilson both proposed a vote of thanks to the Executive Committee for all the hard work involved in progressing business and managing HCYA.

The meeting closed at 9.30pm.

HYCA ACCOUNTS YEAR END 31st AUGUST 2023

	This Year £	Last Year £
INCOME		
Subs and Gift Aid	8,069	5,450
Use of Hall	23,884	22,099
Fundraising	12,677	20,347
Fundraising costs	-8,814	-13,752
Other income	504	25
Grants	1,478	5,348
Total Income	37,798	39,517
EXPENDITURE		
Maintenance of building	1,560	3,402
Cleaning	9,181	7,966
Repairs and Renewals	3,171	1,714
Utilities/Council tax/rent	11,249	4,667
Building costs	25,161	17,749
Insurances	3,734	2,954
Other costs	8,635	4,833
Depreciation	7,233	6,785
Total expenditure	44,763	32,321
OPERATING SURPLUS	-6,965	7,196
Contributions from sections	6,076	3,571
SURPLUS	-889	10,767
Surplus retained in sections	210	1,902
HCYA SURPLUS	-£679	£12,669
Cash & Bank	£59,851	£60,106
Fire alarm upgrade	£ 4,308	£ -
Defibrillator	£ 1,980	£ -
Disco upgrade	£ -	£ 3,492