

Minutes of the Annual General Meeting of the Haxby & Wigginton Youth & Community Association (HWYCA) for the financial year April 2022 to March 2023 held on Thursday 19th December 2023 at the Oaken Grove Community Centre

To help produce accurate minutes KT proposed to record the proceedings. Although a video camera would be used for convenience, no pictures would be taken apart from possibly the top table. No objections were made, and the recorder was then switched on.

1. Welcome

Jim Harrison welcomed the attendees. He stated that the Association does not currently have a chairman, but he was prepared to chair the meeting. This was agreed.

Attendees, Members voting by Proxy and Apologies

Members

Tony Cassidy (AC), Yvonne Cassidy (YC), Bill Clark (BC), Kevin Grogan (KG) (from item 5), Jim Harrison (JH), Alastair Scarr (AS), Hazel Stevens (HS), Keith Tomlinson (KT), Pat Wilford (PW). (9 Members entitled to vote)

Members voting by Proxy

Pat Clements, Joan Strong. (2 Members voted by Proxy).

Other Attendees

The following attended but was not entitled to vote.

Lisa Wellington

HWYCA Centre Manager

Apologies

Members

(2 members voting by Proxy)

Other Organisations

None

3 & 4. Minutes of Annual General Meeting for the financial year April 2021 to March 2022 held on 15th December 2022.

There were no comments on the minutes of the AGM for the financial year April 2021 to March 2022 and it was agreed that the minutes were a true record of the meeting. AC proposed and HS seconded that these should be approved.

The chairman then signed a copy of the minutes.

5. Treasurers Review and Presentation of Annual Report and Accounts

The Statement of Financial Activities on Page 9 shows the profit and loss position for the year to 31st March 2023. This year's figures, in the penultimate column, show there was a net surplus of £7,480. This is the second year running we have delivered a surplus on our activities. The surplus in the previous year came about because of the amounts of grants that we managed to obtain to see us through the difficult times in 2022/23. The only reason we're showing a surplus this year is because of the donations and legacies of £11,901. This is mainly, but not entirely, crowdfunding income of £11,395 that we got for installation of solar panels. This is shown as restricted funds and as such it is limited as to its purpose. Without this funding there would have been a loss for the year. The main reason for this loss on normal activities was that room lettings in 2022 / 23 were only about £9,000 which is about half the previous year. This was because we were closed for such a long period for building extension works. Whilst we received some compensation from the City Council for loss of income, we are now in effect building the business all over again.

Looking at the balance sheet on page 10 our net assets stand at £75,190. This however includes tangible fixed assets of £14,669. This however is not a liquid asset which we can redeem and utilise. It is the unamortised cost of building extension that was done some years ago. As such it is still an asset in the books but there's not £14,669 lying available for us to use. If you take that out of the net assets total there is some £61,000 remaining. We have also got £16,000 of restricted funds leaving some £45,000 of usable funds. This is getting quite tight in terms of the amount of liquid assets that we've got to fund the business. This remains sufficient but our policy is to have six months' worth of expenditure in accessible reserves. As our expenditure was £73,700, we need accessible reserves of about £37,000. Going forward spending will need to be limited to essential expenditure only.

Responding to a question JH acknowledged that when the solar panel money is spent it will make a big hole in next year's account straight away. JH also explained that on the balance sheet there was £10,000 worth of debtors. The vast majority of that was received within the first two weeks of the current financial year. It being money that the City of York Council had to pay us for loss of income during the building period. This was paid at the very start of the current financial year just a week or two too late to get the accounts for last year.

The creditors figure of £11,500 is again much bigger than usual and that is because of the money we are holding which is committed to spending at some point on solar panels.

JH also touched on the situation we are facing with our energy bills. Our electricity bills have more than doubled since we had to renew the previous contract in May. The gas contract was renewed in September so we've yet to see just how much the impact will be but of course they will inevitably be considerably higher. There is thus a pressing need to expand income. Whatever income we needed previously we will need even more. Lisa and Alysha are constantly looking for new sources of funding.

As explained in previous years our accounts are described as unaudited because they are subject to an independent examination and not to an audit. This is the requirement for an organisation with our level of income.

6. Trustees Review of the Year. (1st April 2022 to 31st March 2023) (Pat Wilford)

The report that we're concentrating on this evening is only until the end of March this year. So, we are looking back a bit, but I will talk about the rest of this year too.

We did open in January, but it was a great deal of hard work moving everything back in.

We were getting on really well with the Explore manager, Bev Leymus, and we were very sorry that for personal reasons, she resigned. and we were left with no library manager when we opened. Temporary staff came in which wasn't an ideal way to start a new liaison with Explore. We were very sad to see Bev go. I wish to record our thanks for the work she did in preparing for the amalgamation with the library. Unfortunately, she hasn't seen it come to fruition.

However, we have welcomed Lorraine Taylor who has now been appointed as the manager of Haxby Explore and we're getting on very well with her so that's the positive side.

We've had concerns from some of the hirers because they haven't been warm enough and we've had to reimburse some hirers because the building wasn't always fit to work in so that has really been a problem for us.

Until Christmas last year our staff were working at Huntington library, so they were working remotely which was another difficult position for them.

The library link up is now working well, the café is up and running. In some ways the cafe doesn't link in quite as successfully with the use of our side of the building as it closes at three o'clock whilst some of our classes go on later than that. As a result, our customers can't get a hot drink after their class so that's a bit annoying. I suppose it's a balance between how much extra profit and the extra wages they would have to pay.

Youth membership has increased since we've been back in the building as this had dipped a bit beforehand. Alysha and her team of youth workers have worked hard to build up the numbers again and the youth club is working very well with some very able staff. There are some very challenging young people at the moment which is a reflection right across the board in secondary education itself. Since Covid there have been more problems with young people, but the Youth Club is currently thriving.

Finally, could I welcome Alastair who we propose to elect as a new trustee under Resolution No. 2 later in the meeting.

Most importantly of all though could I thank Lisa, Alysha and her staff for their hard work during this last 12 months. It's been incredibly difficult at times, and they really have pulled the stops out to go over and above in the work they've done.

Joel and our cleaner Sue have also put in a great deal of effort so thanks to them for all their hard work.

I should perhaps say we did buy a new lawn mower this year and we were also presented with two planters for the garden from the Women's Institute to celebrate the Coronation of King Charles III. Apart from this we've been quite frugal with our spending.

7. Resolution 1. Acceptance of the Annual Report and Accounts for the year ending 31st March 2023

AC proposed and HS seconded Resolution 1 to accept the Annual Report and Accounts for the year ended 31st March 2023

RESOLVED to receive and adopt the Annual Report and Accounts.

8. Appointment of new member to the Board of Trustees

Appointment Alastair Scarr to the Board of Trustees

Alastair gave a brief introduction to himself and the reasons why he wanted to become a trustee.

He stated that he wanted to become a trustee of HWYCA as he has had a lifelong passion for literature and believed that literacy and being able to read (and analyse), are essential skills for children and adults of all ages. As HWYCA are keen to promote the interests of the wider community and improve their standard of living the centre's values align strongly with my own. He has always lived locally and would like to be able to support the community to better deliver services and hopefully enable the centre to go from strength to strength, in the future.

KT proposed and PW seconded Resolution 2 to appoint Alastair Scarr to the Board of Trustees.

RESOLVED to appoint Alastair Scarr to the Board of Trustees

9. Appointment and re-election of members to the Board of Trustees

Re-appointment of Tony Cassidy and Kevin Grogan as Trustees

In accordance with Article 29 of the Association's Memorandum & Articles of Association, one third of the Trustees are required to retire by rotation each year. In accordance with that article Tony Cassidy and Kevin Grogan retired by rotation. Tony and Kevin, being eligible, offered themselves for re-election.

Resolutions 3. Re-appointment of Tony Cassidy as Trustee.

PW proposed and BC seconded resolution 3 to re-appoint Bill Clark.

RESOLVED to re-appoint Tony Cassidy as a Trustee of the Association.

Resolutions 4. Re-appointment of Kevin Grogan as Trustee

BC proposed and AS seconded resolution 4 to re-appoint Kevin Grogan

RESOLVED to re-appoint Kevin Grogan as a Trustee of the Association

10. Re-appointment of Auditors.

To note that the role undertaken by Botting & Co Ltd is as Independent Examiners as shown in their report to the Trustees at the end of the Accounts section of the report and not Auditors.

KT proposed and KG seconded Resolution 5 to re-appoint Botting & Co Ltd as Independent Examiners.

RESOLVED to re-appoint Botting and Co. as Independent Advisers to HWYCA and authorise the Board of Trustees to fix their remuneration.

10) AOB and GENERAL DISCUSSION

No items for AOB had been received before the meeting. HS raised the issue of any progress on how the money for a memorial to Eddie Benson would be spent. PW said it had but she could not comment further. She promised that it would definitely be actioned in 2024.

JH added that they had recently received a sum of money from Eddie's Will.

PW / LW confirmed to HS that we do allow groups to bring their own refreshments when using the Centre. We provide flasks of hot water and cups, with hirers providing their own tea and coffee in the classes. When the café is closed party bookings can use the kitchen as they did before. We have our own fridge and freezer in the kitchen, and we have mugs and plates in a cupboard. If requested to do so Explore will cater for children's parties at a cost.

JH mentioned that during our discussions the intention was always that there will be a much greater focus on joint fundraising events. It's something that we've got to keep trying to drive forward. They saw it as something that they could offer to us but so far, we haven't had very much in terms of joint fundraising efforts.

PW said she could not stress enough the fact that we knew that it was going to be difficult changing things to the new situation. You lose the income, and it takes a while to build that back. On top of that we've had closure periods, and we've had the rising costs of energy. It is taking time for hirers to have the confidence to come back because they've got to make money for themselves. There is also lots of competition from other local venues which are available for the type of groups which use our facilities.

It was agreed that we do need to promote ourselves more. We have now got a notice board in the cafe area.

On the issue of volunteers, JH stated that it's not easy to find dedicated volunteers.

The meeting was then closed.