

Oughtrington Community Centre

AGM Feb 2025

Agenda

1. Welcome and housekeeping
2. Introduction and apologies
3. Approval of previous AGM minutes
4. Chair's report
5. Treasurers report
6. Appointment of Auditors
7. Accept the resignation of those Trustees who are standing down
8. Election of Trustees
9. Any Other Business

Welcome!

Apologies

Minutes of Previous AGM

Chair's Report

Maintenance Achievements 2023 (FY24)

1. Extension heating controls replaced
2. Internet access installed
3. Fire alarm system installed
4. Booking system introduced
5. Refreshed website
6. Trustee's email services created
7. Shared file store created for electronic document storage
8. Bank accounts consolidated
9. Water main pipework replaced from stop cock to building entry, removing remaining section of lead pipework. Meter installed inside building.
10. Damaged manholes in car park replaced.
11. Kitchen blower repaired (had been non-functional for a year or more)
12. Policy documents created, reviewed & published.

Maintenance Achievements 2024 (FY25)

1. Process documentation created.
2. Emergency lighting replaced / installed.
3. PS rear room - floor replaced, with suspended wooden floor.
4. PS new electrical cable to rooms, new consumer unit to allow local reset of tripped RCBO's
5. PS boiler heat exchanger replaced, leak from heating circuit repaired
6. Radiator restored in PS toilets (unheated for an unknown period).
7. PS water supply re-routed from cellar > under car park > pre-school, to though hall (at high level)
8. Kitchen boiler replaced following end of life failure
9. PS heating controls replaced with smart controls
10. Hall & kitchen heating controls replaced with smart controls
11. Fans installed in hall, kitchen & PS rooms
12. Grating installed over vent outside PS rear
13. MR1, MR2, toilets & lobby areas redecorated; *finishing required*.

Maintenance Achievements 2024 (FY25) ct'd

14. Fans replaced in all 3 x toilets
15. Toilet flush mechanisms serviced / repaired
16. Gent's urinal - water saving device installed to restore flush process
17. Kitchen store roof tiles replaced (battens and 'underlay' were sound)
18. Hall floor refurbished
19. Doors replaced / refreshed / repaired (PS front & rear doors replaced), kitchen fire escape lock installed on outside, locks on PS to hall doors.
20. Door locks replaced & keyholders recorded
21. West chimney stack reduced / re-flaunched due to severe state of brickwork.
22. Cellar sump pump replaced (with only minor flooding to the cellar after failure due to prompt detection); *making good required*.
23. Boiler room, attic space & MR2 cleared.
24. Kitchen repainted with the help of a grant from Lymm Parish Council
25. Auto door closing devices installed (to safely hold doors open, releasing if the fire alarm sounds).

Maintenance Planned 2025 (FY26)

1. Gutter repairs - 3 x sections - PS Quad, front hall wall (c-shape) & main door quad.
2. PS rear room floor repair
3. Paint MH (note concern about damp)
4. Replace carpets with solid flooring - £8k estimate (excludes MR2).
MAJOR SPEND
5. MR2 window reveal - repairs
6. Security - replace main door, access control
7. Security – replace? Windows – main hall & PS – ventilation through hall **MAJOR SPEND**
8. PS – fence to front area (OCC or PS requirement?) – est £250 per m (20-30m?), + gate + lock + installation - £10k. Likely to need planning permission. Requirements TBC e.g. may need to be 2m tall due to existing wall (can stand on etc)
9. Roof issues – roof tiles on rear side of building (most roof segments) need replacing, along with some felt? **MAJOR SPEND**

Maintenance Planned 2025 (FY26) ct'd

10. Investigate damp (PS)

11. Brickwork

1. neighbour wall (built 11/12/2013)
2. front downpipe
3. PS pigeon launcher
4. boiler room door.

12. Review brick pointing (cement over lime mortar)

13. Field drainage / waterlogging

14. Extension boiler is end of life - £3k to £3.5k to replace when it fails.

15. Review / renew field lease (Sept 2025)

16. Review process & policy documentation; create new docs (where there are gaps)

17. First draft of OCC handbook / summary of systems

Maintenance Planned 2025 (FY26) ct'd

- 18. First draft of maintenance schedule
- 19. Kitchen hatch – installation of fire shutter & work surface
- 20. Hirers – risk assessments (consider pushing back to hirers).
- 21. Tidy cellar sump pump
- 22. PS replace light fitting, replace boiler room light fittings x 2
- 23. Remove bamboo from PS garden areas

Hire Fee Discount Scheme For Regular Hirers

If charity / social			20%	discount
If 38+ weeks/year			5.0%	extra discount
and if more than 1 / week		2	5.0%	extra discount
		3	10%	extra discount
		4	15%	extra discount
		5+	25%	extra discount

Treasurer's Report

Report in two parts

- What happened in 2023/2024?
 - Year-old news
- What happened in 2024/25
 - Our current view of how the year will end

Statement of Financial Activities
(including income and expenditure account)

Year ended 29 February 2024

		2024		2023
	Note	Unrestricted funds £	Total funds £	Total funds £
Income and endowments				
Donations and legacies	5	2,472	2,472	4,215
Charitable activities	6	22,650	22,650	20,041
Investment income	7	1,352	1,352	286
Total income		<u>26,474</u>	<u>26,474</u>	<u>24,542</u>
Expenditure				
Expenditure on charitable activities	8,9	48,013	48,013	29,169
Total expenditure		<u>48,013</u>	<u>48,013</u>	<u>29,169</u>
Net expenditure and net movement in funds		<u>(21,539)</u>	<u>(21,539)</u>	<u>(4,627)</u>
Reconciliation of funds				
Total funds brought forward		416,143	416,143	420,770
Total funds carried forward		<u>394,604</u>	<u>394,604</u>	<u>416,143</u>

The statement of financial activities includes all gains and losses recognised in the year.
All income and expenditure derive from continuing activities.

6. Charitable activities

	Unrestricted Funds	Total Funds 2024	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Rent	18,310	18,310	16,036	16,036
Luncheon club contributions	4,340	4,340	4,005	4,005
	<u>22,650</u>	<u>22,650</u>	<u>20,041</u>	<u>20,041</u>

8. Expenditure on charitable activities by fund type

	Unrestricted Funds	Total Funds 2024	Unrestricted Funds	Total Funds 2023
	£	£	£	£
Direct charitable activities	45,733	45,733	27,131	27,131
Support costs	2,280	2,280	2,038	2,038
	<u>48,013</u>	<u>48,013</u>	<u>29,169</u>	<u>29,169</u>

Statement of Financial Position

29 February 2024

	Note	2024 £	2023 £
Fixed assets			
Tangible fixed assets	13	303,478	296,397
Current assets			
Debtors	14	2,996	4,836
Cash at bank and in hand		96,191	118,693
		<u>99,187</u>	<u>123,529</u>
Creditors: amounts falling due within one year	15	<u>8,061</u>	<u>3,783</u>
Net current assets		<u>91,126</u>	<u>119,746</u>
Total assets less current liabilities		<u>394,604</u>	<u>416,143</u>
Net assets		<u>394,604</u>	<u>416,143</u>
Funds of the charity			
Unrestricted funds		<u>394,604</u>	<u>416,143</u>
Total charity funds	16	<u>394,604</u>	<u>416,143</u>

Detailed Statement of Financial Activities

Profit or Loss?

Year ended 29 February 2024

	2024 £	2023 £
Income and endowments		
Donations and legacies		
Donations and gifts	<u>2,472</u>	<u>4,215</u>
Charitable activities		
Rent	18,310	16,036
Luncheon club contributions	<u>4,340</u>	<u>4,005</u>
	<u>22,650</u>	<u>20,041</u>
Investment income		
Bank interest receivable	<u>1,352</u>	<u>286</u>
Total income	<u>26,474</u>	<u>24,542</u>
Total expenditure	<u>48,013</u>	<u>29,169</u>
Net expenditure	<u>(21,539)</u>	<u>(4,627)</u>

Detail of Expenditure

Expenditure

Expenditure on charitable activities

Luncheon club expenditure	2,136	2,425
Rent	409	411
Rates and water	4,226	2,248
Repairs and maintenance	9,839	3,641
Insurance	1,883	1,742
Legal and professional fees	6,816	2,038
Telephone	586	307
Depreciation	5,688	3,478
Electricity	3,580	4,637
Gas charges	7,802	2,850
Cleaning	2,160	2,447
Refuse collection	2,888	2,355
Gardening	—	393
Sundry	—	197
	<u>48,013</u>	<u>29,169</u>

What does 2024/25 look
like?

Detailed Statement of Financial Activities

Year to date (Dec) – ¾ of year

	2025 YTD	Forecast	2024
	£	£	£
Income and endowments			
Donations and legacies			
Donations and gifts	0	0	2,472
Charitable activities			
Rent	26,434	32,000	18,310
Luncheon club contributions	3,754	4,500	4,340
	30,188	36,500	22,650
Investment income			
Bank interest receivable	1500	1,800	1,352
Total income	31,688	38,300	26,474
Total expenditure			
	73,553	76,000	48,013
Net expenditure			
	(41,865)	(37,700)	(21,539)

Analysis of expense v income Mar 24 - Dec 24 within bank statement

Outgoings

Regular Maintenance Costs

Toilet Waste Collection	£190.82
Toilet Air Freshner	£161.64
Waste Collection	£1,256.90

Cleaning	£2,369.91
----------	-----------

Pest Control	£440.00
--------------	---------

Gardening	£0.00
-----------	-------

£4,419.27

Utilities

Gas	£3,196.53
-----	-----------

Water	£1,045.44
-------	-----------

Electricity	£1,188.82
-------------	-----------

Phone/Internet	£684.46
----------------	---------

£6,115.25

Analysis of expense v income Mar 24 - Dec 24 within bank statement

User costs

Luncheon Club Activities	£0.00	
Sundry	£593.42	
		£593.42

Fees and Services

H&S	£540.00	
Rent	£410.00	
Annual Service Costs	£153.00	
Annual Licence renewal	£427.00	
Insurance	£2,213.03	
Accountancy	£1,128.00	
Legal & Professional fees	£4,032.00	
		£8,903.03

Repairs & Maintenance	£53,521.98	
		£53,521.98

total spend Mar - Dec 24	£73,552.95	
---------------------------------	-------------------	--

Repairs and Maintenance

Electrical	14,617	Plumbing & Heating	6,266
Doors	4,187	Painting & Decorating	3,575
Roofing	7,390	General	1,417
Floors		Equipment	
Hall	4,588	Ladder/platform	1,098
Pre-School	5822	Hard Floor Cleaner	4,560
	<hr/> 10,412		<hr/> 5,658
		Total	<hr/> 53,522 <hr/>

Income

Adhoc	4,598
-------	-------

Regular	
---------	--

EWDA	5,668
------	-------

Pre-School	5,475
------------	-------

Art Club	1,245
----------	-------

Hartbeeps	500
-----------	-----

Pilates	490
---------	-----

Scouts	366
--------	-----

Guides	348
--------	-----

Bumps&Bashes	135
--------------	-----

	14,227
--	--------

Grants	3,550
--------	-------

Interest	150
----------	-----

Total	22,885
-------	--------

Drawings from Reserves	29,000
------------------------	--------

Our Cash Situation

At 31/12/24

- Current £790
- Reserve £46,282
- Reserve policy – need to keep £30,000 for “Rainy days”

Moving on to next year

- Limited reserves for much more in terms of repairs and improvements
- Need to improve income
 - Through more hires
 - And raise extra funding through Grants and Fundraising
- If we can't then ...?

Appointment of Auditors

Accept the resignation of those
Trustees who are standing down

Election of Trustees

Any Other Business