

MINUTES OF THE ANNUAL GENERAL MEETING OF HAGLEY COMMUNITY ASSOCIATION

held on Friday 21st January 2022 at Hagley Community Centre.

(DRAFT)

1. **Welcome.** The Chairman Roger Seabury opened the meeting at 7.35 pm and thanked those present for attending.
2. **Apologies** Alison Akers (HCA), Erica Sprason (HCA), Paul Uppal (Bromsgrove Conservative Association).
3. **Approval of Minutes 2020.** Approval of the Minutes of 15th January 2021 (for year 2020) was proposed by R. Wynne and seconded by S. Colella.
4. **Treasurer's Report** (Alan Hess). The Annual Accounts for 2020/21 were presented to the meeting.

Regrettably, due to the impact of Covid-19, there was very little use of the Centre during the year. Publication of the Village News had to be suspended for some months, although copies were available online and on social media. Despite this, advertising revenue continued to make a valuable contribution to Association funds. With the easing/removal of lock down restrictions the committee are confident the Centre will again be well used and the Village News will continue to provide a substantial income.

The financial statements show a surplus for the year of £24,296, (2020 - £9,248). During the year, grants totalling £19,431 were received from Bromsgrove District Council in respect of the Covid-19 disruption. Grants of £3,747 were also received from the Co-op Community Building Fund.

Running costs continue to be well controlled, although maintenance costs remain a challenge. However, the committee deem it important to keep the Centre in good repair to maintain a high level of usage.

The rebuild programme continues and a planning application has been submitted to Bromsgrove District Council for the refurbishment of the Centre. It is the Committee's intention to now accelerate fund raising activities..

5. **Approval of Accounts to 31 March 2021.** Approval was proposed by D. Santus and seconded by P. Hollis.

6. Section Reports

- a. **Bookings and Lettings** (Nick Templar). On 6 January the government restricted all activities, the website prevented bookings and the centre remained empty. During this lock-down the centre was hired only twice by Vaccination UK to administer the Human Papilloma Virus vaccine to school children. Regular hirers (only those permitted by law) resumed attending the centre on April 14th. By late May we enabled registration and bookings on the website and bookings for parties and events began to trickle in, however some regular hirers made last-minute cancellations due to "pinging" from the Covid app. Advance bookings for all our regular hirers have been made on our website until the end of 2023. We have two new regular hirers, a dance class and a Pilates class.

We fitted a Smart door lock to the rear door of the centre which is working very well and I receive notifications on my 'phone when somebody uses their PIN to open the door.

We transferred the bookings 'phone number to GiffGaff from O2 with a saving of £72 a year.

We integrated invoicing into our website for bookings so casual hirers now receive an invoice with their booking along with Terms and Conditions, tips for using the centre (like Wi-Fi password) as well as Health & Safety information.

There have been several “moments” for Bookings this year. Car parking at the centre has become an issue with some hirers complaining that football clubs are using our car park, which is an ongoing difficulty. An enquiry about a new year’s party didn’t materialise and thankfully neither did the Pole Dancing classes. The hirer who wanted to marry me and had contacted Worcestershire Registrar to “book us in” has been banned!

Currently Bookings have no debtors and in the following table of income there were 1392 Bookings in the last 36 months. Income is returning to near pre-Covid level.

2019	Bookings	Income	2020	Bookings	Income	2021	Bookings	Income
January	59	£ 1,584.00		56	£1,548.00		1	£ 94.00
February	65	£ 2,047.00		56	£1,862.00		1	£ 94.00
March	77	£ 2,272.00		44	£1,242.00		0	£ -
April	60	£ 2,188.00		0	£ -		6	£ 195.00
May	80	£ 2,591.50		0	£ -		12	£ 529.00
June	91	£ 2,947.50		0	£ -		33	£ 1,038.00
July	79	£ 2,347.00		0	£ -		39	£ 1,189.00
August	61	£ 1,569.50		0	£ -		41	£ 1,626.00
September	71	£ 2,300.50		30	£ 937.00		53	£ 2,086.00
October	71	£ 2,686.00		35	£1,159.00		56	£ 2,597.00
November	69	£ 2,440.00		5	£ 201.00		53	£ 2,337.00
December	47	£ 1,923.00		8	£ 223.00		33	£ 1,110.00
Totals	830	£26,896.00		234	£7,172.00		328	£12,895.00
							1392	£46,963.00

b. Affiliation. (Annette Templar): We have 40 groups on our list, reflecting the wide range of activities that are on offer to our community. These include sports, exercise classes, social groups, dog training, and many others.

Sadly the Gardeners’ Club folded in 2021 due to dwindling numbers, but we have had some new groups join us, including Stourbridge Arts Society and Pilates with Yasmin.

We thank all our affiliates for their support, and hope that they go from strength to strength in the coming year.

c. Village News (Alison Akers, editor and advertising manager).

Editor’s report: We started with a new graphic designer and printer in Jan 2021 and the production of the HVN has improved dramatically. A big thank you to Tina at www.wildorange.biz who uses the information I collect and puts it in a logical order as well as themes it depending on the seasons. She also provides a good value service to any advertiser who wishes to update their advert. Also, a big thank you to Nic at www.dudley-print.com who is our new printer and bundles the Village news in accordance with the distributor’s requirements. The turnaround time has shortened which has meant we are able to submit later, and the Village news isn’t so out of date by the time it’s delivered!

Due to Covid there have been fewer community groups meeting so we vary between 36-48 pages with front cover photos provided by the local public. Charities and local residents sometimes submit adverts or articles about their fundraising and these are considered for inclusion on an individual basis – there is generally no charge for these. We have had very good feedback regarding the new layout and people have commented how they look forward to seeing the local history photos and accompanying notes.

The distributors are all volunteers and delivered to over 3000 household last year. The Village News is also published monthly on both Hagley, Clent, Belbroughton, Blakedown and Churchill Facebook

groups as well as having its own dedicated public Facebook page. This enables non-residents of Hagley to have a one-click access to the Village News and can be read anywhere!

Finally, thank you to David Trewin who is our volunteer Distribution Manager and co-ordinates all the volunteers so that households in Hagley receive their Village News every month.

Advertising manager's report: Thank you to Erica for managing the advertisers until summer 2021 when she had to give up the role and I took over until we can find another advertising manager. Most of the advertisers have renewed for another year but this has involved a lot of chasing invoices which is very time consuming. Despite asking advertisers to use their invoice number as a reference, many do not, again making tracking payments a lot more difficult. This year the invoices clearly stated that payment was to be via BACS and we have only accepted one cheque (due to circumstances) which has helped with prompter payments and less work for both myself and the Treasurer.

All late invoices have had a reminder invoice at least once before their advert has been removed – we have had a history of very delayed or non-payment for some adverts. Interestingly the act of explaining that their advert will be removed normally prompts payment or reinsertion!!

We no longer off full page adverts due to space constraints and are asking for payments in advance if the advert is from a national company (with a local branch).

Thank you to Alan for his help in tracking payments and sending me bank statements so that we can chase up outstanding fees in a timely manner.

This year we clarified who was allowed to submit reports about their groups and it was decided that all volunteer-managed groups were able to submit approx. 200 words every month. If a group had paid employees and hired the centre on a regular basis then they would also be allowed to submit up to 200 words (depending on space in the Village News).

Distributor's report. (David Trewin). As ever more volunteers are welcome to help with distribution. Thank you to those who share the task of delivering over 3,000 copies of the Village News to Hagley residents every month.

7. **Chairman's Report.** (Roger Seabury) Thank you to those present for your support and for attending this meeting. Thank you also to the volunteers serving on the committee who held meetings on Zoom during the pandemic and worked hard to ensure the centre was Covid-safe when groups were able to return. Hopefully the situation is now improving and bookings are starting to increase again.

The centre was repainted during lockdown and our maintenance manager Neville Smart dealt with potentially serious issues such as damp causing the hall floor to lift, among many others. Neville devotes a great deal of time to maintaining the centre in good order for the benefit of its users.

The committee desperately needs new members and would particularly welcome support from younger members of the community. There is a vacancy for an advertising manager and also for Village News distributors.

We are waiting for approval from the planning department for the proposed refurbishment to the centre. We will need to raise funds before any work can commence and are appealing for help from anyone with experience of bid-writing. Thank you.

8. Election of Honorary Officers

- a) President: Vacant.
- b) Chairman: Roger Seabury
- c) Treasurer: Alan Hess

d) Secretary: Annette Templar

A vote for the re-election of Officers b), c) and d) was proposed by D. Santus and seconded by H. Roberts.

e) Other officers who with the above will form the Executive Committee:

- i. Minutes Secretary: Annette Templar
- ii. Bookings Officer: Nick Templar
- iii. Affiliations Officer: Annette Templar
- iv. Maintenance : Neville Smart
- v. Village News editor: Alison Akers

A vote for the re-election of the above officers was proposed by H. Roberts and seconded by S. Colella.

f) Additional committee members.

- i. Advertising Officer (temporary): Alison Akers
- ii. Village News distributor: David Trewin
- iii. Sue Corlett

A block vote for the re-election of the above was proposed by H. Roberts and seconded by S. Colella.

9. Appointment of Auditors/Independent Accountants. The independent examiner appointed to audit the annual accounts for 2020-2021 is not standing for re-election. Alan Hess nominated Chartered Accountants Pinfields of Bromsgrove as examiner for the current year. Acceptance was proposed by N. Robb and seconded by P. Hollis.

10. Appointment of Trustees of the lease of Hagley Community Centre. Continuation of Jim Austin and Robin Hemming was proposed by S. Colella and seconded by H. Roberts.

11. Any Other Business. Helen Roberts thanked the committee for Association's work in maintaining the centre for the benefit of the community.

Steve Colella announced that the Parish Council is planning a party on the playing fields to mark the Diamond Jubilee and would like the Community Association and other community groups to be involved. Steve will send an update when further details are confirmed.

12. Close. Roger thanked everyone for attending and invited them to join the committee for light refreshments. The meeting closed at 8.10 pm.