

Ystradowen Community & Sports Association

Minutes of Annual General Meeting

Wednesday 11h November 2020 7.30pm by ZOOM

Present: Chris Kipling (Chair), David Thursfield (Treasurer), Rod Howells (Secretary),

Committee Members: Keris Howard, Fiona Sylver, Corinne Roberts, Hilary Hill, Alan Jackson, Moira Howells, Spencer Squire Shields, Helen Drane, Tony Williams, Samantha Tamang and Jane Hardwick

Attendees: Graham Roberts, Chris Howard, Margaret Thursfield, Barrie Melhuish, Gwenda Melhuish, Tony Cheeseman, Stella Cheeseman, Joy Kipling, Jack Russell, Mark Drane, Spencer Shields, Shena Serjeant, James Quance, Jane Jones, Michael Davies, Sara Howells, David Allen, Doris Allen, Caroline Green, Gabrielle Smith

Apologies: Fiona Sylver, Tony Williams, Felicity Quance

1. Welcome

2. Minutes: The minutes of the last AGM held on the 8h May 2019 have been displayed on the Ystradowen website and available for all to view several weeks prior to this meeting and a link provided if anyone wanted to view. All attendees were given opportunity to question the accuracy of this document and in the absence of any disagreement were taken as read.

3. Matters Arising: No matters arising

4. Chairman's Report:

Those regular AGM attendees will know that my reports tend to be quite brief and try to focus on what is coming rather than looking back. So the recap for 2019 will be covered by David our Treasurer while I ponder what on earth to say about 2020!

But first and foremost, I must thank the enthusiastic and hard working Committee and Officers who have pitched in during 2019 to achieve all the many things that we have done. In particular, I must mention Sam, David and Felicity who between them have so ably managed our finances. Also Corinne and Keris who took over the hall bookings from Joy and of course Chris Howard who seems to be able to extract monies from all sorts of bodies for our Association to fund the various projects we wish to do. I think that his name must have got about and they are frightened of rejecting him! Charlotte has continued to keep the hall cleaned for us and Geoff and Lindsey took excellent care of the grounds until August when Nick Philips took over.

We had many things planned for 2020 until Covid arrived. However, we will get out of this situation and 2021/2 can only improve at which point those events can then be re scheduled. I think that this year is the first one for 25 years when we haven't put on a firework display and of course the traditional children's Christmas party is also on hold. I anticipate a very lively post Covid Party in the hall!

It is not all bad news; we've taken the opportunity to provide a new disabled toilet that complies with the relevant regulations in the main hall are planned in early 2021. We should be proud that we have probably the finest Hall in the area. Its excellent access and top class facilities make it a popular venue to hire which means that the hall's finances should be sound in the coming years. And the YCSA has more than risen to the challenges that Covid has brought. I'm thinking especially about the village support, so ably led by Corinne and her team of helpers on the WhatsApp Group to isolating and vulnerable residents.

We have been able to get the hall open again after a lot of work to make it Covid secure. Numbers permitted inside the hall have been limited with everyone being socially distanced and over 11's wearing a mask. After each hire we've needed to clean the place and thank you to Charlotte for doing this. To cover our costs we decided to charge £12 per hour plus £5 per hire towards the cleaning costs - we've been heartened by the uptake and the hall has been busy. We are still one of the most competitively priced halls in the area. It just goes to show the pent up demand out there. We had to close during the recent 2 week Fire Break Lockdown but are open again now all-be-it with even further reduced numbers.

As for me, you'll know that I'm not continuing as your Chairman after this meeting but hope to stay on the Committee (if you'll elect me!). My records only go back to 2000 and I see that I was writing letters then in my capacity as your Chairman so I think it is high time that I stood aside and gave someone else the opportunity!

Again, thank you to all those Committee Members and Officers who have supported not only me but also the YCSA over all these years.

There were no questions.

5. Treasurers Report

Introduction

The accounts presented are on the basis that the expenditure on the construction of the Annex and Parc Owain Project, which was funded by grants, has been capitalised as an asset on the Balance Sheet, which is subject to depreciation in line with the accounting policy as stated in the notes to the accounts. A "deferred income" equivalent to the depreciation value of the Annex and related assets is then generated and shown on the Income and Expenditure Account under the heading of "Deferred Income from the release of grants". This is in accordance with good Accountancy Practice.

Accounts

The accounts are presented in the attached "Income and Expenditure Account. Balance Sheet and Notes to the Accounts (2 pages).

Commentary on the Accounts

The completion of the new Annex and Parc Owain Project on time and within budget was one of the highlights of a very good year for YCSA. The project comprises the Annex, Cinema, Car Park, Play Area Base and Petanque Court. Completion in April 2019 brought new opportunities to Ystradowen.

This £160,000 project was funded by a £128,000 RCDF (Rural Communities Development Fund) grant, £16,387 of Section 106 funding from the Vale of Glamorgan Council, and £15,613 from YCSA (this included £8419 of cash from reserves, and work in kind to the value of £7,194 for professional services that were freely provided by some of the Committee Members of YCSA).

As stated above the Annex, Car Park and Cinema have been capitalised in the accounts. However, the Toddlers Play Area Base and Petanque Court have not been capitalised by YCSA. This is because these installations are on land that is owned by the Vale of Glamorgan Council, and hence are owned, insured and maintained by them. Albeit that the YCSA Petanque Club have agreed to maintain the Petanque court surface and surround only.

A huge thank you for securing these grants goes to Chris Howard. We also thank Tony Cheeseman and Felicity Quance who carried out the financial management of the Annex and Parc Owain Project.

It can be seen from the Note 1 to the accounts that £25,265 of RCDF grant payments, plus £2,125 of other grants were received during this current year. Provision for RCDF expenditure for the year 2020 - 2021 is £12,627, leaving a net grant income for 2019 – 2020 of £14,863.

The completion of the Annex project, enabled the main hall to be 100% available for use again from April 2019 after the inevitable disturbance that was caused by the Annex building works during 2018/ 2019.

From the Income and Expenditure Report, it can be seen the hall hire income for the year increased from £8,174 in 2018/19 to £18,135 in 2019 - 2020.

It is recognised that the 2018 - 19 hall hire income was detrimentally affected by the building works, but none the less the increase in hire revenue is extremely creditable and due to the particular efforts of Corinne Roberts and Keris Howard who continue to do a

tremendous job in generating custom and ensuring that all our customers who rent the Hall are well looked after. A big thank you to Corinne and Keris.

Another great achievement during the year was the establishment of the Community Cinema in the Hall from July 2019. This formed part of the RCDF funded Annex project. Particular thanks are due to Mike Davies for his expertise and hard work in sourcing and setting up the equipment and to Stella and Tony Cheeseman and their wonderful team of helpers (Mike and Lyn Davies, Dave and Doris Allen, Sarah Marshall and her girls Lilly and Freja, and Hilary Hill) who ensure that the show runs smoothly. It can be seen from the accounts that the Community Cinema generated an income of £3,279 and made a profit of £1,264 – very well done and thanks to all concerned with organising this. The Community Cinema takes place once per month on the second Wednesday of each month so please come along – you are guaranteed an enjoyable evening, including refreshments.

Corinne Roberts Keris Howard and Rod Howells took the Cinema experience further a little later in the year and started the Family Cinema events, particularly aimed at children and teens. This operates once a month on Saturday mornings. This Family Cinema has been a success, generating £226 of income on a break-even basis.

The commissioning of the new Petanque Court brought about the establishment of the Ystradowen Petanque Club . The accounts for the Petanque Club are separate from the YCSA accounts but I can advise you that the club has made a great start generating approximately £1,700 of income during the year. Can I mention that, in addition to providing wonderful recreation for our residents, the Court has been acclaimed by the Wales Petanque Association, who selected the court to host the 2019 National Petanque Championship finals.

The Hall has continued to be maintained to a good standard of repair, thanks to your Chairman, Chris Kipling, who masterminds (and rolls up his own sleeves for) the maintenance work. Two major items of renewal work were carried out during the year – these were the re-roofing of the store-room (£3,374) and the installation of two soundproof doors (£1,740) (See Note 3) The soundproof doors enables the use of other rooms when noisy activities (e.g. the cinema) are taking place in the Main Hall or in the Annex.

On an overall basis, it can be seen that the year has been a successful one with a grant income allocated to fixed assets of £23,842 and an expenditure of £23,781 inclusive of net depreciation, of £1,881 (£7,729 - £5,848) leaving a surplus for the year of £61.

The above is net of grant income and expenditure related to the £160,000 grant funded Annex and Parc Owain Project. The resulting YCSA assets from this project are now accounted for on the Balance Sheet.

I can report that YCSA had bank balances totalling £46,455 at 31st March 2020, of which £12,627 is reserved for the RCDF.

Can I thank Samantha Tamang, who I succeeded as Treasurer in February 2020. Samantha did a superb job as Treasurer for two years and handed over the accounts to me in first class order. Can I also thank Debbie Williams who designed YCSA's accounting system. Sam and Debbie have been a great help to me in "nursing" me into the Treasurers roll.

The Future

On a sobering note; the Corona Virus crisis has resulted in the Hall being closed from 16th March 2020 until mid September 2020. YCSA have therefore been deprived of all income from hiring out the Hall during that period.

However, on a brighter note, and looking forward into the current year 2020 – 2021, can I advise you that Chris Howard has secured further grant funding for YCSA as follows

- £16,500 from the Vale of Glamorgan Council's S106 "Stronger Communities Fund" for the installation of play equipment for toddlers on the base area provided by the RCDF Parc Owain project. A contract was awarded to Playdale Ltd and completion was achieved in early October 2020. This funding was channelled through The Penllyn Community Council (PCC) and YCSA are very grateful to PCC for this facility.
- £4000 from The Simon Gibson Charitable Trust. This money has been used to provide presentation equipment (projector, screen, sound system and white board/flip charts) in the new Annex and to install a bigger screen for the cinema in the main Hall.
- £10,700 from grants related to the Covid 19 crisis from Welsh Government, The Vale of Glamorgan and Comic Relief

Other funding secured during 2020 -2021 includes the following

- Tony Cheeseman secured £453 from the Vale of Glamorgan's S106 fund and this has been used to provide a seat adjacent to the new Toddler Playground.
- Felicity Quance set up a "Just Giving" site to appeal for "Gift Aid" to help YCSA to fund our continuing costs being incurred to keep the Hall going (for utility costs and maintenance) whilst the Hall was in "Lockdown" with zero Hall income. £2404 has been raised. YCSA sincerely thank everyone who contributed to that fund.

Using our reserves, together with the above funding YCSA have managed to continue to cover the Hall running costs and we have also been able to further enhance the facilities at the Village Hall by committing to the following projects:

- The installation of "Hearing Loops" (£1,690) in both the Annex and the Main Hall. These will enable anyone with hearing difficulties to better enjoy events like the cinema, presentations, and also general conversation, by switching their hearing aid to the "T setting" whilst in the Halls. The "hearing loops" are now fully operational.

- YCSA are also planning to bring our sub-standard Disabled Toilet facilities in the Main Hall up to a standard that complies with specified requirements.(£4,875). This work is planned to be carried out during the half term school holiday in February 2021.
- The Main Hall and the Meeting Room have been redecorated at a cost of £1938 The remaining toilets, kitchen and entrance hall will be redecorated once the above mentioned work to renew the disabled toilets has been completed.

The Income and Expenditure Accounts and Balance Sheet together with related Notes to the Accounts are attached at Appendix 1, 2 and 3 .

The Treasurer advised the meeting that the Annual Accounts and Trustees Report had to be filed by law with the Charity Commission and this had been done. These documents can be found on The Charity Commission website by entering the Ystradowen Community and Sports Association registered charity number - **515414**

There were no questions.

Chairman asked if there were any abstentions to approving the accounts and none received so accepted as accounts approved.

Thanks

Can I thank the Chairman, Committee Members and Volunteers who have ensured the continuing success of YCSA and our Village Hall. Can I also thank Gareth Owens FCA who very kindly volunteered to carry out an Independent Financial Check of the 2019 – 2020 YCSA accounts. Finally can I thank David Rees and Gabby Smith who arranged and carried out the 2018 – 19 Independent Financial Check of YCSA's accounts.

Chairman also thanked David for the huge amount of effort taken in pulling the accounts together.

5. Retrospective Items for Approval

The Constitution currently restricts the YCSA Committee to an expenditure limit of £2,000 per item, we need to obtain the retrospective approval of the AGM to the following items of expenditure:

- Provision of Presentation Equipment (comprising – projector, dropdown electric screen, sound system, amplifier, white board, flip chart) – cost = £3,706.78 (for purchases between 12/6/20 and 17/9/20) – All items were purchased subject to competition. These items were funded by a £4,000 grant from the Simon Gibson Charitable Trust.
- The purchase of upholstered chairs for the Community Cinema – cost = £2,292.92, purchased on 2/5/19. These items were partly funded by a £2,000 grant from The Vale of Glamorgan Council.
- The re-waterproofing and other repairs to the storeroom flat roof – cost = £3,774.00 on 16/12/19. This item was funded by YCSA reserves.
- The supply and installation of a unisex disabled toilet in the main hall with related modifications to the other toilets – cost = £4,875 – this work is scheduled to be carried out during the schools February Half Term Holiday. There were no objections to the spending on all the above items so accepted as approved.

6. Election of Committee Members

Current Committee Members

Chris Kipling, Rod Howells, David Thursfield, Keris Howard, Fiona Sylver, Corinne Roberts, Hilary Hill, Alan Jackson, Moira Howells, Spencer Squire Shields, Helen Drane, Tony Williams, Samantha Tamang and Jane Hardwick

There were no objections for re-election so no changes to current members.

There were no further requests for new members.

7. Election of Officers (Chairman, Treasurer, Secretary)

Chairman

Chris Kipling confirmed he will be standing down as Chairman

Rod Howells put himself forward as Chairman

Chris Kipling nominated and David Thursfield seconded the appointment

No abstentions

Treasurer

David Thursfield to continue his role as Treasurer

Caroline Green nominated and Spencer Squire Shields seconded

No abstentions

Secretary

Helen Drane put herself forward as Secretary

Spencer Squire Shields nominated and Rod Howells seconded

No abstentions

8. Changes to the Constitution

Change 1: Clause 7d

Reason for proposing change:

The Committee are currently restricted to an expenditure limit of £2000 per item (or group of items comprising a project). Items in excess of this limit should be referred to the AGM or EGM for approval. Given the scope and scale of the work carried out by the YCSA Committee this limit is considered by the Committee to be restrictive and counterproductive.

Current Wording:

The acquisition or divestment of property which affects the Association funds by an amount greater than £2000 will require the agreement of the membership of the Association given by way of a resolution at a General Meeting

Proposed New Wording for Clause 7d

The acquisition and divestment of a single item, or a group of items or property and/or services, comprising a single project; (excepting entirely grant funded items) by the Association is limited to a cost not exceeding 50% of the revenue income of the Association for the preceding financial year.

The above is subject to an over-riding requirement that the reserves of the Association must always be maintained at an amount of not less than 125% of the revenue income of the Association in the preceding financial year.

Any deviation from the above financial requirements shall require the approval of the membership of the Association by way of a General Meeting before such acquisition or divestment can proceed.

Change 2: Clause 7g

Reason for proposed change:

Currently the annual accounts are required to be audited. This would normally involve paying a substantial audit fee. As a registered Charity we are required to have our accounts checked by an “Independent Financial Examiner” and the accounts are subsequently subject to scrutiny by the Charity Commission and available for anyone to see. The General Committee therefore proposes that the annual accounts check should be by either an Auditor or an Independent Financial Examiner. This will provide flexibility and save money if an appropriate volunteer can be found to check the annual accounts. The General Committee therefore propose the following amendment:

Current Wording:

Audited annual accounts are to be prepared by the Hon, Treasurer and the auditors appointed at each preceding Annual General Meeting.

Proposed New Wording for Clause 7g:

Annual accounts are to be prepared by the Honorary Treasurer and checked by either an Auditor or an Independent Financial Examiner as appointed by the General Committee and approved by the Annual General Meeting.

The Chairman asked for anyone with any objections or reservations to these two changes to make it known. In the absence of any objections forthcoming the two changes are considered as passed and the Constitution will be amended as stated and the Charity Commission notified.

9. Any Other Business

No other business put forward

Finally Rod and David gave a huge thanks from themselves and everyone in the village to our outgoing Chairman, Chris Kipling , for all the fantastic work he has done over the years and testament to Chris for the hall to be in such a great position despite the events of 2020! Chris confirmed he would still be involved by remaining on the Committee and will continue to provide support when needed.

The Chairman brought the meeting to a close with hope that the next AGM could be back in the Hall with our usual wine and cheese!

Appendix 1

YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION

BALANCE SHEET AS AT 31ST MARCH 2020

2018 £		Note	2020 £
	TANGIBLE FIXED ASSETS	4	
29,421	Freehold Land & Buildings		152,972
327	Furniture & Equipment		12,001
135,370	Under Construction		0
<u>165,118</u>			<u>164,973</u>
	CURRENT ASSETS		
65	Stocks	Drinks	99
50		Glasses	50
22,522	Cash at Bank	Deposit Account	43,865
2,450		Current Account	2,590
0	Cash In Hand		0
0	Debtors and Prepayments		0
<u>25,087</u>	TOTAL CURRENT ASSETS		<u>46,604</u>
	CURRENT LIABILITIES		
0	Creditors and Accrued Expenses		12,627
	Deferred Income (Grants)		6,915
<u>0</u>	TOTAL CURRENT LIABILITIES		<u>19,542</u>
<u>25,087</u>	NET CURRENT ASSETS		<u>27,062</u>
190,205	TOTAL ASSETS LESS CURRENT LIABILITIES		192,035
	NON CURRENT LIABILITIES		
(124,078)	Deferred Income (Grants)		(125,847)
<u>66,127</u>	NET ASSETS		<u>66,188</u>
	ACCUMULATED FUND		
70,419	Balance brought forward		66,127
(4,291)	(Deficit) for the Year		61
<u>66,127</u>			<u>66,188</u>

0

YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 31ST MARCH 2020

2018 £		Note	2020 £
	INCOME		
8,174	Hall Hire		18,135
2,279	Events		1,848
0	Community Cinema		3,279
0	Family Cinema		226
135,149	Grants Received	1	14,863
(124,078)	Grants Allocated to Fixed Assets		(14,533)
2,921	Donation In kind to projects		0
21	Interest Receivable		24
52	Sundry Income		0
<u>24,518</u>			<u>23,842</u>
	EXPENDITURE		
241	Stock		173
2,177	Events	2	1,347
0	Community Cinema		2,015
0	Family Cinema		226
864	Cleaning		2,324
2,621	Light and Heat		1,817
243	Water		692
2,470	Repairs & Maintenance	3	8,485
1,507	Insurance		1,581
97	Stationery, Postage & Website		197
0	Broadband		686
0	Bank Interest & Charges		0
15,083	Petanque Court, Play Area		1,446
1,634	Depreciation		7,729
0	Grant release offset		(5,848)
1,872	Sundry Expenses		911
<u>28,809</u>	TOTAL EXPENSES		<u>23,781</u>
<u>(4,291)</u>	(Deficit) for Year to Accumulated Fund		<u>61</u>

Appendix 2

**YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION
YEAR ENDED 31 MARCH
NOTES TO THE FINANCIAL STATEMENTS**

1. GRANTS RECEIVED

	2020	2019
	£	£
RCDF Funding	25,385	115,262
RCDF Funding Provision	(12,627)	0
Vale of Glamorgan Council	2,000	16,387
Penllyn Council	125	750
Sports Lottery	0	1,500
Allotment Fund	0	1,250
	<u>14,883</u>	<u>135,149</u>
Allocated to:		
Capital Projects (Annex, Car Park, Cinema)	(14,533)	(124,078)
Revenue Projects (Pentaque court, Play Area)	(330)	(11,071)
	<u>(14,863)</u>	<u>(135,149)</u>

2. EVENTS EXPENDITURE

	2020	2019
	£	£
Quiz	122	15
Skittles	116	206
Annexe Opening	61	0
Fireworks	672	1047
Christmas Tree/ Lights/ OAP Donation	120	540
Party in the Park	0	120
Christmas Party	257	249
	<u>1,348</u>	<u>2,177</u>

3. REPAIRS & MAINTENANCE

	2020	2019
	£	£
Sensors	99	0
Fire Safety	313	0
GEM Security	669	171
Boiler	0	82
Garden/hedge cutting	1,500	119
Soundproofing doors	1,740	0
Roof repairs	3,774	0
Painting	0	288
Sundries	390	1,800
	<u>8,485</u>	<u>2,470</u>

4. TANGIBLE FIXED ASSETS

	Freehold Land & Buildings £	Furniture & Equipment £	Under Construction £	Total £
COST				
At 1 March 2019	49,026	19,495	135,370	203,891
Additions	0	3,238	4,346	7,584
Reallocation	128,059	11,657	(139,716)	0
At 31 March 2020	<u>177,085</u>	<u>34,390</u>	<u>0</u>	<u>211,475</u>
DEPRECIATION				
At 1 March 2019	19,605	19,168	0	38,773
Charge for the year	4,508	3,221	0	7,729
At 31 March 2020	<u>24,113</u>	<u>22,389</u>	<u>0</u>	<u>46,502</u>
NET BOOK VALUES				
At 31 March 2020	<u>152,972</u>	<u>12,001</u>	<u>0</u>	<u>164,973</u>
At 31 March 2019	<u>29,421</u>	<u>327</u>	<u>135,370</u>	<u>165,118</u>

Appendix 3

**YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION
YEAR ENDED 31 MARCH 2020
NOTES TO THE FINANCIAL STATEMENTS**

5. DEFERRED INCOME

CAPITAL GRANTS - ALLOCATED TO FIXED ASSETS OFFSET AGAINST DEPRECIATION

	<u>2020</u>	<u>2019</u>
	£	£
Received in prior years not released to income & expenditure	124,078	0
Received during the year	14,533	124,078
	<u>138,611</u>	<u>124,078</u>
Released to income & expenditure to offset depreciation this year	5,848	0
Carried forward as at 31 March 2020	<u>132,763</u>	<u>124,078</u>
To be released to income & expenditure:		
Within one year	6,915	0
More than one year	125,847	124,078
Carried forward as at 31 March 2020	<u>132,763</u>	<u>124,078</u>

6. ACCOUNTING POLICIES

Tangible Fixed Assets

Tangible assets are initially recorded at cost and subsequently stated at cost less any accumulated depreciation and impairment losses.

Depreciation

Depreciation is provided on a straight line basis at the following annual rates in order write off each asset over its estimated useful life:

Freehold Land and Buildings :

No depreciation is provided on land.

Depreciation is provided on buildings over 30 years

Furniture & Equipment - 25% per annum

Government Grants

Capital based grants are recognised in income over the expected useful life of the assets to which the grants relate.