

Ystradowen Community & Sports Association

Minutes of Annual General Meeting

Wednesday 10h November 2021 7.00pm by ZOOM

Present: Rod Howells (Chair), David Thursfield (Treasurer), Helen Drane (Secretary),

Committee Members: Keris Howard, Fiona Sylver, Corinne Roberts, Hillary Hill, Alan Jackson, Moira Howells, Spencer Squire Shields, Tony Williams, Samantha Tamang, Felicity Quance, Chris Kipling and Jane Hardwick

Attendees: Graham Roberts, Chris Howard, Beth Howard, Margaret Thursfield, Rosemary Ives, Barrie Melhuish, Gwenda Melhuish, Tony Cheeseman, Stella Cheeseman, Joy Kipling, Mark Drane, Jane Jones, Michael Davies, Sara Howells, Doris Allen, Caroline Green, Gabrielle Smith, Kelsey Mead, Julian Baker, Alex Heney, Caroline Green, Laurie Griffiths, Diana Matthews, Morgan Smith, Susan Zaslona, Adam Zaslona, Nicky Sturgess, Edward Matthews, David Charlton, Nicky Punter

Apologies: Tony Williams, Felicity Quance

1. Welcome

2. Minutes: The minutes of the last AGM held on the 11th November 2020 have been displayed on the Ystradowen website and available for all to view 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:

This is my first Chairman's report and I would like to start by thanking the committee and volunteers for the all work they have done to make the hall the great village asset that it is – and turning what could have be a disastrous year into a success

But before I go on to thank specific individuals, I wanted to reflect on the year past.

When I looked back at last year's minutes little did I think that the Hall would be closed for nearly 9 months - meaning very little income – we have limited hall hire receipts, the Community Cinema did not operate at all and we could not run ANY fund raising events.

What really heartened me was what has been despite these challenges. Great efforts that the team has gone to in continuing to enhance the facilities we have.

- Our fantastic Grants expert, Chris Howard raised £27,882 of new GRANT income,
- £2,694 was raised in Gift Aid and other donations thanks to the generosity of the Villagers.
- Corinne Roberts and Keris Howard, supported by Chris Kipling and David Thursfield, were fantastic in managing to open the Hall at all during the year whilst most other similar facilities remained closed. Thanks also go to our cleaner Charlotte Burch Attard, who has ensured that the Hall is always cleaned and sanitised after each and every hire.
- Corinne, Keris, and 61 volunteers set up a Community Help Line to arrange Shopping, Medicine Collections, emergency transport and if that was not enough – also providing emergency supplies for the Royal Glamorgan Hospital, University Hospital Cardiff and the Princess of Wales Hospital.
- In 2019/20 YCSA completed the new Annex, Community Cinema, Petanque Court and car Park. We hoped to maximise our use of these wonderful new facilities this year but sadly Covid put paid to that.
- However, in spite of Covid, YCSA added the following new facilities expertly managed by David Thursfield and team during 2020/21

Toddler Playground (opened Sept 2020)	£16,495
New Disabled Toilet in Main Hall	£6,525
Presentation Equipment in Annex and large Cinema Screen in Main Hall	£3,706
Hearing Loops for Main Hall & Annex	£1690
Floodlights	£804
Table Trolleys for covid safe handling	£691
Bench Seat for new Playground	£500
Hall Redecoration	£3078

I would also like to thank Penllyn Community Council, for all the support they have given us over the year.

In conclusion In spite of the dreadful challenges created for all of us by Covid, your YCSA Committee managed your Hall very well indeed, and we move forward at the end of 2020/21 with fantastic facilities, and in better shape than we have ever been.

As the hall has opened, we have seen old return and new groups start to use the facilities. The hall now accommodates a wealth of activities including Social Get Togethers, the Cinema, Petanque, Toddler Playground, MUGA Sports Pitch, Sewing, Quilting, Lace making, Rendezvous Club, Judo, Karate, Taekwondo, Yoga, Pilates, Keep Fit, Ballroom Dancing, Tiny Toes Ballet, Monkey Music, National Childbirth Trust, Brownies, Dance School, Womens Institute and many more.

It was great to have our first formal village event in the form of the fireworks night last weekend with a great turn out despite the wind and the rain. Many thanks to Chris Kipling

for organising the fireworks and everyone running the gate and providing the food and the bar.

Unfortunately, some of the activities that used to take place in the Hall have not yet resumed after Covid – let's hope that everything gets going again very soon.

Again, I would like to thank your brilliant Hall committee for all their voluntary hard work and expertise. I would welcome any new volunteers and I would also like to thank everyone in the village for your help and support in a very tough year.

I would like to hand over to David who will run through some of the financials of the past 12 months.

There were no questions.

5. Treasurers Report

OBJECTIVES

Can I remind you of the objectives of YCSA as set out in our Constitution, in precis these are

- To promote the benefit of the residents of Ystradowen and district.
- To advance education.
- To provide facilities for Social Welfare, Recreation, and Leisure
- To establish, maintain and manage a Village Hall.

All the above have been achieved since the initial construction and opening of the Village Hall in 1986.

ACTIVITIES

The activities that currently take place at the Village Hall and Parc Owain include the following

- Brownies, Community Cinema, Textiles, Ballroom Dancing, Keep Fit, First Aid, Free Masons, Jewellery making, Dancing Schools, Judo, Karate, Monkey Music (dancing for very young children), national Childbirth Trust (mother and baby care), Photography, Pilates, Rendezvous Club, Foreign Languages; Sewing and Textiles including Cutting Edge Textiles, Doughty's Fabrics, Glamorgan Quilters, Lace Making, Sew Social; Taekwondo, Thermomix, Tiny Toes Ballet, Women's Institute, Yoga, YSAS, also Commercial uses.
- A full list of activities and contacts can be obtained from Corinne and Keris and from the Notice Board.
- Within Parc Owain there is also:
 - Petanque Club
 - Picnic Bench and Barbeque Areas
 - The MUGA (multi-use games area) – (This is controlled and maintained by the Vale of Glamorgan Council)VOG).
 - Toddler Playground (maintained by VOG)
 - Pleasant walking and dog walking areas

THE VILLAGE HALL

- The 1986 built Village Hall (literally this was built by the then residents of the Village)
- The MUGA sports pitch and Parc Owain area was S106 money provided by Developers and administrated by VOG in 2004
- The Annex Cinema, Petanque Court, extra Car Parking, and base for the Toddler Playground was completed in 2019
- The Toddler Playground, Annex presentation equipment, larger screen for the Community Cinema, and Hearing Loops were all completed in 2020.

From the above it is fair to say that the Objectives in the Constitution have been continuously met by YCSA

2020 – 2021 Treasurers Report

Following the completion of the Annex and facilities within Parc Owain, Ystradowen had looked forward to an excellent year to use the new facilities from April 2020.

However, disaster struck from 16th March 2020 when the hall was forced to close due to the national Covid “lockdown”. The Hall remained closed until 14th September 2020 when re-opening was made possible, subject to serious restrictions. It should be acknowledged that the efforts of Corinne Roberts, Keris Howard and Chris Kipling, and our cleaner Charlotte Burch Attard; were fundamentally instrumental in achieving the re-opening whilst many similar facilities in Wales were unable to re-open.

It should be noted that several former Hall Hirers decided not to return for the time being, and that situation still remains due to their continuing concerns about Covid.

The Hall had to close again from 20th December 2020 as a result of the second national “lockdown” due to increases in the incidence of Covid. This “lockdown” extended until 5th May 2021.

It can therefore be appreciated that the Hall was only open for 3 months of the year, and even then on a restricted basis. It can therefore be appreciated that generating a Hall Hire income of £5,064 by comparison with £18,135 for the year 2019–2020 was a fantastic achievement, the credit for which is primarily due to Corinne Roberts and Keris Howard.

Fundraising

In April 2020, it looked as if the year was going to be a financial disaster for YCSA, as a result of no foreseeable income and the need to continue to service and maintain the Hall.

Thanks to the efforts of Chris Howard in obtaining grants of £27,882 by several instalments over the year, YCSA were rescued.

Felicity Quance also set up a “Just Giving” website which raised a further £2,694, thanks to the generosity of many of the residents and supporters of Ystradowen.

The Grants obtained were as follows:

• Granting Organisation	• Amount
• Vale of Glamorgan / Welsh Government	• £23,000
• Glamorgan Voluntary Services	• £700
• Simon Gibson Charity Trust	• £4000
• Penllyn Community Council	• £125
• VOG S106	• £57
• TOTAL	• £27,882

Armed with the above extra funding YCSA invested some of this funding in capital purchases to better equip the Hall to operate in a Covid environment and to enhance our facilities as an investment in the future. The following capital projects and revenue items were delivered:

FUND	Total Income	Spend	Description	Balance at 31 st March 2021
GVS	£700	£691.63	Table Trolleys	£
VOG ? WG	£23,000	£804	Floodlights	
		£6525	Disabled Toilet	
		£3386.35	Revenue Cleaning & sanitising etc	£12,293.02
SGCT	£4000	£3,706.78	Presentation Equipment	£293.22
VOG S106	£56.51	£56.51	Fix Playground Seat.	£0
PCC	£125	£0		£125

Other significant expenditure items from reserves during the year were £1690 for the installation of "Hearing Loops" in both the Main Hall and the Annex. These Loops will enhance the audio quality for those who have hearing disabilities. A further £1938 was spent on redecorating the Main Hall (in addition to £1140 included in the £3,386.35 figure above

TODDLER PLAYGROUND

The fantastic Chris Howard secured a £16,495 grant from the Vale of Glamorgan Council to install playground equipment and a rubber surface on the base that was constructed as part of the Annex Project.

These transactions are not shown in our accounts because the project finances were routed via Penllyn Community Council in order to save VAT. YCSA have negotiated an agreement with VOG that they own, insure and maintain this facility.

The Playground was opened in September 2020. This provides a wonderful facility for the toddlers in the village.

See Appendix for details of the following reports

INCOME AND EXPENDITURE REPORT

From this report, it can be seen that the income (excluding £11,727.41 that was allocated for asset purchases) for the year was £26,960.52. The major income generating items were £5,064 (hall hire), £2,624.24 (Gift aid appeal), £27,881.51 (grants as more fully explained above).

The expenditure for the year was £16,228.19 inclusive of depreciation which has been adjusted for the Grant Depreciation Offset. This leaves a positive surplus for the year of £7,732.33 which is held in reserves against possible future losses resulting from further Covid factors.

BANK BALANCES

It can be seen from the report that YCSA held balances totalling £55,191.65 at 31st March 2021. Of this sum £12,627.78 is held against a liability to RCDF resulting from an erroneous overpayment by them during 2019 for the Annex Project. Despite many reminders RCDF had not responded up to 31st March 2021. A further £895 is held against advanced payments made for Hall hire, this sum has not been used due to Covid. This leaves a bank balance of £41,564.88 net of liabilities.

BALANCE SHEET

The YCSA accounting policy is that all building assets are depreciated over 30 years and fixtures and fittings over 4 years.

YCSA use the approved accounting method of Grant Release Depreciation Offset. This avoids spikes of income due to Grants used to purchase capital items and enables such items to be depreciated over the above periods.

Fixed assets (Building, Land, and Fixtures and Fittings; valued at purchase cost less depreciation to date) stand at £168,103.06.

Current Assets (bank and stock) amount to £55,241.66

Current Liabilities (debts and deferred grant income due within 1 year) are £23,368.93; and Long Term Liabilities (deferred grant income due after more than 1 year.

This leaves a net balance after depreciation of £73,024.85.

INDEPENDENT FINANCIAL CHECK OF ACCOUNTS

It is a requirement of the YCSA Constitution and the Charity Commission that an Annual Independent Check of the YCSA accounts and our annual financial return to the Charity Commission, is carried out by a qualified professional. Following the sad and untimely death of our previous Independent Financial Checker, Mr Gareth Owens; Mr Duncan Addison of Llandough very kindly volunteered to step into the breach. YCSA extend our sincere condolences to the family of Mr Gareth Owens; and convey our sincere thanks to Mr Duncan Addison for undertaking this check.

YCSA's Financial Report and Trustee Report has been submitted to; and accepted by, the Charity Commission in June 2021.

CONCLUSION

YCSA remains in very good shape after what might have been a terrible year. The Hall and all assets are well maintained and have never been better.

All the above is due to the dedication and hard work of the YCSA Committee.

APPROVAL

I request that this Report and Accounts is approved by the 2021 Annual General Meeting

David Thursfield

Honorary YCSA Treasurer

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

6. Election of Committee Members

Current Committee Members

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

There were no objections for re-election but noted that Tony Williams and Sam Tamang would stand down this year

New member, Rebecca Millard, proposed by Jane Hardwick and accepted on Committee

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

Chairman

Rod Howells to continue role as Chairman proposed by Helen Drane and seconded by David Thursfield

No abstentions

Treasurer

David Thursfield to continue role as Treasurer proposed by Rod Howells and seconded by Helen Drane

No abstentions

Secretary

Helen Drane to continue role as Secretary proposed by David Thursfield and seconded by Rod Howells

No abstentions

7. Events 2022

Suggestions put forward:

- quiz either in person or on line may be in January
- still have £125 remaining from Penllyn Council towards Christmas Parties for either children or seniors but it was felt that it should be left this year
- proposal to hold the carols and switch on of Christmas lights at the tree on the green
- Chris Howard has another small grant for equipment specifically for over 60s to play Pentanque. It was suggested maybe the Rendevous Club might like to do it and/or grandparents/grandchildren
- celebration party for the Queens Jubilee in June
- outdoor cinema
- fireworks night
- wine tasting
- sports events on the big screen in the Hall

We are always open to new ideas

8. Any Other Business

Rosemary Ives raised concern of the future of the community garden in the lay by, started over 20 years ago by the WI as a millennium project but quickly grew into a community project with approx 16 people. Now only 4 people in their 70s and 80s. Despite publicising it only 1 additional person came out. Concerning that it might not be maintained in the future which would be very disappointing.

David will speak to Nick about picking up some of the work

As the group only meet once a month on the first Saturday and that may not be convenient for a lot of people. A suggestion that a list of jobs that need to be done could be circulated so they could be done anytime.

It is noted that the people in the village do really appreciate the work that goes into maintaining it. Also that it is difficult to involve children due to the proximity to the road. Committee will take this away discussion and action plan.

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

Bank / Cash Balances

Community Current 20 18 27 80994804	3,423.45	2,590.52
Saver Account 20 18 27 60527939	26,541.73	8,728.16
Grant Account 20 18 27 13804534	12,586.24	22,502.17
RCDF Bus, Premium 2018 27 30821438	12,640.24	12,634.46
Petty Cash	-	
	<u>55,191.66</u>	46,455.31

YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION
REGISTERED CHARITY NO: 515414

DETAILED INCOME & EXPENDITURE REPORT
YE 31/03/21

	£
INCOME	
Hall Hire	5,064.00
Events Income	31.00
COMMUNITY Cinema Income	-
FAMILY Cinema Income	-
Grant income (SGCT, CV19, PCC)	27,881.51
Other income	2,694.24
Interest Earned	17.18
Grants Allocated to Asset Purchase	<u>(11,727.41)</u>
TOTAL INCOME	<u>23,960.52</u>
 STOCK MOVEMENTS	
Opening stock	148.86
Purchases	-
Closing stock	<u>50.00</u>
	98.86
 Provision for RCDF & Prepaid	 <u>-</u>
 EXPENDITURE	
COMMUNITY Cinema	-
FAMILY Cinema	-
Events - Quiz	-
Events - Skittles	-
Events - Annexe Opening	-
Events - Fireworks & Pumpkins	50.00
Annexe Costs	-
Events - Christmas Tree/lights / OAP donation	700.80
Lottery -Petanque cost	-
Events - Party in the Park	-
Events - Kids Christmas Party	<u>-</u>
	750.80
 Cleaning	
Window Cleaning	-
Hall Cleaning	108.00
Cleaning Materials	<u>-</u>
	108.00

Heat & Light	
Gas	1,020.26
Electricity	600.71
	1,620.97
Water	70.00
Broadband	531.25
Maintenance	
Sensors	-
Electric	1,306.00
Fire Safety	94.64
GEM security	121.28
Boiler	143.03
Garden / hedge cutting	1,452.96
Repairs & Renewals	382.05
Painting	1,938.00
Total Maintenance	5,437.96
Insurance	1,386.17
Stationery, Postage & Website	40.00
SGCT, CV19,PCC Grant Expenditure	3,442.86
Bank interest & Charges	-
Depreciation	10,287.00
Grant Offset to Depreciation	(7,691.84)
AGM	-
Misc	146.16
spare	
Total Miscellaneous	146.16
TOTAL EXPENSES	16,228.19
NET	7,732.33

YSTRADOWEN COMMUNITY & SPORTS ASSOCIATION
REGISTERED CHARITY NO: 515414

BALANCE SHEET
YE 31/03/21

	2021	2020
	£	
Note Assets have been revalued		
ASSETS	Cost	
Fixed Assets		
Building	137,580.37	143,155.53
Land	9,816.00	9,816.00
F&F	20,706.70	12,001.24
Under Construction		
TOTAL FIXED ASSETS	168,103.06	164,972.77
Current Assets		
Stock - Glasses	50.00	50.00
Stock - Drinks	-	99.00
Debtors & Prepayments	-	
Cash	-	
Current Account	3,423.45	2,590.52
Deposit Accounts	51,768.21	43,864.79
TOTAL CURRENT ASSETS	55,241.66	46,604.31
CURRENT LIABILITIES		
Less Creditors & accruals		
Incomes in advance	13,521.78	12,626.78
Deferred income - grants	9,847.15	6,915.00
Total Current Liabilities	23,368.93	19,541.78
NET CURRENT ASSETS	31,872.73	27,062.53
Deferred income - grants	(126,950.94)	(125,847.00)
TOTAL ASSETS	73,024.85	66,188.30
LIABILITIES		
Accumulated fund	65,292.52	66,126.51
Adjust for Prepays		(895.00)
Surplus / Loss for the year	7,732.33	61.00
TOTAL ACCUMULATED FUND C/F	73,024.85	65,292.51
Difference	(0.00)	895.79

