

Elmscroft Community Association Annual General Meeting

to be held via Zoom on 29th March 2021 at 7pm

Attendance to be recorded.

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4. Appointment of Officers	
Chair	Ms R Capener
V Chair	Ms A Croft
Treasurer	Mr E Fincham
Secretary	Mr N Bray
Appointment of Committee Members	
Mr S Atkinson	
5. Any Other Business	
6. Date of Next Meeting	

Minutes of the previous Annual General Meeting

held in

The Main Hall, Elmscroft Community Centre

on

23rd November 2019 at 2.00pm

Minutes

Present:

Members: Mr Stewart Atkinson, Ms Rachael Capener, Mr Keith Laughton, Fr Elias Mathai, Mr Chris Pryor, Ms Anne Radley, Mrs Avril Radley, Mrs J Vallender Mr R Vallender Mrs Jo Wilce, Mrs S Waters.

Statutory Body representatives

Councilors Howard Hyman and Jeremy Hilton.

1. Minutes of the last AGM held on the 20th September 2018 were approved at the meeting as a correct record. Proposed Anne Radley, Seconded Stewart Atkinson.

2. Matters arising

There were no matters arising

3. Chairman's Report

Anne Radley gave a brief verbal summary of her written Annual Report and Financial Statement saying it was a positive year for the Association and that the finances were to be considered healthy and stable.

Stuart Atkinson wished to compliment Anne Radley personally for the good job she has done since taking over. This thank you was echoed by all that attended.

4. Treasurer's Report

Elias Mathai repeated Anne Radley's comment that the Association is in a good position financially now that we have secured the building. The bills have been reduced with a look to reduce them even further if possible.

5. Property Managers Report

Rachael Capener gave a detailed report of the works completed so far in the Centre, along with the list of all the legislation that must be complied with to ensure that the lease is extended. She outlined the mandatory work required to achieve a 7- Year lease, while also listing the future plans for the renovation and modernisation of the Centre.

6. Social Club Chair Report

No report was received.

7. Election of Officers

Chair	Anne Radley
Vice Chair	Alison Croft
Treasurer	Elias Mathai
Secretary	Chris Pryor
Property Manager	Rachael Capener

8. Any other Business

Mr R Vallender asked, "If we are 60 % complete for the 7- year lease, do we have enough funds for the final 40%?".

The reply from Rachael Capener was that we now have access to additional grants to use for continuing the refurbishment of the property. An option to set up a youth construction group to help the refurbishment is being looked into by Rachael Capener. The works carried out are currently being undertaken with a license from Gloucestershire County Council. This licence can be rescinded if they deem it necessary.

Mrs J Vallender asked "Will the work due to be carried out impact on the use of the Centre?"

The reply from Rachael Capener was that the centre will be open for business as much as possible but there will be some short closures when the safety of the public could be at risk during the works.

Keith Laughton mentioned that he and others have commented that the hall is dangerous due to the condition of the flooring.

Rachael Capener replied that if there are any problems with the Centre then they need to be communicate to the Buildings Manager otherwise, without this knowledge, they cannot be addressed.

Personal Statement from the Chair

I have enjoyed my time as Chair of the Elmscroft Community Association. When I started I was told that I needed to accept that there was no hope of a viable future for our Centre or the Association. Slowly, this changed and I was joined by others who could see the potential in what could be developed for the community. One of the first to join me was Mat. I am grateful for his support, as well as that of Stewart Atkinson who's advice has been gratefully appreciated.

As with many community groups this past year, it has been a financially difficult time. The centre has, so far, weathered the storm through Government grants and a change of primary income streams to support local businesses displaced by their usual accommodation. This great change to our operation has led to new partnerships and new activities, but this mixture will need careful management post-pandemic, ensuring our community focus is prioritised.

The Community Networking team have worked with Gloucester City Food Consortium, Fair Shares South West, Tuffley Court Community Association and Together in Matson to run a micro food hub. This has supported local people who have found themselves in difficulty due to the uncertainty of the current situation. The Committee are grateful for the support of our food workers and all the members and supporters who helped pack, deliver and collect food items. I am very appreciative of the support of our local Prayer and Islamic Study Group and hope they will join the Association as a regular group in near future.

We have worked with National Star College to pilot a Community Cafe and this has been warmly welcomed by the community providing an important focus during lock-down. We have worked with our Community Builder Carena Sharpley and our local Social Prescribers to engage in our area.

The Association has supported our local Street Champion network, led by Becky Booth, helping neighbours to look out for each other and some of the most vulnerable who had been temporarily separated from other support. Gloucester City Council has expressed thanks and gratitude for work in keeping our community strong, supported and resilient. I, and the team, were surprised to receive one of the twelve "Lockdown Legends" awards from Gloucester City Council.

There is much work still to do and I hope funding support arranged from the Barnwood Trust, Gloucestershire County Council's *Know Your Patch* fund, Sport England and Gloucester City Council will help our Centre thrive as lock-down starts to lift.



Property Management Update for Elmcroft CA AGM

March 2021

Prepared by Rachael Capener, Building Manager on behalf of Elmcroft CA

Introduction

This report outlines the current position of the Centre with regards to planned maintenance, programmed work, work completed, Health and Safety requirements and future plans.

The last 12 months and our current position

The role of Building Manager has significantly evolved over the last year owing to the pandemic and challenges with cleaning, ensuring the health, safety and welfare of users and future planning. This has included but limited to:-

- liaising with groups for their safe return
- monitoring access and centre use within the regulations
- ensuring cleaning supplies are available, stocked, and good practices are being met
- ensuring ongoing good practice of H&S, construction, and employee/volunteer legislation

Existing professional relationships with National Star College have improved with the building being loaned to them during the first lockdown. The launch of the Community Café was very positive and well supported, but in light of recent events, additional work is required to comply with food hygiene legislation and environmental health inspections.

Special thanks to Lea Poole who, after moving his business activity to the Centre, has introduced valuable new hirers to our premises. Thanks also to those long-standing hirers who have adapted their activities to comply with guidance. Thank you also to those who have supported the challenging task of managing a building and many people during a pandemic, it has not been easy. I sincerely hope that we can soon be back to normal and all hirers back to their valued activities.

Use of the Building Managers existing professional relationships with contractors have shown significant savings on work undertaken and may it continue. Example, a contractor previously used by the Centre quoted double the price for the fire alarm installation, compared to my contacts. This demonstrates the importance of professional relationships adding value and saving money.

Production of a Code of Conduct for Committee members and Job Descriptions for Executive Officers will aid the ongoing building and association management with roles being clear on individual responsibilities from a legal and accountability perspective.

Finally, our woolly summer visitors, whilst causing concern with risk assessment, insurances and other issues were a welcome addition during the pandemic which became a real community talking point.

Compliance

Both the building and its management processes must comply with the following legislation. Failure to comply could lead to prosecution and the Centre being closed. The future of the buildings and its management are dependent on compliance with this legislation and current regulations for the pandemic. Training on key areas will be programmed in the remainder of 2021:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction Design Management Regulations 2015
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- Equality Act 2010
- Control of Asbestos Regulations 2012
- Control of Substances Hazardous to Health Regulations 2005
- Provision and use of Work Equipment (PUWER) Regulations 1998
- Electricity at Work Regulations 1989
- Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
- Management of Health and Safety at Work and Fire Precautions 2003
- Manual Handling Operations Regulations 1992
- Working at Height Regulations 2007
- Regulatory Reform (**Fire** Safety) Order 2005
- Building Regulations 2010 under the Building Act 1984
- Corporate Manslaughter and Corporate Homicide Act 2007
- Occupiers Liability Act 1957 and 1984
- Gas Safety (Installation and Use) Regulations 1998
- The Landlord and Tenant Act 1988 and 1954
- General Data Protection Regulations (GDPR)
- Water Supply (Water Fittings) Regulations 1999

Work completed

Since the previous AGM, the following work has been successfully undertaken. Owing to the pandemic and approaching this with caution owing to the financial position, some planned work not yet undertaken will be immediately programmed. All work required to meet the 7-year lease (aside from removal of the external door with steps) has been achieved.

- ✓ All annual testing and inspection requirements met
- ✓ All manual fire detection replaced with automatic (whilst nearly completed, this will be switched over next week)
- ✓ All fire extinguishers serviced/replaced
- ✓ Asbestos register produced
- ✓ Replacement of lounge flooring and redecoration
- ✓ Pest control contract engaged
- ✓ CAD model of the building developed in partnership with Gloucestershire College
- ✓ Plans for the structural work required on the stage are under development
- ✓ Introduction of and review Health and Safety procedures, Fire Policy and other associated H&S obligations
- ✓ A new door entry/security system was installed alongside CCTV cameras outside

- ✓ Roof repair (ongoing)
- ✓ Pullcord installed in accessible toilet in line with regulations
- ✓ Redecoration of the Main Hall (undertaken by volunteers from Young Gloucestershire)
- ✓ Production of an orienteering film to aid hirers with hire agreement responsibilities
- ✓ Mass clearance of unnecessary stored items presenting a fire and pest risk

Future plans

The following is planned (over several years which will be shared in the form of a Planned Maintenance programme):

- Bollards will be introduced to the field, a new porch and path will be installed to the rear lounge doors
- Floor repair to the Main Hall
- Cladding, Guttering and fascia board replacement
- Replacement of toilet facilities
- Removal of all redundant pipework and installation of new heating system
- Structural work to stage roof (this may involve removing the current stage)
- Introduction of water testing
- *Installation of new stage lighting system (Subject to funding – longer term aim)*
- Installation of gas central heating throughout buildings
- *Removal of timber roof vents and installation of roof lights in the Main Hall (longer term aim)*
- *Removal of suspended ceiling in the Main Hall (longer term aim)*
- *Replacement of boundary fencing (longer term aim)*
- *Reinstatement of building which was removed in 2019 (longer term aim)*



Social Committee Report by Chris Pryor, Bar Manager.

Since the last AGM, the Bar Manager Peter O'Brien has stepped down and Chris Pryor (who has his personal alcohol licence) has taken on the role. The DPS is still Peter Swales.

A new draught system has been installed which does away with CO2 canisters and works using an air compressor. This system called Draughtmaster allows the beer to last longer once opened and, as it has smaller kegs, less waste if there is a long time between bookings.

In the 2020/2021 financial year there were no takings but we have lost a significant amount of stock due to age. A stock take will be undertaken at the start of April but it is estimated there will be a loss of around £ 300. No money has been "gifted" to ECA, due to the need to restock the bar.

When the bar reopens it is hoped a new till system will be in place that will accept card payments. This will allow more flexible use and for contactless payments to reduce transmission of infection.

The Bar bank account has been closed and the funds moved temporarily to the ECA accounts until a suitable replacement can be found. Covid has made this very difficult. We currently have £1,841.08 in the bank and £277.40 in cash (not yet banked due to Covid).

Secretary's Report by Nigel Bray.

ECA urgently needs a more user friendly membership list and a new Constitution. I shall be using a Word document to record membership, which is much easier to update than an all singing, all dancing database. Our Constitution dates from 1952 (amended 1962) and does not reflect the realities of 21st Century life. Stewart Atkinson has reviewed my Draft Revised Constitution and suggested some enhancements to it. I hope this can be adopted as soon as possible.

ELMSCROFT COMMUNITY ASSOCIATION

FINANCIAL REPORT AND ACCOUNTS

31ST MARCH 2021



ELMSCROFT COMMUNITY ASSOCIATION
FINANCIAL REPORT AND ACCOUNTS
FOR THE PERIOD ENDED 31st MARCH 2021

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Balance Sheet

Income and Expenditure Account

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ELMSCROFT COMMUNITY ASSOCIATION

ADMINISTRATIVE INFORMATION

COMMITTEE:

Ms. A. Radley - Chair
Ms. A. Croft - Vice-Chair
Fr Elias Mathai - Treasurer
Mr. N. Bray - Secretary
MS R Capener - Building Manager

MEMBERS

Mr. S. Atkinson
Mrs. S. Waters
Mr. C. Pryor
Mr. K. Lawton
Mrs. J. Wilce
Mr. L Poole

**PRINCIPAL
ADDRESS:**

Elmscroft Community Association
Coronation Grove
Gloucester
GL2 0SS

**INDEPENDENT
EXAMINER:**

Knights
Accountants and Tax Advisors
21 Highnam Business Centre
Highnam
Gloucester
GL2 8DN

ELMSCROFT COMMUNITY ASSOCIATION
COMMITTEE REPORT

PRINCIPAL OBJECT AND STATUS

In 1949 a group of local residents from Elmbridge formed the Elmscroft Community Association. The original centre building was an Isolation Hospital in Longford. It was transported to Coronation Grove to have a second life as our community centre. Our aim is to promote neighbourliness and run the centre 'for the benefit of all'.

In 1953 the Association drafted a constitution and has for the past 67 years held an Annual General Meeting to report to the members and interest parties and form management committees.

The Land and original buildings are leased from Gloucestershire County Council on a repair and renew basis.

OBJECTIVES

- To provide a meeting place for local community groups and residents of the are of benefit.
- To encourage and support local interest groups.
- To maintain clean and functional premises.
- To ensure that the premises provided comply with the latest regulations.
- To improve facilities
- To receive hiring fees from centre users, membership dues from members and fund -raise to ensure income stays on par with expenditure and allow for 'ring fenced' savings for repairs, renewals and improvements.

STRATEGIES FOR ACHIEVING OBJECTIVES

The strategies employed to achieve the objectives during the year were:

- To maintain a management committee of elected/co-opted members and representatives of sections/groups.
 - To assign key management roles – Chair, Treasurer and Secretary
 - To hold management meetings with minutes to include key actions
 - To review the financial position of the association on a regular basis
 - To source new volunteers
 - To maintain a website with up-to-date information
 - To hold an Annual general Meeting open to all members and interested parties.

ELMSCROFT COMMUNITY ASSOCIATION

REPORT OF THE COMMITTEE

REVIEW OF THE YEAR

For some of the period the centre operated normally. The centre hosted regular groups and provided occasional hire facilities for the community, these included:

Line Dancing	Model Railway Club
Music and Drama Group	Whist Club
Heart Support Keep Fit	Super Sunday Stay and Play
Kingsholm Bridge Club	Ballroom Dancing Classes
Burlesque Group	Ladies Keep Fit
Art Club	Soft Play
Group Fit (mixed adult)	Gloucester Bridge Club
Group Fit (mud run training)	Bollywood Dancers

The national lockdowns due to the Coronavirus (COVID-19) pandemic have disrupted the centres activities greatly.

When regulations permitted there were sport and fitness activities, together with the community café, run on our behalf by the National Star College.

The centre has hosted group activities for home schooled children and provided temporary teaching accommodation for National Star College learners.

Many local residents watched from Armscroft Crescent field as six mixed-breed sheep, on loan from the city farm, grazed the fenced field.

During the period the Community Association has supported the 'Street Champion Network' in our area and housed a micro food hub to give emergency and continuing food support to vulnerable people living in the Elmbridge area.

ELMSCROFT COMMUNITY ASSOCIATION

REPORT OF THE COMMITTEE

ACHIEVEMENTS

Though the negotiations to extend the lease have been active for the last two years they are now concluding and areas of disagreement between the parties have been resolved.

Financially this was an uncertain year for the Association. The income from the hire of the centre and the Local Authority business rates grant (Gloucester City Council) has helped tremendously during this difficult trading climate.

On an extremely gratifying note Gloucester City Council has awarded the Chair and Elmscroft Community Association "Lockdown Legends" status in recognition of our substantial community support during this difficult time. There are only twelve awards across the city.

PLANS FOR THE FUTURE

The management committee will continue with the following:

- Review and revise the Constitution, Health and Safety policy and Safeguarding policy.
- Implement more facility upgrades
- Develop partnerships with other local organisations
- Facilitate networking and good practice
- Expand the membership base
- Provide further activities for children and families
- Improve booking procedures
- Review the strategy or engaging with vulnerable and isolated community members

ELMSCROFT COMMUNITY ASSOCIATION

REPORT OF THE COMMITTEE

STAFFING

Unfortunately, due to the Coronavirus (COVID-19) pandemic and uncertainty regarding a continuous sustainable income, it became impossible to continue the employment of the three part-time staff and regrettably their roles were terminated. They are greatly missed.

REMUNERATION AND BENEFITS OF THE TRUSTEES

There were no remunerations or honorariums paid in the period.

RISKS

The current situation presents great uncertainty. This is reflected in the way the centre can be used and changes in possible long term demand for the centre. We have worked towards reducing the fixed costs of the centre to preserve the centre's reserves.

Ms A. Radley
Chair of the Committee

Approved by the Committee:

INDEPENDENT EXAMINER'S REPORT TO

THE COMMITTEE ELMSCROFT COMMUNITY ASSOCIATION

We report on the accounts of the association for the period 18 month period ended 31st March 2021

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our examination was carried out in accordance with the General directions given by the Charity Commissioners. An independent examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, we do not express an audit opinion on the view given by the accounts.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to our attention:

- (1) which gives us reasonable cause to believe that, in any material aspect, the requirements:

to keep accounting records in accordance with section 41 of the 1993 Act: and

to prepare accounts which accord with the accounting records and to comply with the accounting requirement of the 1993 Act

have not been met; or
- (2) to which, in our opinion, attention should be drawn in order to enable proper understanding of the accounts to be reached.

Knights
Accountants and Tax Advisors
21 Highnam Business Centre
Highnam
GLOUCESTER.
GL2 8DN

Date:

ELMSCROFT COMMUNITY ASSOCIATION

BALANCE SHEET

AS AT 31ST MARCH 2021

CURRENT ASSETS

Bank Accounts – HSBC Bank Account	27,973
Co-operative Bank Account	<u>9,299</u>
	37,272
Stock (Bar)	200
Cash in hand	<u>558</u>
	38,030

CURRENT LIABILITIES

Creditors – amounts falling due within 1 year (Note 2)	<u>540</u>
NET CURRENT ASSETS	<u>37,490</u>

NET ASSETS £ 37,490

REPRESENTED BY:

GENERAL FUND

Balance at 1 st October 2019	37,322
(Deficit)/Surplus of income over expenditure	168
Balance at 31st March 2021	<u>37,490</u>

Approved by the Committees on and signed on its behalf by:

MS. A. RADLEY – CHAIR

MR. MATHIA E. – TREASURER

ELMSCROFT COMMUNITY ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 31ST MARCH 2021

	<u>2020</u>
	<u>£</u>
INCOME	
Hire charges	15,270
Donations	1,037
Key Deposits	40
Deposit Account Interest	<u>55</u>
	16,402
Local Authority funding	
Growing Our Communities Fund	20,000
City Councillor Community Fund	1,000
Covid-19 Support Grant	10,000
Community Phone Grant	<u>100</u>
	47,502
EXPENDITURE	
Wages	8,342
Employee termination payments	2,621
Rates and water	1,723
Insurance and licenses	1,871
Light and heat	4,012
Printing and stationery	99
Telephone and broadband	841
Repairs and Maintenance – Buildings	10,955
Electrical	3,430
Facilities	3,626
Maintenance	4,036
Security	2,844
Computer & I.T. costs	272
Miscellaneous expenses	26
Cleaning materials and consumables	340
Accountancy	540
Bookkeeping and payroll costs	474
Subscriptions	22
Legal and professional	<u>1,260</u>
	47,334
(DEFICIT)/SURPLUS OF INCOME OVER EXPENDITURE FOR THE YEAR	 <u>£168</u>

ELMSCROFT COMMUNITY ASSOCIATION

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

(a) Accounting Convention

The accounts are prepared under the historical cost convention on an accruals basis.

(b) Accounting by Charities

The recommendations of SORP2 (Accounting by Charities) have been followed in the preparation of these accounts.

(c) Fund Accounting

The Charity's general fund consists of funds which the Association may use for its purpose at its discretion.

2. CREDITORS

	£
Accrued expenses	<u>540</u>

3. RESTRICTED FUNDS

	£
Grant Received	
Growing Our Communities Fund – Gloucestershire	20,000
Fund utilised for building Improvement	<u>(10,955)</u>
Balance carried forward	<u>9,045</u>
Umbrella (Restricted Funds)	
Balance carried forward	<u>1,037</u>