

58th ANNUAL GENERAL MEETING of the HALLAM COMMUNITY AND YOUTH ASSOCIATION

Thursday 3rd November 2022 8.00pm

Present:	Executive	G Blincow, A Bone, NJ Brown, A Coomer, P Curtis, T Kent, P Riley, S Saunders (Chair)
	Council	R Ballantyne, H Curtis, D Dixon, L Glover, C Hove, S Kelly, J Knight, H Shenton, P Wilkins, S Wilson
	Members & Guests	C Cookson, G Meininger, B Wilkins
Apologies:	Executive	G Riley
	Council	P Hill, P Mathieson, W Wilson
	Members & Guests	S Alston, C Bowman, A Goldthorpe, J Lancaster, K Lancaster, A Sanger, C Saunders, I Saunders, P Woll

Minutes December 2021 AGM: Minutes were accepted as an accurate record, **Proposer** – Peter Curtis; **Second** – D Dixon. All present were in favour.

Matters arising: None.

Vacant Positions: Following discussion with the Gill Riley the outgoing Honorary Secretary, Hilary Shenton has decided to stand for the position of Honorary Secretary. **Proposer** Nicola Brown; **Second** Tracy Kent. All were in favour, Hilary was elected and welcomed to the Executive Council. A huge thank you to Helen Curtis who is standing down as Hall Bookings Co-ordinator, having done a fantastic job over the last few years. Despite every attempt to find a replacement, this has not yet been achieved.

Election of the Honorary Officers of the Association (Executive) – November 2022:

The remaining current Executive are all willing to stand for re-election for the period ending at the AGM November 2023; no nominations have been received prior to or during the AGM. Please note that the honorary President of the Association, Graham Blincow, is a permanent officer and is therefore not elected.

Chair	Sam Saunders
Vice Chair	Tracy Kent
Treasurer	Andrew Coomer
Hall Manager	Alan Bone
Minutes Secretary	Nicola Brown
Membership Secretary	Patrick Riley
Hall Subcommittee Chair	Peter Curtis

All were in favour and the officers were re-appointed en bloc. The Executive were thanked for their valuable contributions during the year.

Chairmans Report:

A. Looking back over the year ending August 2022

1. Covid. Following the gradual removal of Covid restrictions, activities in the community hall have returned to near-normal. There is still a heightened awareness of possible cross-infection during Section meetings and sensible precautions are still being taken. Only one Section continues to need the Hall to be “fogged” before use (Yoga). Our monthly Council meetings are once again face to face, rather than via Zoom.

Unfortunately, we were unsuccessful in our funding bid for approximately £10,000, submitted to the “Voluntary & Community Sector Covid Recovery Fund” from Sheffield / UK government, requested to improve ventilation in the Hall. Nevertheless, I believe ventilation improvements should remain a long-term goal for us.

We fared better with a couple of other Covid related grant applications. Firstly “Professor Grant” (Graham) received an ‘Omicron Hospitality and Leisure grant’ for just over £2000. Secondly, we were awarded a small grant (£340) from an organisation called Zest, who also paid for our fogging machine in 2020-21. This year Zest funded consumables and the majority of labour charges associated with our cleaner, Brian Dempsey, fogging the Hall on Tuesday evenings before Yoga, for one term.

2. New PA system. We were also successful in obtaining a grant for just over £2,000 from the LAC and Sheffield’s annual Ward Pot scheme, which funded almost half of the refurbishment costs of the Hall’s PA system. The need for this has long been apparent, and we have our Hall bookings secretary, Helen Leaning, to thank for the original idea and for organising the work carried out earlier this year. We now have an up-to-date PA system which is stored in the disco booth, but can be moved easily into position in the Main Hall and controlled via the Wi-Fi signal of a tablet, cell phone or a microphone, by the event presenter. Most of the redundant performance lighting in the Main Hall ceiling was also removed as part of this project.

3. Bar renovation. The bar has also been modernised to reflect the Association’s current needs. People attending external hires, such as weddings or other celebrations, largely request bottled beers, lagers, wine and soft drinks, and even trendy gin-based drinks, and so the need for draught beers has largely disappeared. This allowed us to remove all unnecessary equipment, resulting in additional space behind the bar, as well as giving it a simple make-over. Council is very grateful to both Tracy and Helen for recognizing the need for a change and then making the necessary changes happen.

At this point it is important to recognize Alan’s long standing and pivotal contribution as bar manager, over a period of time that has spanned at least 9 UK Prime Ministers, starting with Thatcher in 79. Alan, thank you very much for all you have done for the Association as bar manager over such a long period of time.

4. Fire Drills. These were a strong recommendation in the report from Ranmoor Health & Safety during our last fire safety inspection in July 2019. Covid effectively prevented us from implementing any changes for two years, but over the last year we have begun the introduction of mandatory annual fire drills for all Sections that use the Hall. This also applies to our regular external hires such as The Heights and Hallam Choral Society. We are hoping that all groups using the Hall on a regular basis will have completed their first fire drill by December 2022.

5. Our annual fete returned to its regular slot in early July, following two years of Covid disruption. It was thoroughly enjoyed by hundreds of people in hot, sunny weather. The event was also probably the most financially successful and best attended fete the Association and the school PTFA, have ever organised. A huge thank you to Sophie, Helen, and their team, for impeccable organisation.

6. The Citizen. Our bright, lively, and informative annual magazine, ‘The Hallam Citizen’, was produced and distributed as usual over the summer. Considerable thanks must go to our editor, Tracy, for all the dedication and hard work involved in creating another successful publication and thanks to those who helped with delivery.

7. Spider Park. Our Spider Park rep, Rosie Gregory, continued to probe SCC’s willingness to renovate Spider Park and this work is very much on-going. Sue Alston, one of our local councillors, had received a request from some local parents for renovation work on the football goalposts at Spider Park. These were virtually unusable, firstly because there was no netting and secondly because the permanently deep puddles, where goal keepers would normally stand, effectively meant nobody would ever volunteer to be ‘in goal’! Sue passed this request to us and subsequently we provided £1,600 for the provision of strong vandal-proof metallic netting. However, the ground has not yet been repaired so we are withholding the remaining £400 (of £2000 kept in our accounts for Spider Park) until SCC finish the task. A big thank you to Rosie for all her hard work.

B. Looking forward to the year ending August 2023

1. Fire Safety. A recent fire safety inspection by Ranmoor Health & Safety (October 2022) has identified a number of issues which require rectifying during the coming year. For example, the main areas of concern highlighted in the report were: -

- Issues with the some (internal) fire safety doors...

“Some of the fire doors noted are not compliant fire door safety requirements with non-standard legacy doors fitted, missing or over-painted smoke seals. Although some of the legacy doors are solid and would provide some means of fire resistance it is recommend that a phased upgrade / repair plan is established.”

- Issues with the fire alarm call points and control box in the bar...

“The fire alarm installed within the building consist of only manual break glass calls points. The absence of smoke detection is noted specifically within risk rooms, gas boiler, kitchen, electric heater, and the roof void of which a fire could spread undetected. It would be prudent to consider an upgrade of the existing system (...to level 2 /3).”

3. Membership numbers. HCYA Membership numbers have continued to fall over the last two years, as the age profile of the Association rises. Our membership Secretary, Patrick Riley, will no doubt allude to this later, but Council will spend time over the coming months discussing the implications of this decrease and how the Association should react to the trend and try to improve recruitment.

4. Community involvement. Throughout the coming year Council will be discussing whether we should raise the Association’s profile by becoming more involved with the wider local community, rather than just being concerned with our Sections. Recently two community focused issues have arisen, both of which seemed to be very worthwhile, and so have been pursued.

Firstly, we have agreed to help Hallam Rangers by purchasing a defibrillator for their use. Hallam Rangers will be responsible for its installation on an exterior wall of the Community Hall, and its subsequent upkeep. Hallam Rangers agreed to contribute to HCYA and include our details in their communications with parents.

Secondly, we have applied to join SCC and Voluntary Action Sheffield’s ‘Warm, Welcoming Space’ initiative. This was a response to concerns that high fuel costs and increasing inflation might cause heating hardship for many people over the winter. SCC’s idea is that Community centres, such as ours, open their doors at times during the week for people of all ages to come into a warm space and enjoy a cuppa and a chat. More details will soon be forthcoming, but if you would like to volunteer please contact Nicola Brown, Gill Riley or Tracy Kent for further information. St Luke’s Church and Westminster Estate have established similar activities which have commenced recently.

5. Possible Organisational changes. We will also be looking at possible ideas for changes to the terms of office for people elected to the Executive at the AGM in November 2023. Individuals may feel more inclined to volunteer for the Executive roles if the tenure is fixed term (3-5 years with reappointment). Some ideas related to this will be discussed later during tonight’s AGM, including the possible appointment of a paid administrator to manage parts of our organisation.

6. Improving ventilation. I will continue to look for suitable funding streams to which HCYA can submit grant applications for part-funding an improved ventilation system for the Main Hall (using Mechanical ventilation with heat recovery, MVHR). Our original target was to obtain a grant for about 50% of a £20k total costing (with HCYA funding the remaining 50%). It is interesting to note that our proposed air to air MVHR system (Monodraught) also functions as an “air source heat pump” and would save up to 80% of the heat that would normally be lost by using extraction fans alone. With recent dramatic increases in the cost of energy, this saving becomes increasingly attractive, in addition to providing better ventilation. Perhaps I need to be looking at opportunities for grants centred around “green” energy in the community rather than just improved ventilation. Air to air heat pumps obviously provide better ventilation as well reducing heating costs.

7. Winter Zoom Council meetings. Opinions for returning to a few Zoom Council meetings will be sought if the winter weather gets bad.

Finally, my thanks go to all HCYA members, with a special thanks to Gill Riley (Hon. Secretary) and Helen Curtis (Hall Booking Co-ordinator) for all their hard work and dedication over a number of years. Thanks also to all the hard working, helpful, supportive and enthusiastic Council members who make my job both easier and enjoyable.

The Chair was thanked wholeheartedly for all its tireless efforts, diligence and enthusiasm over the last year.

Comments: It would be useful for all Section Leaders/Reps to determine whether their groups are identified on a google search and linked to the HCYA website. If not, this should be rectified to increase the visibility of HCYA.

More use should be made of local noticeboards (Spider Park and Fulwood) for advertising HCYA.

Treasurers report: The accounts to August 2022 had been prepared, independently examined by accountants UHY Hacker Young, approved and signed by the Chair. A summary sheet had been prepared for the AGM – see below. The accounts show that the HCYA is in a good financial position. All UK charity accounts can be accessed on the Charity Commission website; however, anyone requiring a copy should contact the Treasurer.

This year 2021/2022, income had increased by approximately £13,000 when compared with 2020/2021, with a decrease in expenditure of approximately £3500, and showed an operating surplus of £7,196.

Income from Hall usage, membership and gift aid, grants, and net fundraising increased considerably this year to a total of £39,517, however direct comparisons with 2020/21 figures are not appropriate due to COVID. Expenditure including running and maintenance costs for the hall decreased by £10,000; last year expenditure was incurred for replacement of the floor in the annexe and rebuilding of the outside patio. Other expenditure incurred included cleaning, repairs and renewals, The Citizen, the accounts, insurance and utilities. Details are in the sheet below.

At the start of the accounting year the cash balance was £55,227. Taking into account the operating surplus (£7,196), Contributions from Sections (£3571) and the non-cash depreciation (£6,785), the closing balance at 31st August 2022 was £60,106.

It was proposed that the accounts be accepted as a true record. The accountants UHY Hacker Young were thanked for their excellent work and auditors re-appointed for a further year. **Proposer** – Graham Blincow; **Seconder** – John Knight. All were in favour. The members all thanked the Treasurer for his dedication and hard work during the year.

Secretary's Report: This year I've been involved with three main projects:

1. **Fire Drills for sections.** I distributed the fire drill protocols to Sections and have collected Sections' responses. Together with Alan Bone, I met a representative from Ranmoor Health and Safety to review the fabric of the hall from a Fire Safety point of view and check the documentation.
2. **Arranging for a new external defibrillator.** This was done at the request of Hallam Rangers Football Club for the benefit of footballers, spectators and the community as a whole. I organised the purchase of the defibrillator and cabinet and arranged for its installation. I would like to record the contribution made by the electrician Mark Bramwell from Electrical and Security Solutions (ESS) who installed the defibrillator free of charge, donating his time to the community and the HCYA and thus saving nearly £800. Thanks were recorded for Mark Bramwell.
3. **Warm Space for the community.** At the request of the HCYA Executive, I investigated how the Association could offer a room in the hall as a warm space for the community over the winter. I contacted Voluntary Action Sheffield who are co-ordinating offers of warm spaces as part of a network of hubs across the city. I set up a sub-committee comprising myself, Nicola Brown and Tracy Kent, to co-ordinate the tasks to make this happen. We have asked for volunteers from Section members and Friends who would be available to open the hall and welcome visitors. We have also identified potential dates and times when the hall would be free. Subject to the Executive's approval, we hope to open the hall in November.

This has been my final year as Secretary of the HCYA. I would like to thank the Executive for all the support and friendship I have received over the years. It is a very dedicated and friendly group of people and the HCYA is blessed to have them on board. I wish the new Secretary well and would like to offer them my full support during the transition phase and beyond.

Membership Secretary's Report: This year the Direct Debit provider has been changed which has required the completion of a new mandate for all those using this payment method. The estimate is that we have 310 members and to date 200 new mandates have been received. 70% of members pay by Direct Debit and this has not changed since the introduction of the differential membership subscription (Direct Debit vs cash/cheque/BACS).

Subscriptions for 2023-2024: The current subscription rate (Sept 2022-23) is £23/year for cash/cheque/BACS payments, or £20 for DD payments. The subscription rates have not increased for a number of years, we are likely to face large utility costs over the coming year, but HCYA is in a healthy financial situation. The Treasurer explained that the subscriptions and gift aid cover HCYA administrative costs and Hall hires and Section Hall Management Contributions (HMC) covers the building maintenance. There followed a lengthy discussion as to whether Subscription rates should be increased or remain the same with the main views summarised as follows: -

- No increase in subscriptions due to the cost of living crisis and often when new members join the Association, there are no vacancies in their Section of choice.

- Increase the subscriptions, but remove the differential and discourage payment by cheque as banks may charge for this facility. However, new members usually pay by cheque until a DD mandate is completed.
- Increase the subscription rate for all members, at the current level of inflation, i.e. 10%.
- Many members belong to two or more sections, some of which do not use the Hall (e.g. walking) so the HMC should be increased rather than the Subscription.

It was noted that the new bank transfer form had been well received. It was confirmed that payment using this method generates gift aid.

Graham Blincow proposed that subscriptions be increased by 10% to reflect the rate of inflation to £22 for DD payment and £25 for cheque/cash/BACS payments. This was seconded by Alan Bone. The motion was passed by a small majority.

It was agreed that HMC and hall hire charges would be reviewed by Council during 2022/2023.

Executive Committee: Fixed term appointments would be discussed during 2022/2023.

Administrative Assistant: Despite considerable efforts to identify willing individuals, there had been no volunteers for key positions on Executive Council e.g. Hall Booking Co-ordinator. Therefore, the possibility of creating a fixed term 12-month, part time appointment (approx. 10 hours) had been discussed by Council. Although HCYA is a volunteer-based organisation the Constitution does allow for paid officers if Council deems this appropriate. Tracy Kent had prepared a draft Job Description for comment by the AGM. The position could include the following tasks:-

- Organisation and administration of the Hall Bookings; a time-consuming process, due to visits to the Hall often during unsocial hours, liaising with the hirer, paperwork including Fire and Health and Safety regulations etc.
- Assisting with updating the website and publicity, including advertising the facilities and events on social media.
- Raising the profile of HCYA in the community to increase local involvement, membership and Hall hire.

Ideally the appointee should be approachable, friendly, flexible, have good communication skills and reasonable word processing skills (Word, Excel etc.).

Comments were largely positive, with all agreeing that this could represent a key position in assisting HCYA realise its full potential. No-one present was against the proposal. The urgency of the situation was stressed as following the AGM, HCYA no longer has a Hall Booking Co-ordinator. Helen Curtis kindly agreed to continue until the next Council meeting (1st December 2022) and Christine Cookson offered to assist – thanks to both. It was agreed this position would be discussed as a matter of urgency at the next Council Meeting. An amended job description would be drafted to reflect the requirement for unsocial working, flexibility, and realistic tasks for the PT nature of the position, prior to a final decision made by Council as to whether this should be pursued.

AOB: The Chair had received a request from Hallam Rangers Football Club, for HCYA to allow access to the Hall toilets on Saturday and Sunday mornings during training and matches. This would be controlled by a designated adult from HRFC. Although all agreed this would be good for the community, there would be some difficult practical issues, including challenges in monitoring the use of the facilities, safeguarding of the Heights Ballet School, the additional cleaning required and any Sunday Hall hires require exclusive use of the Hall premises. One suggestion was that we consider the cost of building a permanent toilet outside. On balance it was decided that the Chair would write to HRFC stating that use of the toilets was not possible.

The defibrillator funded by HCYA and HRFC had now been installed and there would be an official opening session with publicity.

The Chairman thanked everyone for attending the AGM and for all their help and hard work.

The meeting closed at 9.40pm.

HYCA ACCOUNTS YEAR END 31st AUGUST 2022

	This Year	Last Year
	£	£
INCOME		
Subs and Gift Aid	5,450	827
Use of Hall	22,099	4,342
Fundraising	20,347	642
Fundraising costs	-13,752	-281
Other income	25	56
Grants	5,348	21,149
Total Income	39,517	26,735
EXPENDITURE		
Maintenance of building	3,402	13,237
Cleaning	7,966	5,190
Repairs and Renewals	1,714	1,447
Utilities/Council tax/rent	4,667	3,144
Building costs	17,749	23,018
Insurances	2,954	2,194
Other costs	4,833	4,389
Depreciation	6,785	6,171
Total expenditure	32,321	35,772
OPERATING SURPLUS	7,196	-9,037
Contributions from sections	3,571	95
SURPLUS	10,767	-8,942
Surplus retained in sections	1,902	618
HCYA SURPLUS	£12,669	-£8,324
Cash & Bank	£60,106	£55,227
Purchase of fogging machine	£0	£1,424
PA System upgrade	£3,492	£0