

60th ANNUAL GENERAL MEETING of the HALLAM COMMUNITY AND YOUTH ASSOCIATION

Thursday 21st November 2024 8.00pm

Present:	Executive	G Blincow, A Bone, NJ Brown, A Coomer, P Curtis, T Kent, S Saunders (Chair), H Shenton
	Council	R Ballantyne, D Dixon, L Glover, G Riley, C Roberts, P Wilkins, S Wilson, W Wilson
	Members & Guests	S Alston, I Blincow, C Bowman, L Bryant, R Bryant, K Cocker, J Cocker, C Eggleston, L Garner, A Goldthorpe, A Kent, J Knight, J Knight, D Marshall, G Meininger, J Meiring, F Rippon, E Rose, A Sanger, D Smith, J Smith, B Wilkins, P Woll, C Woodcraft, J Woodward, P Woodward
Apologies:	Executive	P Riley
	Council	
	Members & Guests	K Beaton, P Hill, J Lancaster, K Lancaster, C Saunders, I Saunders, C Stoddard, M Stoddard

1. Apologies

2. **Minutes & Approval of the 2023 AGM:** the minutes were accepted as an accurate record, **Proposer** – Peter Curtis; **Second** – Dennis Dixon. All present were in favour.

3. Chairman's Report:

Looking back over the year ending August 2024

- a. Although first elected as Chair at the AGM in November 2007, my first report was for the following year's AGM in 2008. For interest I'd like to share a short excerpt from that report.
"Within the Community Hall the Association has replaced the old wooden front doors with metal ones and is in the process of replacing the cooker and extraction unit in the kitchen. The outside of the Hall has been painted and wooden fascia boards are gradually being replaced with plastic. The Association is looking into the possibility of providing an outside area for smoking. Our annual 'Fun Day' was a considerable success despite some heavy outburst of rain. The Craft Fair and Car Boot sales were well-supported."
- b. This year has seen major improvements to the Community Hall-which have involved considerable financial expenditure for the Association. Early in the new year we purchased and installed projector and screen equipment for both Main and Small Halls. Many Sections have already made good use of the equipment and are delighted with the functionality they provide. We think the availability of this equipment has been partly responsible for the increase in external Hall hires this year. HCYA are very grateful to Sheffield City Council, and our LAC councillors (Andrew Sangar, Sue Alston and Cliff Woodcraft) for contributing a Ward Pot grant of approximately 20% of the overall £10,000 cost.
- c. Early in the year Council became aware of the availability of a 'Low Carbon Levelling Up' grant from UK government. An energy audit of the Hall showed that each year the Hall was costing over £10,000 in wasted energy and emitting 13 tonnes of carbon that could be prevented.
- d. To reach this carbon reduction target, HCYA Council submitted a successful grant application for 28 additional PV panels with battery storage. We were awarded a grant of £20,000 (90%) towards the total project cost of £22,700.
- e. For many years the Community Hall has suffered from minor water ingress during heavy rainfall. So, it made good sense to install a new roof before installation of the new PV panels. HCYA Council decided against using cheaper traditional tiling and chose instead the more expensive metal panels with insulation. The approximate cost of £37,000 for the new roofing installation had to be born entirely by HCYA.
- f. A very busy summer saw the existing, but still functional, 22 PV panels (installed c.2005) removed and stored, the old tiled roof removed, the new metallic insulated panels put in place. Finally, the old and new PV panels were installed onto the new roof. The panels were connected to the storage batteries and the system became

operational in August. At this point it would be very appropriate to thank Nicola Brown for successfully leading us through this complex and time-consuming project.

- g. Other relatively minor renovation cost saw the Small Hall flooring sanded and coated with clear varnish. The successful 'Warm Space' initiative, continued over last winter, has been re-branded as 'Coffee and Conversation' and will continue over this winter of 2024/2025. A well-attended and excellent summer fete was organised for July. As usual, the annual Citizen magazine was delivered to local residents in May. Thanks to Tracy Kent for her work involved in this task. Her magazines are bold, bright and eye-catching and full of everything you might want to know about HCYA.
- h. A small sub-committee, chaired by Nicola Brown, has been meeting throughout the year to review our existing constitution, last amended in 1994. The recommended changes were discussed at an Extraordinary General Meeting (EGM) in October and approved by the members. The main categories updated were
 - i. The Associations' Trustees, Council, Sections and Bar management, altered to reflect current procedures and practices
 - ii. Membership categories revised
 - iii. Additional sections appended to protect HCYA's assets and outline a dispute procedure
 - iv. The structure of the document has been reformatted and reworded for clarity

A big thank you to Nicola, and the other members of the constitution subcommittee, for all their hard work.

- i. Thanks to the effort of many Council members, and Tracy in particular, there has been an explosion in the number of external hires, so a big thank you to Tracy for all her hard work with the Bar, the external hires, and not to mention the Citizen and the Fete. What would we do if she moves and leaves Sheffield?
- j. Finally, a big thank you to all the hard working, helpful and enthusiastic Council members who made my job both easier and enjoyable.

4. **Treasurers Report:** The accounts to 31st August 2024 were prepared and independently examined by accountants UHY Hacker Young, approved and signed by the Chair. A summary sheet [was](#) prepared for the AGM – see below. The accounts showed that the HCYA is in a reasonable financial position, with the healthy reserve from 2023 used to replace the front roof. All UK charity annual accounts can be accessed on the Charity Commission website; however, anyone requiring a copy should contact the Treasurer treasurer@hcya.org.uk.

This year 2023/2024, income had increased by approximately £12,000 when compared with 2022/2023, with an increase in expenditure of approximately £37,000, and showed an operating deficit of £26,000 after contributions from sections.

Income from Hall usage, membership and gift aid, grants, and net fundraising increased to £49,682 when compared with £37,798 in 2022/2023. Expenditure increased from £44,763 in 2022/2023 to £81,581 this year primarily due to replacement of the front roof (£37,000). Other expenditure incurred included cleaning, repairs and renewals, utilities, insurance and Council Tax/ground rent (see details below).

At the start of the accounting year the cash balance was £59,851. Taking into account the operating deficit - £31,908, contributions from Sections (£5,949), the non-cash depreciation (£8,259) and movement in current assets, the closing balance on general funds at 31st August 2024 was £33,898.

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

5. **Secretary's Report:** The mandatory Fire Drill paperwork had been circulated to all Sections and the regular Hall hirers. Completed forms should be returned by 31st January 2025. The Secretary was happy to continue to contribute to the Finance subcommittee (Chair, Treasurer, Secretary, Minutes Secretary) to review Hall Management Charges (HMC) and regular hirer charges (Hallam Choral Society, Heights Dance School) and make recommendations to Council.
6. **Membership Secretary's Report:** member numbers are improving thus far when compared to last year and we have 16 new members. The database has potentially 316 members registered; of these 257 have renewed, 70% by Direct Debit. This leaves a potential 66 members who have not yet renewed but may have paid by any Bank Transfers for which notification has not yet been received.

Renewal Method	Number of members				
	2024/25 (Incomplete)	2023/24 Actual	2022/23 Actual	2021/22 Actual	2019/20 Actual
Direct Debit	181	179	168	210	235
Cheque/Cash /Transfer	76	99	90	86	116
Total member	257-316	278	258	296	351
% by Direct Debit	70%	64%	65%	71%	67%

7. Subscriptions for 2024/2025: The current subscription rate (Sept 2024-25) is £25 p.a. for cash/cheque/BACS payments, or £22 p.a. for Direct Debit payments. Council's recommendation to the AGM was that subscriptions for 2025/2026 would remain the same. It was therefore proposed that subscriptions for 2024/2025 are maintained at the current level (proposer Peter Curtis, seconder Andrew Coomer). The proposal was carried by a large majority

8. Vacant Committee Positions: the current Chairman and Minutes Secretary were not seeking reappointment.

Minutes Secretary: One nomination received before/during the AGM. Nominee - Linda Garner; proposed Nicola Brown, seconded Graham Blincow. All were in favour. The Chair welcomed Linda to HCYA and her new position.

Chairman: One nomination received before/during the AGM. Nominee – Nicola Brown; proposed Andrew Coomer, seconded Isabel Blincow. All were in favour and the outgoing Chair welcomed the incoming Chair.

Sam Saunders stated that he had thoroughly enjoyed his time as Chair, which he had found rewarding with a great deal of job satisfaction. The Association is an amazing organisation, run entirely-by dedicated and hard-working volunteer members who, I'm sure, will ensure that the Association continues to thrive for future generations. All were thanked for their contributions and support for the Chair over his 16-year term.

9. Election of the Honorary Officers of the Association (Executive): The current Executive (see below) were all willing to stand for re-election for the period ending at the AGM November 2025; no further nominations had been received prior to or during the AGM. Please note that the honorary President of the Association, Graham Blincow, is a permanent officer and therefore not elected.

Vice Chair	Tracy Kent
Treasurer	Andrew Coomer
Secretary	Hilary Shenton
Hall Manager	Alan Bone
Bar Manager	Tracy Kent
Membership Secretary	Patrick Riley
Hall Subcommittee Chair	Peter Curtis

Proposal to re-appoint the officers en bloc for a further year (Proposer P Wilkins; Secunder D Dixon). All were in favour. The Executive were thanked for their valuable contributions during the year.

AOB: Due to problems with the heating, the decision had been taken to replace the 15-year old boiler with a Worcester Greenstar at a cost of £4,000. A member raised the possibility of installing an air source heat pump. This had been considered when taking measures to reduce the carbon footprint of the Hall. However, this would require additional grant funding and is on the agenda for the future.

The Chairman thanked everyone for attending the AGM.

The meeting closed at 8.45pm

Addendum: there followed a presentation and vote of thanks by the President to the outgoing Chairman Sam Saunders for his outstanding negotiating skills, tenacity, dedication and hard work and for being a guiding light for the Association over the 16-year period.

ACCOUNTS SUMMARY
YEAR TO 31 AUGUST 2024

	This Year £	Last Year £
INCOME		
Subs and Gift Aid	8,414	8,069
Use of Hall	30,129	23,534
Fundraising	17,521	12,677
Fundraising costs	-11,236	-8,814
Other income	894	504
Grants	3,906	1,828
Total Income	<u>49,628</u>	<u>37,798</u>
EXPENDITURE		
Maintenance of building	43,921	1,560
Cleaning	8,969	9,181
Repairs and Renewals	3,516	3,171
Utilities/Council tax/rent	8,093	11,249
Building costs	<u>64,499</u>	<u>25,161</u>
Insurances	2,509	3,734
Other costs	6,269	8,635
Depreciation	8,259	7,233
Total expenditure	<u>81,536</u>	<u>44,763</u>
OPERATING SURPLUS	<u>-31,908</u>	<u>-6,965</u>
Contributions from sections	5,949	6,076
SURPLUS	<u>-25,959</u>	<u>-889</u>
Surplus retained in sections	-77	210
HCYA SURPLUS	<u><u>-£26,036</u></u>	<u><u>-£679</u></u>
Cash & Bank	<u>£33,898</u>	<u>£59,851</u>
Projectors and screens	£ 10,506	£ -
Fire alarm upgrade	£ -	£ 4,308
Defibrillator	£ -	£ 1,980