



## Yaxham Village Amenities Association

### Annual General Meeting Minutes for 2020-2021

Held on Monday 20<sup>th</sup> September 2021 at 7.00pm at Yaxham Village Hall

#### Attendees:

Trudy Gust – YVAA Treasurer, Louise Dye – YVAA Trustee (Minute Taker), Lucy Vincent – YVAA Trustee, Steve Goldsmith – YVAA Trustee, Caretaker & YVAA Bar Manager, Caroline Thorpe – (Community Car Scheme Coordinator), Chris Couves – Parish Council / YVAA link, Lorraine Varney, Jacqueline Wood, Paul Phillips, Bob Gust, Rev. Sally Thurgill, Clarke Willis, Peter Lowings, Andrew Thorpe.

#### Apologies Received:

Tony Varney, Peter Smith, Carly Goldsmith (YVAA Bookings Manager).

- 1) **Notes from 7<sup>th</sup> July 2020 AGM** – TG presented the available notes from the 2019-2020 AGM as written minutes could not be located. All present at the previous AGM agreed that the notes were a true reflection of the meeting which was held online due to the COVID restrictions at the time.
- 2) **General report by the Trustees - Charity Commission Report For 2019 Accounts** TG Presented - The last 18 months have probably been amongst the most eventful in the history of the Association. During 2019, we completed the huge electric and toilet refurbishment, work that had been long overdue. The result is testimony of the whole team of committee members and Trustees, who pulled together to make this happen. We have a safe and future-proof electrical system, a complete fire alarm set-up and toilet facilities that are no longer services we wanted to pretend were just about OK (disguising the reality of the situation). This project is a clear demonstration to funders that we are able to take on large and relatively complex projects effectively. Funding this project was possible due to grants from Yaxham



Parish Charity (£23,280), Breckland Council (£13,368) and Paul Bassham Charitable Trust (£1,000). Final payments of £31,094 for completion of the work were made at the beginning of 2020 and therefore are not shown on the 2019 accounts, hence the large end of year surplus. Bookings last year increased by 25% which follows on from the previous year's increase of 20%. As we entered 2020, we did so with a nearly full bookings calendar, with activities taking place nearly every day of the week. This is true testimony of the Trustees objective to make Yaxham Village Hall a place for the whole community. We were receiving more enquiries for weddings and parties and our investment in the improved facilities was looking sound. The onslaught of Covid-19 has been a devastating blow to this Community Facility. We have so far estimated that closure will cost us at least £20,000 by the end of the year. In addition, Yaxham Village Community Interest Company, which was set up as a revenue stream for the Association, has had to write-off over £1,100 of stock which would have represented approximately £3,000 of income towards profits and revenue for the Association. We are confident, that once restrictions relating to the pandemic are eased, the demand for the use of our facilities will return to provide a healthy income. There is an urgent requirement for more trustees to take over the running of the Association as it is anticipated that some will step down in 2021.

**3) Matters Arising:** TG Presented -

- **Chair and Bookings Secretary** – we do not currently have an appointed Chair and ask for anyone willing to undertake this role to make themselves known to the YVAA committee. The appointed YVAA trustees will continue to rotate the chair position for meetings only. The Bookings secretary position was vacated by Daniel Hull early in 2020 and has been accepted by Carly Goldsmith, who is efficiently managing all hall bookings at present.
- **Covid situation** – the hall has stocks of hand sanitiser and still maintains COVID management systems as per the current government guidance.



- **Hall refurbishment/redecoration** – Advantage was taken during hall closures to redecorate and refurbish the hall to a blank canvas which will benefit all hall users in the future. The next major refurbishment project is window replacement and quotes have already been obtained regarding this and an application for grant funding is in progress with Breckland Council.
  - **Jubilee Garden** - The YVAA trustees and Yaxham community would like to offer their great thanks to Peter Cook who has volunteered to develop and maintain the remembrance garden at the front of the village hall.
- 4) **Treasurer's Report For 2020 Accounts** - TG Presented - Given the Covid situation, with lockdowns and partial closure, it has been impossible to gain a good understanding of how the finances of the hall will work under 'normal' circumstances. With improvements made and an almost full diary of bookings, we should have had a bumper year, but that was not to be.
- Lucy Vincent had spent 11 years as Treasurer, during which time an enormous number of changes took place. Lucy was duly thanked at last year's AGM but I would like to note my appreciation for her continued support, particularly during the period of frustration caused by numerous lengthy telephone calls to Barclays to change the bank mandate for me to gain access to the bank account.
- As stated in the Charity Commission Report, grants have kept us going. The accounts show that income from lets was down by almost £10,000 and by almost £4,000 from the Community Café.
- The time had come to update our website and, anticipating future demand for postponed events, the trustees agreed that should go ahead. Most income for bookings is now paid direct into our account via BACS; we decided not to opt for card payments as they are costly and difficult to track.
- Costs of electricity, gas, water and broadband were combined in last year's accounts; I prefer to list these sums separately so that clearer comparisons in future years can be identified. Yes, when totalled, the sums paid in 2020 are greater than in 2019. As



previously stated, this is partially due to the cost of the new website, and issues regarding electricity for the Church Room and football changing room that have now been resolved. So, with the hall close to being fully booked with activities during the week, and an increase in the number of bookings for children's parties, we hope to bolster our funds to hold sufficient in reserves to deal with any unexpected issues that may arise.

- 5) **Community Café - Yaxham Community Café Report 2020** – LD Presented - As with every other part of our lives this year the Yaxham Community café or 2<sup>nd</sup> Thursday Café, was in shutdown from March 2020 to Oct 2020 then from Nov 2020 to June 2021. Since reopening we have been blessed with fair weather and have been open twice a month from 10 am to apx 1/2pm. The café is run by a team of volunteers and is currently co-ordinated by Louise Dye (a YVAA trustee), 8 other local residents then support both the running of the café and stock provision through their excellent home baking skills. Though some of our volunteers support by providing a friendly face, coffee machine expertise & pure manpower (Thank you Jeffery) or shop bought cakes to save us from their self-professed culinary disasters. We were able to run a new event at the start of July, Yaxham's first craft fair had both inside & outside stall holders and was a great success. The café volunteers ran the café as a takeaway service and was popular with both stall holders and fair attendees. All funds raised through the Community café's activities are submitted to the YVAA treasurer to support the running costs of the Village Hall. We hope to run another craft fair in at the start of December, advertising for this and stall holder bookings will start at the end of October.
- 6) **Yaxham Community Car Scheme** - CT Presented - Since our last report, Jennie Smith, who set up and coordinated the scheme with Trudy Gust, has moved away from Yaxham. I have recently taken on Jennie's role and am learning the ropes. The Scheme is affiliated to the Norfolk Community Transport Association and has been running since January 2015; it is a real benefit to those in the village who use it.



We are grateful to the Yaxham Village Amenities Association for continuing to cover the scheme on their insurance, which allows us to keep expenses to a minimum. We also very much appreciate contributions made from the Parish Charity that enable a reduced fee for passengers, whilst paying the national mileage expense rate to drivers. We currently have 30 registered passengers. Since starting, we have covered over 700 journeys, 94 of those in the last year. Each passenger has completed a **Passenger Registration Form** with emergency contact details; every driver has completed a **Driver's Registration Form** and obtained authorisation from their insurance company to drive YCCS passengers. In the past we have had as many as 14 regular and occasional volunteer drivers but, since the first lockdown, are now down to 6 and could really do with more. Requests for transport have been fewer since the pandemic hit but we drove a number of residents to Swanton Morley for their vaccinations and continue to drive people to local surgeries and hospitals with Covid-safe measures in place. All drivers were given masks and hand sanitiser for their passengers, who are asked to wear mask, and to sit in a rear seat rather than the front seat next to the driver. It has been rare that we haven't been able to fulfil a request for transport and our drivers have enjoyed being able to help and get to know elderly (and not so elderly) people in the village. We would be delighted to welcome more drivers; if anybody here is interested, or knows of somebody who might be, do let us know.

- 7) **Yaxham Village CIC(Community Interest Company)** - SG Presented - The Yaxham Village Community Interest Company is a 'trading arm' of the YVAA, formed to comply with Charity Commission rules around revenue from alcohol sales. The CIC essentially runs the Community Room and the bar at Yaxham Village Hall. Trading was severely restricted for a second year running due to Covid 19 restrictions. A small group of staff and I, as well as the Community Cafe team, have worked tirelessly, when allowed, to provide a good service to the village. This has focused largely on Yaxham Football Club who took advantage of rules allowing socialising outside. Moving forward, parties, weddings and other social gatherings will return to Yaxham



Village Hall, providing the village and surrounding areas with a crucial social hub.

Turnover for the year (May to May) was £10,790 with a profit achieved of £2,244. No tax will be paid and a contribution of £1612.05 will be made to the YVAA. Assets such as large screen TVs and a projector have been acquired and essential maintenance and decoration has been completed. On a very positive note the Euros(2019 played in 2020) football matches helped to showcase the hall and enable families to enjoy the football together in a Covid-safe environment. Yaxham now has 3 football teams based at the hall so we expect bar sales to improve in line with this.

Weekend party bookings are still limited to children's parties we are hoping some venue advertising via social media will improve larger adult party bookings eg birthdays & weddings.

Some new events being planned are a Ska Band / Disco, Movie nights / Pool & Darts teams.

- 8) **Newsletter Report** - TG explained that, in a newsletter distributed in October 2020, she had asked for assistance to produce the next issue and, if nobody volunteered, that would be the last one. Nobody came forward so there won't be any more YVAA newsletters. TG felt that the small number of people who seemed to read the information didn't warrant the large amount of time that it took to produce. Notice of the AGM had been included in the Parish Council bulletin that was circulated in September and it is hoped that the PC will be amenable to including YVAA information in the future

9) **Election of Officers / Trustees (up to 13 members):**

All current Trustees have stated they will remain in their current positions for the next year. Jacqueline Wood & Lorraine Varney have volunteered to join the Trustee committee, they were proposed by Lucy Vincent and seconded by Steve Goldsmith.

Thank you to Jacquie & Lorraine for joining the team and supporting the ongoing running of the YVAA & the village hall.



**Any other business:**

- TG reported that the plans to offer a funeral package have been completed and leaflets distributed to local funeral directors.
- TG, on behalf of the YVAA trustees, thanked Chris Couves & Bob Gust for their involvement and subsequent management of the playground at YVH. Chris lead the development of a management agreement with the Parish Council which has facilitated PC funds & Grants being raised to refurbish the playground which has safely reopened on September 9<sup>th</sup>. The PC will maintain the playground in line with the management agreement until its review in 2022.
- CC extended Thanks to the YVAA for the use of the hall toilet facilities and the Church rooms during the playground refurbishment works. This helped to keep costs down overall for the project.
- PP – Thanks to Paul for his ongoing support with the YVH Facebook page (raised by BG) – he asked for all to share any posts to maximise the advertising for the hall which currently has 450 followers. This will avoid any charges Facebook are trying to impose through their business settings changes.
- TG – Dog mess e-mails received have been discussed with the PC signs have been posted but there is little else we can do to stop dog fouling.
- CW – gave Thanks to Trudy for maintaining the running of the YVH in the absence of an elected Chair – These thanks were echoed by all present in the meeting.

Date of next YVAA AGM – To be decided.