

Wensum Sports Centre Charitable Association

AGM 25th November 19:30

Attendees: Ryan Sampson, Josh Hall, Sarah Medler, Doug Poynton, Graham Long, Bill Glover, Lesley Graham, David Higenbottam, Carol Lowe, David Evans, Nina Crues, Malcolm Coldicott, Jim Anderson

Apologies: Jeff Van Der Hulst, Roger Parker, Louise Culyer, Henry Dellar

Doug welcomes attendees and runs through the agenda for the meeting (**see attached – AGM 2021 Agenda**)

Previous minutes from 2020 AGM recap (**see attached – AGM 2020 Minutes**)

Lesley proposed a switch in bank should be considered and will be discussed at a future management committee meeting.

Doug raised awareness that the kitchen area project has been delayed and needs attention.

Election for management committee;

Presented by Doug Poynton (trustee) and seconded by Graham Long (trustee) and invited attendees to present their case if they wished to join. By unanimous vote the proposed committee were re-elected and will stand for another term. Malcolm to consider attending future management committee meetings.

Trustees

1. Doug Poynton
2. Bill Glover
3. Graham Long
4. Lesley Graham

Elected Committee

1. Carol Lowe
2. Roger Parker
3. Jeff Hulst
4. David Higenbottam
5. Louise Culyer

Finance Report (see attached AGM Finance Report)

Account balances as of 25/11/2021

Lloyds: £21,212.62

Barclays: £33,675.64

Total: £54,888.26

Liability of 3 months rent due to be billed, wages and awaiting utility bills.

Strong position financially considering the circumstances, with closures and restriction. We can look to improve facilities still, rather than simply surviving. This presents the question of price... should we be looking to increase fees. No increase in court fees since we opened in 2010. Discussions will take place at future management committee meetings.

Recognition that our aim is to maintain an affordable and accessible facility for all community.

Car-park income has greatly reduced. Closure costs assisted by Covid support grants.

Trustees Report (see attached – AGM 2021 Trustees Report)

Added to the report, a potential solution to our changing facility upgrade delay. A company called Volunteer it yourself have approached us regarding the project. Over the next 3 weeks all parties will be chased with the intention to get the work completed on the grant, if unsuccessful the project will be reassigned/delayed.

Managers Report (see attached – AGM 2021 Managers' Report)

Ryan added that we have recently received notice of leave from Dominique. She will be the fourth member of staff to leave us this year. We thank them all for their service and wish them all the best or their future endeavours.

We are advertising a 19-hour per week Leisure Attendant vacancy.

Christmas closure and reduced hours to be finalised before December. Expect reduced hours between Christmas and new year.

No further questions and meeting closes at 20:30

Next management committee meeting to be arranged for the new year.

Management Meeting/ AGM

Thursday 25th November 2021 at 19:30

Agenda

Apologies:

1. Welcome by WSC Chairman – DP
2. Recap of Minutes/Documents from AGM 2020
3. Any propositions/applications to join committee
4. Finance- GL/DH
 - i. Annual Accounts
5. Chairman's Report- DP
 - i. Annual Report
6. Manager's Report
 - i. Annual Report
 - ii. Management Team Reports

Any other business

Date of next meeting:

AGM 2020 MINUTES

Wensum Sports Centre Charitable Association

AGM 10th December 2020 14:30

Attendees- Doug Poynton, Sarah Medler, David Higenbottam, Carol Lowe, Jeff van der Hulst. Due to covid-19 William Glover, Louise Culyer attended virtually through google meet.

Apologies- Lesley Grahame, Graham Long

Email was sent out to all members on mailing list for comments on re-election of committee, all feedback was positive. Management committee to remain the same for next year.

Agreement of previous AGM minutes.

Finance Report Attached

Chairman Report Attached

Management Team Reports Attached.

Management Meeting.

Finance

Reserve £318,000.00 which includes fixed assets such as the roof. Provision of £5000 towards outstanding utilities. £27,000 in bank.

Current Balances

Lloyds- £22,712.09

Barcalys- £18,433.54

Total-£41,154.63

Lloyds figure include £3,000 grant to improve kitchen area.

2 months rent and utilities since March currently outstanding, total expected to be between £6,000-8,000.

Car park takings down from £48,603 in 2018-19 to £16,694 in 2019-20. Need to look into long term solution for car park whether to increase permit area and offer to local residents or businesses. Jeff to advise with car park team on what is best to do in regards to permits.

Electrician has been called out to reinstate infrared heaters in squash court, finish electrical work in back office and install new plug for vending machine move. Top dog plumbing to send a quote for replacing squash court gallery radiators and repair others.

WSC received a £2000 grant from council for 4 week closure 5th November to 2nd December. Louise has applied for a sport England grant toward making the changing rooms more covid safe and to get people into centre who have lost income due to covid. Case manager has been appointed Sarah to liaise with them. Divide net could be put through grant to be put in between courts 4 and 5.

Furlough one off payment of £1,000 per staff member kept on no longer being paid in January.

Kitchen area grant to be used on structural improvements such as splash backs, coffee machine, white goods and crockery. Sarah spoke with TDR vending about water cooler they have offered to purchase anew machine and install it free of charge in the centre with no hire fee. Installation to be completed this week. Jeff suggested looking is Nespresso commercial machines/account.

Managers' report

Pickleball booking requirement of 2 courts discussed and to stand until new divide net is installed between courts 4 and 5.

Sarah was approached by a club wanting to use centre on a permanent basis wanting 2 courts for 2 hours on a weekday evening. Sarah explained no repeat booking can be made as we want to provide facilities to general public. Management committee agreed this was right policy and to go back to club to say they cannot repeat book in the evening.

All staff are now completing the health check whilst on shift, staff have taken to new procedures well and completing cleans on time.

Helton is stepping away more from centre, Sarah to take over invoicing of MMA usage. Helton will still organise time table.

Farmshare used centre throughout lockdown and continue to use the centre. Farmshare great help as reliable income in uncertain times.

More marketing to be completed with potential flyer drop or paid social media advertising.

Sarah to look into getting a road sign for WSC on bottom of Rouen road and king street.

Doug thanked all staff for their hard work this year and all management committee present agreed.

Next Meeting- Thursday 7th January 2021 at 14:30

Wensum Sports Centre Charitable Association

Wensum Sports Centre Charitable Association
Extract Report and Accounts for the Year Ended 31st March 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is an association governed by a constitution and was registered with the Charity Commission on 10th December 2012. The trustees were appointed by a general meeting held in November 2012.

OBJECTIVES AND ACTIVITIES

To advance education and promote recreation and leisure activities through the provision of a sports and leisure centre for use by clubs, associations and individuals. The charity runs a sports centre which incorporates a sports hall, two squash courts and a multi-purpose community area. Various activities are promoted including squash, badminton, football, handball, short tennis, table tennis, short matt bowls, dance, art workshop and many other community activities.

The trustees have considered the Charity Commission's guidance on public benefit. They confirm that in planning and carrying out the Trust's activities they have had regard to this guidance,

ACHIEVEMENTS AND PERFORMANCE

For the year ended 31st March 2021 the charity recorded a surplus before depreciation of £4,948. After the depreciation charge on capitalised expenditure there was a recorded loss of £16,193. This was after incurring costs of £2,916 for ongoing repairs and renewals to improve facilities for members and capitalised expenses of £9,480 on structural improvements and equipment. This included air conditioning units in the main sports hall. The new and extended gymnasium has been particularly successful and added a new dimension to all the services offered to members.

As advised previously a trading subsidiary of the charity has been created in the form of a limited company to handle income from car parking. This company donated £23,944 to the charity during the course of the year.

On the 23rd March 2020 the centre was closed to all members in line with Government policy to protect the UK population from the COVID-19 pandemic. All furloughed staff were laid off on full pay and a small committee of trustees and volunteers set up to deal with any staff or infrastructure issues. Action has also been taken to request deferment of fixed costs where possible and apply for financial assistance where the charity qualifies for such assistance. Although the centre was allowed to re-open for a limited period there were quite severe restrictions on sports activities which impacted on our turnover compared with the previous year. Our reserves policy set out below together with the financial actions that we have taken have enabled the charity to get through a very difficult period and we look forward to a return to some form of normality in the near future.

Finally I would like to thank our staff and volunteers for all their hard work over the year.

RESERVES POLICY

The trustees have agreed that their aim would be to retain sufficient reserves to meet all contractual liabilities and any unexpected costs. The Charity aims to have sufficient funds to cover 6 months normal running costs, which is approximately £30,000.

DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the Trustees

.....
Doug Poynton
Chair
Date: 16th June 2021

Wensum Sports Centre Charitable Association

**Statement of Financial
Activities-Year Ended 31st March
2021**

Note

	Unrestricted funds	Restricted income funds	Endowment funds	Total this period	Total last year
	£	£	£	£	£
INCOMING RESOURCES					
Fees for charitable services	38,660			38,630	122,919
Donations, Legacies and Grants	69,016			69,046	69,601
Total incoming resources	107,676			107,676	192,520

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RESOURCES EXPENDED

Sub Contracted and Waged Services	62,568			62,568	113,069
Rent, rates, utilities and insurance	25,442			25,442	26,845
Repairs and Renewals	2,916			2,916	11,386
Office Costs	5,565			5,565	7,377
Legal and professional fees	2,326			2,326	4,231
Cost of fundraising events	1,587			1,587	6,549
Bank charges and Card Fees	2,324			2,324	3,545
Depreciation	21,141			21,141	24,064
TOTAL RESOURCES EXPENDED	123,869			123,869	197,066
Net incoming/(outgoing) resources before transfers	(16,193)			(16,193)	(4,546)
Gross transfers between funds	-			-	-
Net incoming/(outgoing) resources before other recognised gains/(losses)	(16,193)			(16,193)	(4,546)

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Other recognised gains/(losses)

Gains and losses on revaluation of fixed assets for the charity's own use	-			-	
Gains and losses on investment assets	-			-	
NET MOVEMENT IN FUNDS	(16,193)			(16,193)	(4,546)
Total funds brought forward	318,794			318,794	323,340
TOTAL FUNDS CARRIED FORWARD	302,601			302,601	318,794

Wensum Sports Centre Charitable Association

Balance Sheet
31st March 2021

	Notes	31.03.21		31.03.20	
		£	£	£	£
FIXED ASSETS:					
Tangible assets	4	270,692		282,354	
Intangible assets			270,692		282,354
CURRENT ASSETS:					
Debtors and Prepayments	5	22,524		13,580	
Stock		100		100	
Bank and cash		11,738		27,760	
		34,362		41,440	
CREDITORS: Amounts falling due within one year					
	6	2,453		5,000	
NET CURRENT ASSETS:					
			31,909		36,440
NET ASSETS					
			302,601		318,794
FUNDS OF THE CHARITY:					
RESERVES					
		302,601		318,794	
TOTAL FUNDS:					
			302,601		318,794

The financial statements have been prepared under the historic cost convention and in accordance with applicable UK accounting standards and with the Charities Act.

.....
Doug Poynton – Chair of Trustees

16th June 2021

TRUSTEES REPORT

Not surprisingly, we have experienced another challenging year with the pandemic playing its part, disrupting all our activities. Thankfully our staff have come through and proved resilient, with a remarkable bounce back. Unfortunately we have recently lost our manager, who has accepted a new challenge elsewhere. We all wish Sarah well in her new appointment and applaud her for her time and hard work at Wensum.

The management committee had to make a quick decision in replacing Sarah, in order to maintain the progress she had made and to build on that foundation. We have been surprised by the reaction of our senior staff, who had organised themselves to continue, as a management team. The new team will act as two managers with one assistant. Having interviewed them and determined their structure, so as to maximise each of their strengths, the committee decided to give them a six months trial period. They have formerly accepted and been offered contracted posts with appropriate salaries. Given the loss of Sarah from our team it will now require a revision of staffing availability and so extra staff will be needed. The committee would like to welcome our new team: Josh Hall & Ryan Sampson, with assistance from Henry Dellar.

During the year it became a priority to upgrade all our covid19 protection systems. To that end we were able to obtain grants, totalling over £25,000, which will enable us to upgrade the changing facilities and other areas. We had already increased the air flow rates within the squash courts and we aim to upgrade that system too, with added heater units. Unfortunately our landlords NCC have decided to demand a licence before work can proceed. This has set us back several months and may cause the loss of the grant, unless the work can be completed by December. We will appeal the deadline, however it will be touch and go.

Given the close proximity to the next building projects, adjacent to our site, it would seem we must remain vigilant to our landlords expectations. To that end we have engaged appropriate help to keep a watching brief. Our lease was hard fought for and we will continue to offer a service to our community, despite any external pressures.

Future projects are still an important focus, the next phase will include, the replacement of the main hall floor and to revisit the solar panel project on the roof.

In the early days our centre was almost entirely run by the goodwill of volunteers, this has now changed to near 100% professional staffing. Volunteers are still required at the centre, their main input being for management duties. The centre could not exist without these very special people. Obtaining grants and overseeing the charity status along with accounting and legal matters are but a few of the disciplines that they provide at no cost to WSC. During lockdown they also provided HR support to all our staff. Could you help, please make yourself known to us.

So many to thank and be appreciated, we applaud you all.

Chair Trustees Doug Poynton

Managers' Report on the Year

Intro

[Introduce Ryan, Josh and Henry. Quick background / aims.]

Our initial focus has been forced towards updating and digitalising policies and procedures, PCI compliance and reworking timetable of staff.

Since returning from lockdown there has been an ever increasing issue with lack of staff. The management team believe a long term view of a higher work hours to staff members ratio, will result in an increased involvement and investment within the centre and the operation of a rota based system will also help alleviate these cover concerns. We also believe a higher recognition staff for their performance on shift by increasing 1-1 informal and formal meetings with management staff so any concerns or highlights can be expressed from both parties.

Staff

We have had several staff leave us this year from casual cover staff to our full time manager Sarah. We have had 3 new staff members join the team. (Soon to be a fourth)

Josh Hall and Ryan Sampson have taken on the joint role of centre manager with Henry Dellar continuing to support them as assistant manager.

At the beginning of the year all staff apart from Sarah and Josh were on full time furlough with Sarah and Josh being on flexible furlough. Our last staff member came off furlough in September when we could reintroduce events.

Staff	Non-management committee Volunteers
Josh Hall	Alan David
Ryan Sampson	Jeong-Ho Lee
Henry Dellar	
Ryan Morley	
Malcolm Coldicott	
Jessica Benstead	
William Mckinnell	
Nina Creus	
Dominique Camilleri	
John Gaffney	
James Salter	
Eley Gare	
Maisie Willis	

Badminton

WSC adult badminton programme has returned with improver's session on Tuesdays, beginner coaching on a Mondays and Sundays, game night on Fridays and club session and club player's academy on Saturdays. Of these Game Night and Tuesday's improvers are consistently nearing or reaching full capacity.

The junior programme has been extended to cover beginners and intermediates in different sessions both becoming popular and regularly being fully booked.

WSC has entered a Men's, Ladies and Mixed badminton team into the Norfolk District League for the first time. At time of writing, all teams have played at least 1 match with Ladies beating Tasburgh at home, and Men's recent victory over Warriors 2nd team. The mixed team narrowly missed out on a win vs Phoenix losing 5 games to 4.

Peak time badminton continues to be extremely popular with all courts being booked out on most weekday evenings. A mixture of schools, universities, clubs, charities and private bookings make up the majority of our daytime bookings, many of which are returning users.

Squash

Since the reopening in April we have decided to rebuild the squash community setup from the ground up after losing a large percentage of our player base. June reintroduced the start of full court match play. Our internal leagues restarted with 4 boxes growing to 5 larger leagues running today. Our WhatsApp group for squash communications now has over 40 participants keen to get involved in Squash opportunities here at WSC. Our Annual Squash Club Championship is back this year and due to finish on 3rd December. We have 28 entries in the event, which is only 2 less than the previous championship, back in November 2019.

Although our teams are represented by a mixture of familiar and new players we are still competing in both Division 1 and Division 3 this winter.

Our courts are getting booked consistently between 16:00-21:00 Mon-Thu. This puts us back on par with pre lockdown popularity. We are monitoring bookings and will make use of the later courts for events/training sessions to prevent them being empty.

Gym

WSC gym has seen a great increase in its active members since re-opening back in April this year. At the time of writing the gym is operating with 41 active monthly members and a total of 77 unique monthly memberships in the past 3 months. In addition we have 19 annual memberships and 34 PAYG users (22 unique)

There has been an increased demand for space and equipment on certain evenings during the week. On January the 20th the gym is looking to expand into the back region of the undercroft area, adding valuable space, desired equipment that members have long asked for such as a leg press and to upgrade old equipment that is past its prime.