

**Aylsham Older Peoples Association (AOPA) – Annual General Meeting**  
**Management, Trustees & User Group Representatives.**  
**Friendship Club, Aylsham – 18<sup>th</sup> November 2024 – 10.00**

**Present:-** Dave Curtis (Chair/Trustee/Chair AOPA Social Club), John Lock (Treasurer/Trustee), Hal Turkmen (Secretary/Trustee), Annette Overton (Trustee), Sue Reeve (Minutes Secretary), Graham Reeve (Premises Manager).

**1. Chair's Welcome and Apologies:**

The Chair opened the meeting and welcomed everyone.

**Apologies received:**

Angela Frais (Meals on Wheels), Doreen Kenward (Friendship Club), Aylsham W.I. Kate Taylor (Yoga), C. Kydd (Stitching/Quilting).

**2. Minutes of AGM 27th November 2023-**

These had been circulated. It was proposed they be accepted by Hal Turkmen, Seconded by Graham Reeve approved by all present and signed by the Chair.

**3. Matters arising:**

There were no matters arising from minutes. A copy of the minutes and a copy of the accounts will be given to the Town Council by Annette.

**4. Chair's Report: (DC)**

Dave then read his report.

*I would like to start by thanking my fellow trustees, Sue and Graham for their hard work and support through what has been a busy and difficult year. To Angela for her continued work with Meals on Wheels.*

*After being awarded a sizeable grant by the National Lottery we started the demolishing and rebuild of the storeroom at the beginning of the year, this is nearly complete with just the floor to be finished. We can then move the chairs and tables in and dispose of the shed. The trustees have decided to leave 24 chairs in the hall for easy access for smaller groups. The asbestos roof has been replaced with insulated steel panels and solar panels fitted, these will reduce our electricity bills and carbon footprint. A larger wheelchair emergency exit has replaced the old one into the carpark.*

*A Pride in Place grant allowed us to do others works. The wood floor has been resurfaced at great expense to make it safe again for dancing and other hirers. The damage was caused by chairs being dragged across the surface; we now*

*ask that all chair movements are carried out using the trolley. Graham and I are looking at getting a second trolley, but these cost about £280*

*The hall ceiling lights have been replaced by LED which have made it much brighter and cheaper to run. The outside lights have also been replaced by LED units; these will need to be rewired in conduit when funds allow.*

*The hall and toilets have been redecorated to make it brighter.*

*We are still looking for a couple of extra trustees to help with the running of the association, Mathew Martin retired at the start of the year due to other commitments, I thank him for his two years as chairman, as none of us are getting any younger the AOPA needs some younger members for continuity.*

*Dave Curtis*

*18/11/24*

Dave said he wished to thank 'The Forge' for providing the 'Meals on Wheels' and their help and support to Angela Frais in organising this.

There were no questions on the Chair's report.

#### **5. Election of Officers**

Hal proposed that everyone on the Management Committee should continue to hold their same positions for the year 2024-25. This was seconded by Dave Curtis and all present gave agreement with a show of hands.

#### **6. Treasurer's Report: (JL)**

John then went through his report:

### ***AOPA Treasurer's Report - Annual General Meeting 18<sup>th</sup> November 2024***

- 1. As at the 30<sup>th</sup> September both the Barclays Bank accounts were checked and both balanced. The Deposit Account stood at £60,058.00 and the Community Account was £2,975.33 giving a total of £63,033.33. (After the payment of outstanding invoices, e, g, for the main roof and hall floor, and, part payment for the storeroom floor \*, as at the 15<sup>th</sup> of November 2024 the Deposit Account stood at £25,000.00 and the Community Account was £2,889.43 giving a total of £27,889.43).*
- 2. The annual accounts have been audited and signed off. For their information and comments, all the trustees were emailed copies on the 8<sup>th</sup> of November.*
- 3. In the financial year beginning 1<sup>st</sup> October 2023, the AOPA received the following significant donations of £700 from the AOPA Social Club, £300 from the Aylsham Bowling Club and £200 from the Rotary Club of Aylsham and District. Plus £92.75 from the Aylsham Tree Festival and £52.00 from the At Heart Lottery giving a grand total of £1,344.75.*

4. There were three **grants** received. A grant from the Aylsham Town Council of **£320**, and from the National Lottery Community Fund, (NLCF), a grant of **£89,331.35**, and, from Broadland District Council's Pride in Place, (PIP) fund, a grant of **£6,966.24**, making a grand total of **£96,617.59**. (Note: the outstanding **£2,533.76** from PIP was received on the 15<sup>th</sup> of November and will show in the next financial year's accounts, likewise any success in obtaining further funds from the NLCF).
5. An insurance claim submitted for subsidence resulted in a cash settlement of **£5,416.60**.
6. Expenditure on **projects** has been significant, totalling **£80,632.31**. This includes:

**£275.00** for the refurbishment of 4 armchairs;  
**£294.00** for an asbestos survey and Management Plan;  
**£1,140.00** for conversion to LED lighting – internal & external;  
**£1,184.00** for planning & CNC inspections of main roof;  
**£1,500.00** interim payment for painting the hall; \*\*  
**£8,216.24** for the flat roof including scaffolding;  
**£18,198.22** for the solar system, cabinet & slab; and,  
**£49,823.99** for the storeroom, including Architect and Building Control fees. \*\*\*

\* **£200** still to be paid for floor sealant; (will show in the 24 – 25 accounts)

\*\* **£391** balance paid in November 2024; and, (ditto)

\*\*\***£2,800** balance still to be paid once skirting is fitted. (ditto)

Note: The cost of the new roof **£34,500.00**, and the storeroom floor **£1,180.00**, less the cost of the sealant \*, was paid for in November 2024 and will also be shown in the 2024 – 2025 accounts.

7. In the last financial year the **income** from **lettings** was **£9,853.00**. In the same period the following significant **running costs** were incurred:

**£4,335.26** for utilities, including Wifi and the website;  
**£2,164.00** for the cleaning contractor;  
**£1,294.71** for maintenance;  
**£1,125.99** for insurance of the Building and the Trustees; and,  
**£222.00** for MOW advertising; **£109.50** for expenses and **£42.54** for Rates.

8. As previously stated, the income from Lettings was **£9,853.00**. The Running Costs which are made up from the cost of the utilities, maintenance, cleaning contractor, MOW advertising, insurances, rates and expenses was **£9,294.00**. This produced a surplus of income over expenditure of **£559.00**. An additional sum of **£514.79** interest was received in the Deposit account. That said, the interest earned in the Deposit account was inflated by the large funds being received from the NLCF, PIP and the insurance claim - all one off deposits and which were subsequently paid out to cover project costs. Note: As there are no guarantees that the AOPA will receive future grants, donations, or, income from insurance claims, these entries cannot be used to offset Running Costs.

9. The Hall's solar power system installation was completed in September. As the hall was closed for all of September and for nearly one week in October the first comparable energy bill will be November's. That said, the bill for September was **£35.49** and for October 2024,

*£107.24. The bill for October 2023 was £171.44. Once Cooks, the installers have completed the data required for the portal, we will also be receiving funds from BG Lite for any exported energy.*

- 10. The Trustees and Hall insurances have just been renewed (today). The cost of the Trustees insurance has gone down but the cover has increased from £500,00 to £1 million. That said, the cost of the Hall's insurance has increased slightly giving an overall cost increase in both premiums of £6.19 over the 2023 – 2024 premiums. The costs will be shown in the 2024 – 2025 accounts.*
- 11. Looking forward, I have obtained quotes from Cooks for electric handdryers and for fitting conduit over the wiring for the external lights. Cooks are aware that they still need to install one external light which the AOPA have already paid for.*
- 12. When time allows, I will be producing a budget breakdown of the costs of the 2023- 2024 projects and a budget for the next financial year 2024 – 2025 which will need to be scrutinised by the trustees.*

*John Lock - Treasurer AOPA*

*15<sup>th</sup> November 2024*

Annette said she wished to thank John for all the time he had put into the building project and for keeping all the work within budget.

Annette proposed the Financial report be accepted, Hal seconded and all agreed.

John said he had changed Insurers for the Trustees as the original amount had greatly increased so we now have two different insurers which made the total cost just £6 more than previously paid but gave much better cover.

## **7. Secretary's Report – Booking's (HT)**

*Secretary's Report to AOPA AGM - 18 November 2024*

*On March 6, 2024, the Charity Commission informed us via email that "The Constitution dated 22nd November 2018 is invalid as it contains regulated amendments that are not allowed under your 1992 Governing Document which I have attached". The Change in 2012 is a Name only Change."*

*While we followed the correct process based on our governing document from November 15, 2012, we discovered that the Commission did not have this 2012 document in their records.*

*Fortunately, we were advised to wait until March 7, as new legislation would allow charities to update their records.*

*This process is now underway. The Commission has approved our Administrative Clause Changes and Dissolution changes, excluding one of the "regulated amendments" of Object Clause Changes. Currently, we have approval to proceed with both the Dissolution Clause and Administrative Clauses Changes, but we are still awaiting approval for the Object Clause Change from the Commission.*

Today, I will present two resolutions:

1. To approve and adopt the Dissolution Clause Change, which mirrors the document approved on November 22, 2018
2. To approve the Administrative Clause(s) Change

We must wait for approval of the Object Clause Change and may need to convene another meeting specifically for this purpose.

Secretary

Halil Turkmenoglu

# **Aylsham Older Peoples Association**

## **Annual General Meeting Resolution**

18 November 2024

### **RESOLUTION FOR ADMINISTRATIVE CLAUSE CHANGE**

At the Annual General Meeting of Aylsham Older Peoples Association, registered charity number 1009289, held at the Friendship Hall on 18 November 2024 at 10.00 am, the following resolution was proposed and passed:

"RESOLVED THAT by the charity's governing document and following approval from the Charity Commission dated 6 March 2024 for administrative clauses change, the following administrative change(s) to the charity's governing document be and is hereby approved:

The clauses concerning: The Trustees, The Management Committee, The Association, Officers of the Association, Meeting of the Association appearing in the governing document dated the 22 November 2018.

The trustees are hereby authorized to take all necessary steps to implement this resolution.

### **Voting Results:**

- Passed unanimously

**Certification:** I hereby certify that this is a true and accurate record of the resolution passed at the Annual General Meeting.

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Chair

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Date

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Secretary

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Date

*SPECIAL RESOLUTION*

*To change and adopt the Dissolution Clause in the Constitution*

*Charity Name: Aylsham Older Peoples Association*

*Charity No: 1009280*

*At a general meeting of the above charity, duly convened and held at The Friendship Hall, Aylsham.*

*On the following date: 18 November 2024*

*The Charity Commission has approved our request for this change on 11 September 2024.*

*The following resolution is listed in our Constitution under the heading of Dissolution:*

*RESOLUTION*

*“Dissolution*

*If the Trustees of the Association decide at any time that on the grounds of expense or otherwise the Association shall be dissolved:*

*1) The financial assets of the Association (if any), after payment of all proper debts and liabilities of the Association, shall not be paid or distributed amongst the members but shall be given to any such other charitable organisations with purposes similar to those of the Association as the Trustees see fit.*

2) *In line with the legal condition of the transfer of the land at 38 Mill Road, Aylsham, from Broadland District Council to the Aylsham Older Peoples Association, the land on which the Friendship Hall stands will be transferred back to Broadland District Council.*

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

The two resolutions were discussed and Hal proposed they be accepted, Annette seconded and all agreed with a show of hands.

Dave and Hal then signed the two copies after adding a paragraph to the 'Special Resolution'

(Certification: Passed unanimously. I hereby certify that this is a true and accurate record of the resolution passed at the AGM.)

Hal agreed to send the resolutions to the Charity Commission and copies of the signed resolutions were given to the Minutes Secretary to keep with her records.

### **8. Meals on Wheels Report.**

Dave read Angela's report which had been circulated.

*I'm very pleased to report that our Meals on Wheels service has continued to operate smoothly throughout the year.*

*We deliver two course meals three times a week, on Mondays, Wednesdays and Fridays.*

*The meals remain at the extremely reasonable price of £5.50 for two courses. They are cooked at the New Forge. We are very flexible and always endeavour to respect individual preferences.*

*We delivered meals on Christmas Day last year to people who would otherwise have been alone and we intend doing the same this year too.*

*Our special thanks to Tim, the manager of the New Forge, who is always very amenable and willing to adapt when necessary. Tim helps with the administration having responsibility for the production of the drivers' weekly information sheets.*

*Most of our customers live in Aylsham although at present we also deliver to people in Stratton Strawless and Ingworth.*

*We are extremely grateful to our volunteer drivers who loyally give their time, efforts and resources to support the service.*

*We continue to advertise in the 'Just Aylsham' magazine as well as on the NHS Heron website.*

*As always, I would like to thank everyone who has supported us during the year and to all those who continue to make the service a success.*

*Angela Frais - Meals on Wheels Coordinator*

*18..11.2024*

Dave said he wished to thank Angela for her report. John said Kingsley Homecare had offered to help with the drivers if we were short at any time.

#### **9. Project Manager's Report (DC)**

Dave had included this in his Chair's report.

The kitchen and ladie's toilet roofs have been replaced with new wood and rubber sheeting therefore curing the leak in the 'Ladies'

#### **10. Premises Manager Report (GR)**

Graham read his report.

*I do not have much to report this year, although it has been a very busy year for the hall with the refurbishment being carried out. The Chair has already reported on this and I worked alongside the trustees when they requested.*

*The front door locking mechanism on both doors broke and fortunately this was covered by 10 year guarantee. We managed to finally get these replaced last month. The engineer said the mechanisms were not designed for constant use and if they fail again a different locking system may be required.*

*One of the window panes in the doors was broken during a storm and this had to be replaced and paid for from the hall funds.*

*When the decorating was carried out unfortunately the locks to some of the cupboards were blocked with paint and I shall replace these as soon as possible.*

*Carla with the help of Nikita, our contract cleaners, regularly clean the hall and check all is in order. If they have any problems they contact me. However Dave and I regularly check the hall.*

*Once the new storeroom floor is completed we will arrange a 'deep clean' for the hall and kitchen.*

Dave thanked Graham for his report.

John said he had got a quote to put a type of netting over the mantle piece of the fireplace and along the top of the user cupboards along the front of the hall. This was discussed and decided to see if 'Concept Carpets' had some laminate or similar which was appropriate.

The floor of the storeroom should be laid on the 21<sup>st</sup> November and then the skirting boards will be finished by the builder. They will still need to be painted, then Broadland Building Inspectors will be asked to sign off all the renovations.

John said the minimum wage is increasing in April and suggested that we increase the cleaning contractors wage from 1<sup>st</sup> December 2024 to £12.50 an hour.

John proposed the increase to £12.50 an hour Hal seconded and all agreed with a show of hands.

Graham will inform Carla. He would also tell them that Nikita should claim £15 for moving the furniture for the W.I. Meeting for the 16<sup>th</sup> November.

## **11. Social Club Report (DC)**

Dave read his report

*We had 77 paid members this year, a big drop on previous years.*

*We did not run as many trips this year, but most trips were well supported, a slight loss on one.*

*A visit and BBQ to West Lodge went very well and enjoyed by those that attended.*

*The visit to the Roman excavations at Cawston Road was very informative.*

*The members Christmas party last year was well attended, and another is planned for this December.*

*With less loss-making trips this year, the Social club funds are now more healthy. We donated £700 to the AOPA for use of the hall.*

*Dave Curtis*

*AOPA SC chair*

*18/11/24*

## **12. Friendship Club Report**

Hal read Doreen's report

*The Friendship Club - Report to AOPA AGM 18 November 2024*

### *Activities and Attendance*

- *Weekly meetings continue every Friday from 2:00 PM to 4:00 PM*
- *Current membership stands at 11 paid members, supported by two volunteers*
- *A membership recruitment campaign is planned for early 2025*

### *Transportation*

- *Doreen Kenward has secured a new arrangement with our transport provider.*
- *The service is currently operating at 50% capacity, offering potential for growth*
- *This reduced-rate agreement should help attract new members*

### *Upcoming Events*

- *Christmas lunch scheduled at The Chequers*
  - *Members' contribution: £10*
  - *Total meal cost: £26*
- *We will submit to our membership on January 25, two Garden Centre or similar outings for 2025 to see if they would like to do this.*

### *Financial Update*

- *Income has decreased due to reduced membership post-COVID and discontinued National Lottery participation*
- *In recognition of AOPA's valuable facility improvements, we have allocated a £100 contribution*
- *The committee is committed to increasing fundraising efforts in the coming year.*

*Thank you.*

*Chairwoman - Doreen Kenward.*

Dave asked Hal to pass on his thanks to Doreen.

### **13. Any other Business:**

John wished it to be noted that the costs of the hall were only just being covered so hall charges will need to be increased from April 2025. Hal suggested the cost for the hall for the day should be £50 plus an extra charge if the cookers were used. John was asked to work on a proposal for the new charges to bring to the next meeting.

Annette asked for an Open Day to show off the refurbishments to the Hall.

Tea/Coffee and cake would be offered.

All hirers, prospective hirers and associates would be invited.

'Just Aylsham' and the 'EDP' would be informed.

The eldest member of the 'Friendship Club' would be asked to open the Hall.

Hal proposed that Annette should organise this event arranging the date and ordering the food and then report back to the trustees for any help she required.

John said Cook's had given a quote for Hand dryers at £195 each, it was agreed that this should be looked at again. Cooks would be rewiring the outside lights in conduit and it was agreed that when this was done they should be asked to move some of the lights to give better coverage.

The hedging between the hall and bungalow at No. 36 needs replacing with fencing. It was agreed Dave should get quotes for this.

Date of the next AGM – Proposed **Monday 17th November 2025**

Meeting closed at 11.30am.

**Aylsham Older Peoples Association**

Income and Expenditure 1st October 2023 to 30th September 2024

**Income**

Lettings		9,853.00
Donations	Note 1	1,344.75
Grants	Note 2	96,617.59
Insurance Claim	Note 4	5,416.60
Deposit Acc Interest		514.79
		<b>113,746.73</b>

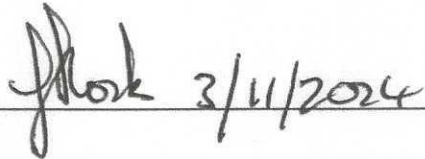
**Expenditure**

Maintain		-1294.71
Expenses		-109.50
MoW		-222.00
Utilities		-4335.26
Insurance		-1125.99
Rates		-42.54
Projects	Note 3	-80,632.31
Cleaner		-2,164.00
		<b>-89,926.31</b>
		<b>23,820.42</b>

**Surplus/(Deficit) for year**

**Treasurer**

J Lock

 3/11/2024

**Auditor**

I Graham

 3/11/2024

**Note 1 Donations**

Bowls Cub	300.00
Community Lottery	52.00
Rotary	200.00
AOPA Social Club	700.00
Tree Festival	92.75
<b>Total</b>	<b>1,344.75</b>

**Note 3 Projects**

Led lighting	1,140.00
Storeroom	49,823.99
Refurbish Chairs	275.00
Asbestos Survey & Plan	294.00
Flat roof	8,216.24
Hall painting	1,500.00
Solar System	18,198.22
Hall Roof	1,184.86
<b>Total</b>	<b>80,632.31</b>

**Note 2 Grants**

Aylsham Town Council	320.00
National Lottery	89,331.35
BDC Pride in Place	6,966.24
<b>Total</b>	<b>96,617.59</b>

**Note 4 Insurance Claim**

Subsidence claim	5,416.60
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**Reconciliation**

**Current Account**

Opening Bank Balance	1 <sup>st</sup> October 2023	3,894.83
Closing Bank Balance	30 <sup>th</sup> September 2024	2,975.33

**Deposit Account**

Opening Bank Balance	1 <sup>st</sup> October 2023	35,318.08
Closing Bank Balance	30 <sup>th</sup> September 2024	60,058.00

Closing Bank Balances	30 <sup>th</sup> September 2024	63,033.33
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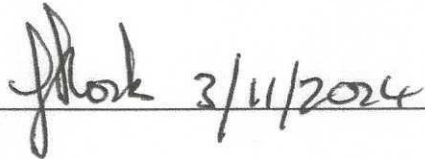
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