**Wilstead Jubilee Centre**
**Annual General Meeting**
**Wednesday 2nd September 2026, 7.30pm**

**Attendees**: Eric Benton, Tim Wren, Patsy and Adrian Northern, Vicki Day (Brownies), Tim Braybrook, Paul Jackson (Football Club), Adam Swallow (Scouts), Mark Brooks and Russell Adams (Parish Council)

**Apologies**: Dave Riddle, Emily Woodley (Guides), Emily Watson and Ashley Rick (Little Toes Nursery)

Last year's minutes were taken as read.

1. **Chair's Report** - given by Trustee, Eric Benton on behalf of Chair

This year (April 2025 – End March 2026) the committee has been chaired by Patsy Northern. I have been very active with keeping the accounts, organising bookings, invoices and payments and carrying out maintenance duties but the task continues to be made much easier by the regular bookings - Little Toes Nursery, the Scouts, Guides and Brownies, Football Club and, this year, Saturday morning kids' boxing classes. Representatives have all had their own keys to be able to open and close for themselves.

Cleaning has been undertaken by Ashley from the Nursery and the charge for this has been settled by reducing the charge to the Nursery accordingly. In addition Ashley has carried out weekly and monthly checks on fire alarms, emergency lights, Legionnaires' precautions, CCTV, fire doors and extinguishers. He has also been keeping the paper towel and toilet roll dispensers "topped up" and has reported items needing re-ordering or maintenance, such as the kitchen door handle which had been continually falling off. Ashely also undertook to repaint the hall and ceiling over one of the half-terms. My thanks to him for a regular job very well done and for the painting.

Bookings from outside have remained limited but, with the Nursery and regular evening bookings, only Friday evenings and the weekends have been freely available. As a result we have not been dependant for income on outside bookings and have become more self-sufficient building up a surplus, some of which we can spend to improve the facility.

The Nursery has been making good use of the fenced of area outside during good weather. It was disappointing however that the fence was deliberately damaged by youths earlier in the year in an act of wanton vandalism.

Servicing of fire alarms, emergency lighting and boiler has been carried out in line with required intervals. together with the annual PAT test of all portable electrical devices. Servicing of the boiler revealed that it had an internal leak which would have been almost as expensive to repair as having a new boiler. We opted therefore to replace the

old boiler with a modern version. Servicing had also revealed that the old boiler had not been adjusted to run on propane, meaning that we had used considerably more gas than would have been necessary. The new boiler has an appropriate conversion kit fitted.

Access to the bookings continues to be available online to those who need to know.

During the year we contracted with Veolia for weekly collection of clinical waste (soiled nappies), the cost of which is added to the monthly invoice to the Nursery

In order to protect and hide the Nursery equipment, when not in use, we had proposed a wall-to-wall curtain . We received a grant from the Borough Council to cover half of this cost. However, the company with whom we contracted to supply the curtain went out of business before we received delivery. Luckily we had not had to pay any money upfront. A decision on what to go ahead with is on hold while discussion with the Parish Council concerning a possible building extension takes place.

**2. Treasurer's Report for the Year ended 31st March 2026**

The report (next page) for the 2025/26 financial year shows the final accounts. Thanks are again due to Paul Jackson who audited the accounts for us.

Income for the year improved over 2024/25 by £17,450 due mainly to a full year's income from the Nursery and increases from the Scouts, a new Boxing class and £700 in increased revenue from parties.

For the new season it has been agreed that the hourly hire rate for hall and kitchen will increase from £15.00 to £17.50 per hour with a minimum 2 hour hire period.

This does not apply to regular users who each receive a negotiated discount depending upon usage.

At the same time as income improved, expenditure increased by £5,300 due mainly to:

- Purchase of a new boiler (£2660)
- Replacement fire equipment (£516)
- Jet wash the MUGA (£400)
- Repainting of hall walls and ceiling (£535)
- Increased cost of utilities (£670)

The net result was an improvement from a loss of £1,216 to a surplus of £10,904 (Total improvement £12,120).

The Accounts show that we had a healthy £27,121 in the bank at the end of the Financial Year which will allow us to cover the provision of improved equipment, such as replacing the worn-out green upholstered chairs.

Wilstead Jubilee Centre
Income and Expenditure Account

1-Apr-26

| | 12 Months Ended 31 March 2026 | | 12 Months Ended 31 March 2025 | |
|---|---|---|---|---|
| | £ | £ | £ | £ |
| **Income** | | | | |
| Little Toes Nursery | 18705.00 | | | |
| Scouts | 2122.50 | | | |
| Bedfordshire + Wilstead Guides | 810.00 | | | |
| Wilstead Brownies | 675.00 | | | |
| Wilstead Football Club | 500.00 | | 1,415.17 | |
| Centre Hire - Other | 1,695.01 | | 6,531.25 | |
| MUGA Hire | 100.00 | | 60.00 | |
| Parish Council Retainer | 250.00 | | 250.00 | |
| Ward Fund | 850.00 | | | |
| Total Income | | 25,707.51 | | 8,256.42 |
| **Expenditure** | | | | |
| Repairs & maintenance | 3,153.45 | | 1,000.23 | |
| Gas, Electricity & Water | 5,911.49 | | 5,242.72 | |
| Cleaning | 1,970.23 | | 2,260.52 | |
| Insurance | 546.23 | | 535.16 | |
| Sundry | 3,221.81 | | 434.66 | |
| Total Expenditure | | -14,803.21 | | -9,473.29 |
| Surplus of income over expenditure | | 10,904.30 | | -1,216.87 |

| | Apr-26 | | Apr-25 | |
|---|---|---|---|---|
| | £ | | £ | |
| **Schedule of Assets & Liabilities** | | | | |
| Bank | | 27,121.12 | | 16,672.00 |
| Cash | | 20.25 | | 20.25 |
| Prepaid Insurance | | 630.15 | | 796.23 |
| Prepaid cleaning materials | | 0.00 | | 0.00 |
| Early Booking | | -1,520.00 | | -2,772.50 |
| Deposits owed | | -350.00 | | -300.00 |
| U/c Cheques, Liabilities | | 0.00 | | 0.00 |
| Not yet in account + debtors | | 987.50 | | 1,568.74 |
| | | 26,889.02 | | 15,984.72 |
| **Represented by** | | | Represented by | |
| Reserves b/fwd 1 Apr | | 15,984.72 | | 17,201.59 |
| Reserves for period | | 10,904.30 | | -1,216.87 |
| Reserves c/fwd | | 26,889.02 | | 15,984.72 |
| | Difference? | 0.00 | Difference? | 0.00 |

**Audit Comment**

I have examined the books, vouchers and documents relating to Wilstead Jubilee Centre and in my view the above account gives a true and fair view of its transactions for the year ended 31st March 2026, and of the balances in hand at that date according to the best information and explanations given to me.

Signature AP (P JACKSON)

Date 24/06/2026

## 3. Bookings Report

Due to the bookings during term time for the Nursery, Scouts, Guides and Brownies we are providing a facility for local organisations that easily meets the stated purpose of our organisation .

In addition we are seeing a regular number of bookings for parties.

We have also had bookings for training purposes (NHS and Guides) plus AA meetings.

The hall is in regular use.

Use by the Football Club is intermittent due to their reduced activity but we expect activity to pick up as a local girls/ladies team is interested in the Jubilee Fields becoming their permanent base.

## 4. Maintenance Issues

The contract for electricity was changed in December 2024 from Opus Energy to EDF

A safety inspection carried out recently identified a number of problems:

- New fire signs and automatic door closers were required. These have all been purchased and fitted.
- There was no current Electrical Installation Condition Report (last inspection in 2022). It is a statutory requirement to carry out a check every five years. The report was commissioned and has highlighted a number of issues that are being dealt with. The most serious was the connections outside to the Smart meter which had been done too tightly. EDF were contacted and have renewed the connections.
- A Gas Safety certificate is missing.

All doors, shutters and windows have been inspected and routine maintenance carried out by Enerco. The report highlighted a door which needs replacing.

Flushing and cleaning of the underfloor heating tubes/pipes was not carried out as our plumbing company did not see the need for it.

The hall walls and ceiling have been repainted. The work lasted five days during the Spring half term.

An exterior water leak is suspected as we have been informed by Anglian Water that our average usage (even overnight and during the summer holidays) is excessive. The leak is reported as 75 litres an hour. The Parish Council is arranging for leak detection and remedy.

## 5. Election of Officers

The following officers and members of the committee were elected:

| | |
|---|---|
| **Chair** | Patsy Northern |
| **Treasurer** | Eric Benton |
| **Booking Secretary** | Eric to continue to coordinate |
| **Secretary** | There were no volunteers at this time. Patsy and Eric to coordinate between them. |
| **Trustees** | Patsy Northern, Eric Benton, Dave Riddle, Tim Braybrook |

**Charity commission principal contact**: Eric Benton

Tim Wren agreed to remain a committee member.
Representatives from the Nursery, Scouts, Guides and Brownies are also members of the management committee.

## 6. Reports from Regular Users

The Scouts/Explorers/Cubs/Beavers and Squirrels have had a very successful year. 93 young people were involved, plus 6 Young Leaders and 24 Leaders. 175 weekly sessions were held and 15 special events.

The Football Club are down to one team and didn't often make use of the changing room showers but are hoping to pick up numbers again in the future.. Phoenix Football is the name of the girls/ladies club and they are looking to make the Jubilee Centre a permanent base.

Brownies and Guides have also had a successful year.

The Nursery has reported that its numbers are down as a result of adverse social media comment and a "needs improvement" Ofsted report.

## 7. Any Other Business

Need to address overgrown hedges in the compound.

The gate at the field end of the compound is difficult to lock/open.

When addressing the additional parking in Jubilee Way the Parish Council will also consider moving the disabled parking closer to the entrance to the Centre so that people do not have to negotiate the hump in the road.

There is a need for additional rubbish capacity. Agreed to investigate having a larger Commercial bin.

The 3 punch bags in the changing room area need to be removed.

To formalise the relationship with Little Toes Nursery and establish a period of notice of 3 months (both ways) a contract is to be established and signed between both parties.