

FAIRFIELD DIVISION & FAIRFIELD DIVISION - RADCLIFFE CENTRE

TRUSTEE'S REPORT AND FINANCIAL STATEMENTS

YEAR ENDING 31 MARCH 2022

Radcliffe Management Committee Minutes

Date: Monday 19th July 2021

Present: Bert Smith (Chair), Kim Nicolls (Div Comm), Barbara Nalty (Treasurer), Christina Smith (Bookings), Chris Crawley, David and Tonia Crouch, Laura Easton, Julie Winter ,

Apologies for Absence: Veronica Connolly , Gillian Goldsmith and Miranda Heester,,

Item	Discussion	Action
1	Bert welcomed us all after such a long break	
2	Apologies: as above	
3	Minutes of the Meeting 20 January 2020 had been circulated and were accepted as an accurate record.	
4	Matters arising: The 24 replacement Mattresses had arrived and old ones removed. KN had circulated a full report regarding recent developments (report attached)	
5.	<p>Chairman's report -</p> <p>Radcliffe has had to remain closed for most of the last 18 months. However, Ground and Building Maintenance has had to continue throughout.</p> <p>Grounds - with help from Dave H and Ian.</p> <ul style="list-style-type: none"> * Outline of recent events regarding No 5 Digby Place given by KN above - extensive tree work in Conservation Area. Cost excess of £10,000 * Grants obtained * Stocking and storing suitable wood in woodstores * Continuous leaf and acorn clearance (acorns plentiful!) * Laying some camp fires - and pit clearance * New BBQ metal cover * 5 x trees planted - bottom left corner in woodland * Grass seeded on bare patches * Dave H pressure washed moss off car park and Jane weeded round building * David C pressure washed paving slabs all round building <p>Building</p> <ul style="list-style-type: none"> * Continuous monitoring of Alarm System and Emergency Lighting * Bunk bed repairs * Cooker Ovens cleaned professionally * Hand Drier in Leaders' Bathroom and washers in Taps replaced * Hall chairs inspected and tightened * Middle Hall overnight heater element replaced * Pre Covid - Hall and Dormitory floors cleaned and resealed * One Smart Meter on incoming supply installed (one outstanding) * 5 quotes obtained - one accepted for Roof Moss clearance * Loose roof tiles over Kitchen replaced and 1 ton Moss removed! * 2 new Committee room chairs (thanks to donation on behalf of Lorna Beaven) * Received a Donation of books - displayed in Committee room - please help yourself. 	

	<p>Radcliffe hosted the Election last May without any problems in spite of restrictions</p> <p>Lastly, after over a year of volunteering Dave Harris has now taken on the outside Maintenance work, on the same basis as our outside Cleaner - ie £10 an hour. We shall resume the Cleaner on this same basis when Radcliffe is being fully used. KN will look into Disclosure Clause regarding outside workers' payments.</p> <p>Bert thanked all for continued support of Radcliffe, which is much appreciated by all who come here!</p>	KN
6	<p>Finance Report</p> <p>Finance details were given by Barbara as follows:-</p> <ol style="list-style-type: none"> 1. Current A/C in Lloyds - £8455 2. Charity A/C - £31,569 	BN
7.	<p>Radcliffe Web site / one line booking system</p> <p>Rowena has overseen this and KN has updated necessary documents and uploaded. Some documents still awaiting completion. Calendar only allowing 12 months booking in advance. KN to finalise Risk Assessment etc and upload and pursue extending booking period to 18 months.</p>	KN
8.	<p>Kim Nicolls - Division Commissioner</p> <p>KN had circulated her Report (attached) and explained about altering the Management Committee Constitution, asking each original member to consider their role for the future. New members to be introduced to specialise in Finance Planning and Event Planning plus on-going practical general upkeep and maintenance of building and grounds.</p>	ALL
9.	<p>Any Other Business:</p> <p>Charges for 2021 - The flat rate of £10 per person per night inclusive of Electricity is now being implemented. The 2 units so far had no problem with this and no meter reading is appreciated by those seeing Out!</p> <p>Booking Deposits carried forward due to Covid cancellations, are now being used. The Day hire is £100, so previous weekend deposits cover this!</p> <p>Visiting Groups - It was again mentioned about the need to actually meet and see groups In. For this time being, we would continue as before with meeting Units In and seeing Units Out.</p> <p>Broken Arris rails - Bert to obtain quote for repair and KN possibly to pursue with W Kent tree contractors?</p> <p>Kim thanked the Committee and especially Christina and Bert for their continued dedication and time given to Radcliffe.</p>	BS/CLS ALL BS
10.	<p>Date of next meetings: Monday 19 October 2021 7 pm</p>	

The meeting ended at 9 pm.



Sylvana

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Re Item 3 Matters arising not covered elsewhere.

Trees.

In October 2020 the County received notification from HQ Insurance dept that an insurance claim had been made by the owner of 5 Digby place stating subsidence was being caused to their property by trees on the land owned by Radcliffe.

Requests were made regarding documentation and work schedules but we found that a comprehensive tree survey was required which would identify all trees over 150mm diameter and tag them, and then give us a comprehensive assessment on each tree and work that needed doing. A subsidence report was also produced but this was clear.

The County instructed W J Kent, from Coulsdon who was known to the members and also had a good relationship with Croydon Council when it came to the Tree Preservation Orders.

Will produced a very comprehensive report and an itemised costing for each of the 61 trees involved and also when the work should be done; 3months, 6 months, 12 months.

The total cost for all the work that needed to be done in the first 6 months which involved 32 trees, including the trees in the subsidence claim, was £9198 including VAT. The cost for the work on the trees in the claim came to £1122.

The work that is earmarked for 12 months comes to £1380 inc

WJ Kent recommend a survey every 2 years

W J Kent were instructed to undertake the work and the first part was completed at the beginning of July, taking about 10 days.

The work ear marked for 12 months will be planned for late Autumn. A survey every 2 years as recommended will be added to our calendar.

As work had been done on trees with Preservation Orders, the Council have asked us to replant two trees, we are currently waiting for them to suggest which type.

COVID-19

We are all aware of the impact that Covid-19 has had on the usage of Radcliffe over the last year and I believe certain precautions will still be in place for some time.

In order to comply with the guidelines supplied by the National Youth Agency in line with the Department of Health the following actions have been put in place:

- A Covid-19 risk assessment that has been updated continuously through lockdown

- A QR code - primarily for adults as unit leaders will keep registers of girls attending meetings
- Hand sanitiser at both entrance points
- Paper hand towels in the kitchen
- Personal Protection Equipment was added to the First Aid Kit
- Signage was added reminding users of 'Catch it, Bin it, Kill it'

In the initial days we had no meetings indoors, our first being the Polling station which seemed to go well.

As restrictions have lifted we have seen several units use the main outdoor space for their unit meetings, accessing the hall for toilets and refreshments only.

Until now residential events have had strict restrictions on numbers and we wait to see the advice given by the NYA after the 19th July.

Risk Assessments

The last year has also been an opportunity to update our main risk assessment for Radcliffe that the Management Committee have responsibility for. The master copy of the main risk assessment kept by Kim and updated accordingly.

A simplified version for unit leaders who make a booking will be uploaded onto our website. Unit leaders still have to do their own risk assessment for activities and other actions they have responsibility for.

Conditions of Hire

These have also been updated and will be uploaded onto the website . Unit Leaders will then be able to access our up to date information at any time they wish.

In line with this the booking forms that Christina distributes will be updated.

Re Item 7 Web site and online booking

Rowena has done a sterling job of getting the website up and running and although there are a few tweaks needed and some documents added, but we are nearly there.

I recently advertised it on the County facebook page as several people contacted me while Christina was on holiday re bookings. They did not know about the new website.

The online booking is proving very popular, there are a few teething issues and we need to look at how we manage day time and evening bookings on the same day -

At the meeting last year we partly agreed a flat rate £10 per person per night fee. This is now in operation.

FAIRFIELD DIVISION


BALANCE SHEET FOR THE YEAR ENDING 31.03.22

	2022		2021
	£		£
Current Assets			
Lloyds Bank	12,157.01	11,773.33	
Accruals	-	-	
Cheques not cashed	-	(344.67)	
	<u>12,157.01</u>	<u>11,428.66</u>	11,428.66
	£	£	<u>11,428.66</u>
Represented by			
I & E Account C/F	728.35	4,661.32	
Lloyds Bank	11,428.66	4,492.42	
	<u>12,157.01</u>	<u>9,153.74</u>	<u>9,153.74</u>
	£	£	<u>9,153.74</u>

The Balance Sheet and supporting Income and Expenditure Statements are prepared by the Treasurer Mrs B Nalty and represents a true and fair view of the financial affairs of Fairfield Division.

Accounts audited and approved by Mrs S Hill.

Signed 
Mrs B Nalty
Treasurer

Signed 
Mrs S Hill
Auditor

FAIRFIELD DIVISION

INCOME & EXPENDITURE YEAR ENDING 31.03.22

	2022	2021
	£	£
INCOME		
Annual census	676.74	-
Addiscombe District	317.00	3,600.56
Central District	126.80	-
Shirley District	-	182.93
South Croydon District	805.00	-
Refund / Jambaree	940.00	-
	<u>2,865.54</u> ✓	<u>3,783.49</u>
EXPENDITURE		
Annual census	665.00	538.90
Commissioner expenses	218.67	344.67
Intenational Grants	1,253.52	-
Croydon County	-	625.00
Addiscombe District		-
Central District		-
Shirley District		-
South Croydon District		-
5th Shirley Rainbows		-
	<u>2,137.19</u> ✓	<u>1,508.57</u>
SURPLUS/(DEFICIT) FOR YEAR	728.35 ✓	2,274.92
	<u><u>2,865.54</u></u> ✓	<u><u>3,783.49</u></u> ✓

Notes attached

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FAIRFIELD DIVISION - RADCLIFFE CENTRE ACCOUNTS


BALANCE SHEET FOR THE YEAR ENDING 31.03.22

	Current Year 2022 £	Previous Year 2021 £
Assets		
Assets - Building (Radcliffe)	333,200.00	333,200.00
Assets - Furniture & Fittings		1,010.00
Sub-total Assets	<u>£ 333,200.00</u>	<u>£ 334,210.00</u>
Current Assets		
COIF Charity Fund	31,582.46	31,569.03
Lloyds Bank	12,495.14	9,115.01
Cash in hand	1.48	1.48
Sub-total Current Assets	<u>£ 44,079.08</u>	<u>£ 40,685.52</u>
	<u><u>£ 377,279.08</u></u>	<u><u>£ 374,895.52</u></u>
Represented by		
Assets	333,200.00	334,210.00
Tangible Funds	44,079.08	40,685.52
	<u><u>£ 377,279.08</u></u>	<u><u>£ 374,895.52</u></u>

The Balance Sheet and supporting Income and Expenditure Statements are prepared by the Treasurer Mrs B. Nalty and represent a true and fair view of the financial affairs of Fairfield Division.

Accounts audited and approved by Mrs S. Hill

Signed 
Mrs B. Nalty
Treasurer

Signed 
Mrs S. Hill
Auditor

FAIRFIELD DIVISION - RADCLIFFE CENTRE ACCOUNT

INCOME & EXPENDITURE YEAR ENDING 31.03.22

	2022	2021
	£	£
INCOME		
Lettings	13,026.00	1,104.00
Donations & Grants	12,426.00	11,334.00
Electricity Receipts	-	20.00
Badge Sales	77.00	-
Interest	13.43	37.46
	<u>25,542.43</u>	<u>12,495.46</u>
EXPENDITURE		
Insurance, Council Tax	2,585.78	2,404.77
Water	120.00	376.00
Electricity	2,687.46	2,204.57
Telephone	271.41	257.88
Administration	-	4.95
Grounds maintenance	9,998.00	150.00
Maintenance	6,189.49	2,344.42
Depreciation	1,010.00	1,039.34
Sundries	296.40	646.74
	<u>23,158.54</u>	<u>9,428.67</u>
SURPLUS/(DEFICIT FOR YEAR)	2,383.89	3,066.79
	<u><u>25,542.43</u></u>	<u><u>12,495.46</u></u>

The Inome and Expenditure Statement has been prepared by the Treasurer Mrs B Nalty and represents true and fair view of the financial affairs of Fairfield Division Radcliffe Centre.

Accounts audited by Mrs S Hill.

Signed B. Nalty
Mrs B Nalty
Treasurer

Signed [Signature]
Mrs S Hill
Audited