

WELLINGBOROUGH BOYS CLUB t/a THE KINGSWAY CENTRE

CHARITY NUMBER 304448

MINUTES OF THE AGM OF THURSDAY 24TH OCTOBER 2024

HELD AT 19.00 AT THE CENTRE

1. **Welcome** given by CB on behalf of the Trustees.

Present: - Trustees -Colin Barker (CB) (Chairman, Kingsway Centre), Brian Emerson (BE) (Secretary), Roger Handcock (RH) (Chairman of Trustees), Laura Johnson (LJ), Emma Roberts (ER)

Hirers and Other Interested Parties: -

Roger Barker (RB), Peter Greenwood (PG), John Wood (JW), Julian Franks (JF) (all from Kingsway Model Railway Society),

Joanne Coduri (Deputy Clerk, Wellingborough Town Council)

Jayne Handcock (JH)

Shirley Pace (Shirley Nesbitt Dance School)

Irene (IT) and Norden Thompson, Jackie Jones (all from Swanspool Senior Citizens Club)

Johnathon Driscoll (Chesterwell Table Tennis Club)

2. **Apologies:** - Kevin Abraham (KA) (Treasurer), Cllrs. Valerie Anslow, Graham Lawman (NNCC and WTC), Cllr Andrew Scarborough (WTC), Magda Tomaszewska (Acrotoma), Sarah Pace (Shirley Nesbitt Dance School), Sophie Pharo (NHS Memory Service)

3. **Minutes of the 2023 AGM:** - BE explained that the AGM, accounts and reports were the responsibility of the Trustees, and that hirers and other interested parties were invited to attend out of courtesy and transparency. That being the case, the 2024 AGM minutes would be signed at the next Trustees meeting rather than waiting for a year.

4. In the absence of KA, BE presented the accounts and expanded on the **Finance Report** for

- a) **The Trustees' Accounts.** He explained that the Trustees Business Reserve Account was held for any major bills for refurbishment / repairs of the premises. He pointed out that there had been major expenditure in 2023 – 4. In the Premises Manager's report CB highlighted the items which had been paid for.

- b) **The Kingsway Centre Account**. He referred to the fact that this and the Trustees accounts were “draft” accounts and that they were currently with the Independent Examiner. They would be “signed off” by the Trustees before being sent to the Charity Commission in January. He pointed out that the accounts showed a clear increase in use of the Centre.
5. CB presented the **Premises Manager’s Report** focussing on refurbishment work since the AGM 2023

a) Major contract work to exterior of the building: i) Replacement of fascia boards and some soffit boards; take down old canopy over entrance door and install new canopy. New automatically switched canopy lighting fitted during this work.

ii) Roof covering over the side extension removed and replaced with new guttering. Downpipes replaced.

iii) Main roof given two coats of solar reflective aluminium bituminous paint to extend the life of the roof covering.

b) Investigations into cause and possible remedial action following observed subsidence of the side wall of the extension that houses the two storerooms. i) Two companies who specialize in the use of high-pressure resin injection visited the site.

ii) The remedial treatments offered were ‘high pressure resin injection’ below the foundation concrete to lift the outside wall of the building to correct the tilt. The first company gave us a quotation of £10k. The second quoted £20k. Alternative considerations were examined by CB to identify the likely cause of the subsidence. The intention was to remove the cause of the problem rather than taking expensive measures to stabilize that part of the building. Eliminate the cause rather than attempt to counter the effect.

Action: As there were four quite mature trees along that side of the building within our boundary security fence. I advised North Northants Council that I wanted to have those trees removed.

i) The trees were most likely the cause of the problem with their extended roots taking water from the subsoil under the foundations. Being a clay soil in this area the reduced water content would cause shrinkage allowing the foundations to drop. It was noted during the

winter whilst the trees were dormant there was slight recovery and closing of the gaps in the brickwork. The council had no objection as those trees were within our boundary.

- ii) Following a trustee meeting the decision was taken to have the trees removed. In February 2024 quotations were sought, and the chosen company removed these trees on 29th February 2024 and March 1st and 2nd 2024. The trees were removed and the stumps ground down below soil level.

Follow up: Observations of the building during the spring and summer of this year showed a near 100% recovery of the subsidence and closing of the cracks. So, no other action has been necessary.

January 2024

Repairs to main gate foundations. Following repeated adjustment to the hinges of the entrance gates because of an increased leaning inward of one of the posts I called in a contractor to dig around the offending post and install an improved and larger concrete foundation. This work has proved to be successful in keeping the gate post stable.

May 2024

Electrical work: Replacement of overhead lighting in the hall with LED fittings. Upgrade of emergency lighting. Fitting of automatically switched LED lighting in all parts of the toilet area.

August 2024

Annual boiler service. 5-year electrical installation test and certification. PAT testing of all portable appliances.

Hire group additions in 2024.

12th January: - Key handover to hire group number 8: NHS Memory Assessment Service. 11th April: - Key handover to hire group number 9: Acrotoma. 28th August: - Key handover to hire group number 10: Chesterwell Table Tennis Club.

These new hire groups have significantly increased our revenue since the 2023 AGM.

6. Response to Reports and Questions from Hirers/Interested Parties:

a) ? Why was there no insurance payment in the 2023-24 column. Ans: - The insurance payment was always on the cusp between financial years. The 2022-23 column, for example, showed payments for two years. Liability Insurance, which must be displayed, shows that the current insurance has been paid and is valid.

b) ? Why the discrepancy between the two financial years for Railway Society payments. Ans: - Railway Society paid by cheque and had a different payment arrangement compared to other hirers. Change of Treasurers had caused a hiatus but, as far as BE was aware that problem had been sorted.

c) ? Why was there no payment to the Trustees Account from the Kingsway Centre Account. Ans: - The two accounts were for different purposes. The Trustees accounts were for major repairs and refurbishments. These had been quite significant in 2023 – 24.

d) ? Were we concerned if a major hirer withdrew. Ans: - Yes, but we are aware that there are other organisations who wish to use the premises.

7. Acceptance of Reports. There being no further questions, the reports were accepted as giving accurate information about the financial and premises situation of the Kingsway Centre /Wellingborough Boys Club.

8. The way forward for the Centre

BE explained that the Trustees wished to return to previous practice where there was a Management Committee which was responsible for the day-to-day running of the Centre. This was particularly important as three of the Trustees were over 75 and it was time to allow others to take over. He reminded the meeting that it was because the Centre was run by volunteers that we were able to keep hiring fees low. If we could not establish a Management Committee the Centre would probably need to close or be assigned elsewhere and the charity closed. He said that the Trustees had already started to discuss with Wellingborough Town Council. IT asked if it were possible to give honoraria. BE said that he thought that this might involve registering with HMRC but it was possible to pay expenses, including travel expenses which was the current practice. She also asked if it were possible to have a list of

responsibilities of roles within the Management Committee. BE said that he would write to this effect, but it was better to think in terms of tasks, which could be shared, rather than specific roles. He asked for names of people who would volunteer for Management Committee and the following list emerged: -

Colin Barker (Kingsway Model Railway Society). Continue as Trustee until 31st March 2025. Management Committee member with responsibility for

i) Day to day maintenance of the building, the site boundary fence and the upkeep of exterior lighting.

ii) Management of contracts connected with work on the building.

iii) Liaison contact person for hirers and to supply Centre occupancy information to John Wood.

John Wood. Booking Secretary. Maintain database of hirers and Centre occupancy for input to the treasurer.

Laura Johnson. Continue as Trustee.

Emma Roberts (Emma Roberts Dance). Continue as Trustee. Management Committee member taking on some of the cleaning work.

Roger Handcock. Continue as Trustee until 31st March 2025

Brian Emerson. Continue as Trustee until 31st March 2025. Help with finance issues.

Kevin Abraham. Treasurer

Shirley Pace

Johnathon Driscoll

9. Date of next AGM. The 2025 AGM would take place in October 2025. Date to be fixed during the year.

The 2024 AGM closed at 20.10

Signed..... Date.....

KINGSWAY CENTRE ACCOUNTS
2023-24

		INCOME				EXPENDITURE	
		2023-24	2022-23			2023-24	2022-23
HIRERS	CAGED BIRDS SOCIETY	£ -	£ 50.00	UTILITIES	WATER	£ 363.02	£ 182.76
	EMMA ROBERTS DANCE	£ 1,296.00	£ 1,163.50		BT	£ 427.56	£ 416.88
	FRESH START EDUCATION	£ 3,500.00	£ 1,247.00		GAS	£ 5,486.12	£ 4,696.40
	GLJ THEATRE	£ 397.00	£ 285.00		ELECTRICITY	£ 3,483.93	£ 3,069.66
	GOLDEN YEARS	£ 2,001.95	£ 922.50		TOTAL	£ 9,760.63	£ 8,365.70
	NESBITT SCHOOL OF DANCE	£ 3,755.50	£ 3,727.10	CONTRACTS	CLEANING / CARETAKING	£ -	£ -
	NORTHANTS CARERS	£ 1,656.00	£ 612.00		CLYMAC	£ 1,836.56	£ -
	RAILWAY SOCIETY	£ 304.00	£ 1,006.00		INSURANCE	£ -	£ 3,437.42
	SWANSPOOL SENIOR CITIZENS	£ 2,376.00	£ 2,196.00		PHS	£ 386.78	£ 352.63
	TWINNING ASSOCIATION	£ 55.00	£ 31.00		FIRE CHECK	£ 265.20	£ 101.10
	WELLINGBOROUGH COMMUNITY FORUM	£ -	£ 50.00		GARDEN SERVICES	£ 432.00	£ 358.80
	WELLINGBOROUGH TOWN COUNCIL	£ -	£ 50.00		RF DOORS	£ 2,676.00	£ 1,185.60
	PARTY IN THE PARK	£ 500.00	£ -		TOTAL	£ 5,596.54	£ 5,435.55
	NHFT	£ 552.00	£ -	REPAIRS ETC.	COLIN BARKER (inc travel)	£ 3,622.91	£ 1,905.62
	ACROBATICS	£ 50.00	£ -		JACKIE DORLING	£ -	£ 178.06
		<u>£ 16,443.45</u>	<u>£ 11,340.10</u>		PAPER TOWELS/T.ROLL	£ 431.39	£ 170.37
OTHER	TRUSTEES ACCOUNT (TRANSFER IN)	£ 9,000.00	£ -		TOWEL/T. ROLL DISPENSERS	£ 291.05	£ 60.30
		<u>£ 25,443.45</u>	<u>£ 11,340.10</u>		CLEANING MATS / KEYS CUT	£ 37.01	£ 20.56
	INCOME GRAND TOTAL	£ 25,443.45	£ 11,340.10		CANOPY/FASCIA WORKS	£ 6,840.53	£ -
	BALANCE BROUGHT FORWARD	£ 6,087.01	£ 12,040.84		NEW HENRY VACCUUM	£ 142.95	£ -
		£ 31,530.46	£ 23,380.94		TABLES	£ -	£ 953.77
	TOTAL	£ 31,530.46	£ 23,380.94		DRAIN SERVICES	£ 390.00	£ 204.00
	EXPENDITURE GRAND TOTAL	£ 27,113.01	£ 17,293.93		TOTAL	£ 11,755.84	£ 3,492.68
	BALANCE CARRIED FORWARD	£ 4,417.45	£ 6,087.01	OTHER		£ -	£ -
		£ 27,113.01	£ 17,293.93	TOTAL		£ -	£ -
		£ 31,530.46	£ 23,380.94			£ 27,113.01	£ 17,293.93
		£ 27,113.01	£ 17,293.93			£ 27,113.01	£ 17,293.93

Agrees to bank @ 31/03/2024

**Report of the Independent Examiner to the Trustees of Wellingborough
Boys' Club**
On the accounts for the year ended 31st March 2024

Respective responsibilities of Trustees and Examiner

The Association's Trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the association and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

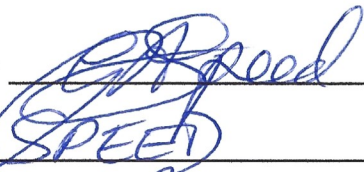
Independent examiner's statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records
- the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed by the Examiner



Date

26/10/2024

Name

GILL SPEED

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