

Minutes of Annual General Meeting of FWBO Corwen 30 April 2024

Vajraloka, Ty'n Ddol, Corwen, Denbighshire, LL21 OEN

Present; Rijumitra, Tejananda, Tejapushpa (chairing), Cittamoksa, Kusalajoti, Jinapalita, Kavaradhi (minutes)

- 1) Apologies for absence: Akasapala, Prakasha, Amita, Vidyacitta,
- 2) The previous AGM minutes (2023) were ratified.
- 3) Chairman's report, all happy with it as a good description of the year.
- 4) Treasurer's report and ratification of accounts-these have been audited and accepted in the absence of the treasurer. A report was sent via email.
- 5) Membership review-current members of FWBO Corwen. Rijumitra, Tejananda, Jinapalita, Vidyacitta, Tejapushpa, Akasapala, Amita, Kusalajoti. Kavardhi proposed by Tejapushpa and seconded by Tejananda.
- 6) Resignations of council members-all resigned. Vidyacitta and Amita resigned remotely.
- 7) Election of Council:

Amita proposed by Tejapushpa seconded by Tejananda.

Tejananda proposed by Rijumitra, seconded Tejapushpa;

Cittamoksa proposed by Kusalajoti seconded by Tejapushpa.

Vidyacitta proposed by Tejapushpa, seconded by Tejananda.

Rijumitra proposed by Tejapushpa, seconded by Tejananda.

Jinapalita proposed by Tejapushpa seconded Rijumitra.

Tejapushpa proposed by Tejananda seconded Kusalajoti

- 8) Any other Business: None

FWBO Corwen Council Meeting 30th April 2024

1. Present: Rijumitra (RM), Tejananda (TN), Tejapushpa (TP) (chairing), Cittamoksa (CM), Kusalajoti (KJ), Jinapalita (JP), Kavaraadhi (KD)(minutes)
Apologies for Absence: Akasapala, Prakasha, Amita, Vidyacitta (VC)
2. Ratifying Minutes of last meeting.
3. Matters Arising.
 - a) Roles - RM to continue as chair; Amita to continue as secretary; VC wrote to the council and would like to resign pending a new treasurer. CM agreed to become treasurer and requested training for himself and KJ in using ledgers/relevant software. This was agreed with no specific money limits. VC's resignation was accepted. CM was proposed as Treasurer by TP and seconded by JP.
 - b) KJ raised questions about the transition of book keeping to her from Padmadasa. KJ and CM will talk with Padmadasa about this and agree a plan and date. JP cautioned a careful change.
 - c) All thanked VC for his years of service as Treasurer and Padmadasa for his work on the bank account.
 - d) Proposal for a 30% reduction on retreat fees for new Order Members was put on hold pending the new website.
 - e) Website update - KJ has been asking Samudradaka if there is a less expensive, smaller booking system from the one he has so far suggested (minimum of £2000 per year cost). The free versions are not stable enough. She will keep researching this. Her work was appreciated by all. Prajnapiya is still doing the bookings manually and KM is checking manually to ensure retreats are not overbooked). Prajnapiya plans to stop this role when a new system comes in.
 - f) 'Team Training' (pending name change) - the first meeting took place in March and over 20 attended, with apologies from others. It went well.
 - g) New Trustees - RM to approach Samata. JP suggested a new generation of Order Members need to also be approached.
 - h) Retreat Centre kitchen fridge - needs replacing due to rust - defer to next meeting.
 - i) External Lighting - still not working around the front door and that wall, but OK for now due the long days. Low level landscape lighting is being planned. CM agreed with the updating but cautioned not make it too luxurious. KD and the centre team will provide a range of proposals for the next meeting.
4. Financial Report.
 - a) There is £220,000 of which £83,000 is large donations. Minus legacies, there is a surplus of £35,000 for last year (after the new cabin was bought). Less was spent on team support this year.
 - b) RM said we need clarity about the running costs for retreats. TP asked how much a full team would cost.
 - c) March to April this year - income of £43,000 excluding donations. All agreed we are in a comfortable position. It appears to TP that we made a profit of £18,00 on the last quarter but its unclear exactly what this many is.
 - d) RM requested for next year budget and comparisons for 1 or 2 previous years, clarity for what many is earmarked for (running expenses separate from capital), activity figures (number of retreatants). All agreed. RM said that previous calculations suggest that we need 11 to 13 people per retreat to break even.

- e) Bursary Fund - KJ raised the need for clarity. RM suggested that we ask enough to cover food and heating - need for info to put a figure on this. JP asked that we give guidance for Pranjapriya. We need to check what bursaries have recently been given to inform a decision - all agreed.
- f) The team were thanked for managing Vajraloka's money carefully.
- g) Ratnagita (who managed a legacy which come to Vajraloka) - all agreed to think her and offer her a free retreat. RM to send a card to do this.

5. Guest Teacher's Rates.

- a) RM said we need more info re costs / income to inform this discussion. He thought £90 = 1.5 retreatants at a reduced rate of £77 per day. He suggested a guest teacher's rate of £85 per day. He said that some teachers don't ask for anything, while others lose earnings to come. This was agreed, to be back dated to the beginning of April and reviewed annually (yearly diary prompt to do this in October). TJ asked for this money not to be rounded up so that it can be increased each year in line with CPI.
- b) All agreed to review the cook's money.

6. Chair's Report.

- a) Recruitment strategy underway - advert to be circulated.
- b) Pleased re 'training' afternoon - fostered connection between participants who may otherwise not know each other.
- c) CM becoming treasurer is helpful, as is the clarification of TN's role in the mandala.
- d) Pylons - TN thinks the plan is now scrapped.

7. Team Check-in:

- KJ anticipated the need for a new kitchen manager when Akashapala leaves in November. She is confident we can manage this transition. The kitchen is helped by volunteers. Stay laid back.
- KD appreciated time for own practice and the settling generally. If we stay calm, clear and keep things simple confident we will ok re smaller team.

JP remarked on the friendly atmosphere currently.

8. Any Other Business.

- a) Review the cook's pay in the future.
- b) Ariyajit's letter requesting £200 for YouTube channel animations explaining Buddhism. All Agreed.
- c) Agenda for next meeting - donation to Tiratnaloka
- d) We need to know our outgoing donations.
- e) JP - environmental audit - what can we achieve?
- f) CM - What's the plan for spending donations. RM to cc the 3 year plan, which can be reviewed and review who is involved in the plan.
- g) CM asked about the recruitment process - KD said this is aimed at 3 roles: kitchen manager, maintenance and housekeeper. It will outline a transparent process and have a closing date. An advert will be circulated on buddhistcentreonline, our mailing list, Shabdha and local centres. Agreed that this will be aimed at OM's / Mitras with experience of going on retreat. There was a question of 1 year sabbaticals?

FWBO (CORWEN)

Annual Report for Year Ending 31st December 2023

The Friends of the Western Buddhist Order (Corwen) – henceforth FWBO (Corwen) – is registered with the Charity Commission , number 514363. The charity runs Vajraloka Meditation Retreat Centre, Tyn y Ddol, Corwen, Denbighshire LL21 0EN. The charity is constituted by Deed Trust, constituted in September 1983 and amended in November 1986 and again in December 2002.

FWBO(Corwen) is administered by a council of Trustees comprising, during 2023, Dh Rijumitra (William Gow) Chairman, Dh Vidyacitta, Treasurer, Dh Jinapalita, Dh Tejapushpa Entwistle and Dh Amita (Dr Sion Williams), Dh Tejananda (John Wakeman) and Dh Cittamoksa (Mark Shea).

The overall purpose of the charity is the advancement of the Buddhist Religion, and to encourage and teach members of the residential community at Vajraloka, and members of the wider Triratna Buddhist community (FWBO), and others, to live in accordance with the teachings of the Buddha and of Buddhism.

In particular the charity supports members of the Triratna Buddhist Order and Community and works in cooperation with the other groups within the Triratna Buddhist Community. The charity is organisationally and financially independent from these other groups, though all are under the spiritual guidance of the Triratna Buddhist Order.

The charity carries out its objectives principally by running residential retreats on the theme of Buddhist meditation. The retreats are mainly open to the general public, with various degrees of previous meditation experience. The capacity for

each retreat is 21 people. In addition, members of the residential team also visit other Buddhist groups and centres to teach.

Vajraloka Retreat Centre aims to have a residential community of between five and seven who support the running of the retreats. During 2023 the team included two women and two men. As well as living support a small stipend is offered to each member, together with a retreat/vacation stipend allowance.

Despite the reduced size of the community in 2023 we were able, with the help of Order Members living elsewhere, to offer a full range of residential retreats, as well as two online retreats. Retreats were well attended on the whole and the online ones continue to be very well attended with up to 100 people signing up. Donations for these continued to be generous.

During the year Tejananda who had been part of the Vajraloka team and community for 28 years, decided that it was time to move on and left in July. Tejananda has been a great asset to both the community and the team here and remains a valued trustee and visiting retreat leader.

Kusalajoti, our second woman community and team member, joined us from Dhanakosa retreat centre in early January 2023. Then Kavaradhi joined the community in September, both have begun to make a very positive contribution to Vajraloka.

In addition, other former members of Vajraloka community continue to play an active part in the wider team, which helps Vajraloka greatly: Padmadasa continues with the book-keeping and Prajnapriya administers the bookings. Both have also been active on retreat teams. Upeksanandi also continues with admin work for Vajraloka, having taken on programme planning, and will be ongoingly participating in retreat teams.

Huge gratitude goes to all who help Vajraloka to keep running and fulfilling its purpose, including our guest leaders and retreat team supporters. Particular thanks to our 'external' trustees who have continued to be highly supportive of the project, despite sometimes very demanding personal circumstances.

I took over as Chair in March and have received tremendous support in the transition from both the community and the trustees. Despite all the changes within the community the spirit of Vajraloka lives on and the charity continues to offer important support to people deepening their spiritual practice.

Dh Rijumitra (William Gow) Chairman. 30th April 2024

FWBO CORWEN

Financial Activities

January - December 2023

	TOTAL
Income	
4000 Donations received	3,166.00
4001 Donations (non gift aid)	3,000.50
4002 Donations for Online retreats	10,179.88
4006 Bursary donations	4,738.00
4400 Retreat income	110,596.95
4401 Retreat income following year	26,800.00
4701 Bank Interest	1,178.42
4801 Gift aid claimed	659.00
4810 Stationary/pharmacy items	256.97
4901 Solar Panel income	1,908.01
Services	0.00
Total Income	£162,483.73
Cost of Sales	
6400 Food and Kitchen	6,034.22
6402 Supermarkets	148.25
Total 6400 Food and Kitchen	6,182.47
6401 Suma wholefoods	18,660.83
6403 Fruit and Veg	8,838.86
6404 Shrine room costs	577.15
6501 Laundry	930.00
6601 Guest teachers and team help	17,609.94
Total Cost of Sales	£52,799.25
TOTAL	£109,684.48
Expenditures	
7002 Water	922.82
7003 Business tax/rates	3,404.65
7104 Premises Insurances	3,149.05
7105 Electricity	3,601.83
7106 Gas	7,196.71
7251 Chair/Mitra convener costs	1,150.00
7300 Printing, Postage and Stationery	157.56
7302 Office/General Administrative Expenses	2,473.96
7303 Bookkeeping	771.50
7304 Computer and software Costs	850.45
7350 Phone Costs	902.26
7450 Books/Other	39.98
7490 Gardening	355.85
7500 Repair and maintenance	3,255.58

FWBO CORWEN

Financial Activities

January - December 2023

	TOTAL
7505 Vehicle fuel	1,152.26
7506 Vehicle expenditure	403.59
7507 Vehicle licenses	320.00
7604 Vehicle insurances	938.75
7606 Medical	77.73
7609 Sundry Expense	80.71
7701 Bank charges	159.55
7702 Paypal Bank charges	2,503.85
7803 Team Support Akashapala	5,940.73
7804 Team support Kavaradhi	1,727.79
7805 Team Support Rijumitra	4,228.68
7806 Team Support Tejananda	11,278.50
7809 Team Support Prajnapiya	2,574.00
7810 Team Support Kusalajoti	5,073.03
7830 Team Recreation	462.30
7902 Accountancy and other Professional Services	141.60
7950 Dues and Subscriptions	-291.10
Total Expenditures	£65,004.17
NET OPERATING INCOME	£44,680.31
Other Expenditures	
7990 Long term spending	16,457.45
Total Other Expenditures	£16,457.45
NET OTHER INCOME	£ -16,457.45
NET INCOME/(EXPENDITURE)	£28,222.86

Note

1. Cittamoksha and Upekshanandi support is included in Guest/team help

BANK ACCOUNTS ; Nat West Current Account £64,712.16 . Nat West Deposit account £19,871.05
Savings Account £20.00 . PayPal £14,290.08. Petty Cash £200
Estimated Credit card debt (£500)



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
FWBO CORWEN

On accounts for the year ended

31st DECEMBER 2023

Charity no (if any)

514363

Set out on pages

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

27.02.2024

Name:

ROGER GOODMAN

Relevant professional qualification(s) or body