



PARISH OF ST MARY

St Mary's Youth and Community Centre

DRAFT AGM PACK

Association of Jersey Charities Membership Number: AJC343 / Registered Charity Number: 183

Meeting: 28th September 2023 at 19:00 at St Mary's Community Centre

Att: ALL MEMBERS WELCOME

Ref	Item
1	Welcome (TDG)
2	Minutes from EGM (CC)
3	Chairman's Report (TDG)
4	Treasurers Report (LH)
5	Election of additional members to the Management Committee (TDG)
6	Considering any other matter as may be decided and including on the convening notice (TDG)

Included Assets:

1. The Constitution of St Mary's Youth and Community Centre
2. Financial Statement for Year End 30th April 2023

Useful Links:

Item	Link
All Enquiries Form	https://forms.office.com/e/UjUz8yc4Ak
Centre Booking System	https://stmary.je/bookings/
Centre T&C's	https://stmary.je/terms-and-conditions-of-hire/
Donation Page	https://payments.citypay.com/UloDTVYSVA/_StMaryDonation
Facebook	https://www.facebook.com/stmarys.ycc

Chairman's Report for Year End 30th April 2023

To the Members of St Mary's Youth and Community Centre (Centre), Parish officials and our island users, I would like to thank all those who have given service to the Centre by volunteering on the Management Committee since the Centre was conceptualised and established.

The newly elected Management Committee (Committee) formed in October 2022 and the position of Secretary, Treasurer and Chair were ratified in our Parish Assembly in February 2023, I am especially grateful for the Committee's support.

Laura Hefford has prepared financial statements in collaboration with Andy Myers of Alex Picot and these shall be presented shortly.

As a Committee our approach has been to prioritised:

1. The Health and Safety aspects of the Centre is fit for all Users;
2. Project planning with longevity and contingency in mind; and
3. Accessing voluntary support.

As an initial report it is important to record a note on three aspects: where we were, where are now and, looking forward, what we hope to achieve with your support.

Pre-October 2022

A warm and heartfelt thanks to all the Management Committee's that have supported the Centre in previous years. Their contributes have provided and maintained the Centre as an asset for the benefit of current and future Members.

In terms of the recent financials, for End Year 30th April:

- 2022: Revenue £44,545; Expenditure £27,204; and Net Surplus / (Deficit) £17,341
- 2021: Revenue £4,950; Expenditure £21,052; and Net Surplus / (Deficit) (£16,102).

It is good to see that the Centre is recovering from the pandemic but there is no doubt that careful management of the accounts is needed.

We are exceptionally grateful to a number of Parish officials, Laura Hefford and Andy Myers for bringing these accounts to order which are now held by the Parish.

During this period, occupancy was low and many of the NPOs and Charities operating from the Centre had to manage their budgets carefully. Once restrictions softened, the return of social engagements steadily grew. New protocols and procedures (especially regarding cleaning and hygiene standards) were adopted. I would particularly like to recognise Kids' Club, SilverStar Nursey, and Youth Club for their efforts.

October 2022 to April 2023

On Thursday 15th December 2022 an Extraordinary General Meeting was held and a new Management Committee was elected with Glynn Bower providing a 6 month term as a member, Cynthia Cotillard representing the Parish as Procurer du Bien Public, Nia Percy as Honorary Secretary, Laura Hefford as Honorary Treasurer and myself as Chair. As per the

Centre's Constitution, the appointments of Secretary, Treasurer and Chair were ratified in the Parish Assembly on 9th February 2023.

Working with the Parish it was evident that organised records along with a formal communications structure was needed.

The Committee now operates a Microsoft Teams account so that when future Committees take on their roles, there's a structure to the financial, operational and marketing elements of the Centre. Importantly, the Microsoft account is owned by the Parish with the associated fees being the responsibility of the Centre, this provides a level of transparency and accountability for those serving on the Committee and for future Committees

During Q1&2 the focus was on identifying what requires, 'Management'. Initially, a review of the premises was undertaken to understand the urgent matters requiring attention. Through this process it was evident that both the cleaning and maintenance contracts provided limited, 'proof of value'. As such, it was decided that the Centre could no longer support the costs for such minimal return. Efforts were made to source and secure local trade professionals and in doing so, a termination notice was provided to AFM.

Various maintenance efforts were made with the hall, remaining the primary focus. An example being the dislodged tiles being returned to their original positions, only to within days, the tiles were again, dislodged.

It was evident that the Centre had no protection as User Agreements and Terms and Conditions were not formally in place or a process to record issues. The Committee has adopted a QR code and form to record any matter that Users wish to raise via the All Enquiries link: <https://forms.office.com/e/UjUz8yc4Ak>. This allows the Committee to understand, in real-time, where the issues lie. All regular Users have been asked, kindly, to follow this process. To date, 40 submissions have been made and all have been responded to.

We have been meeting with Users to implement Agreements and I thank all relevant parties for their continued efforts and valuable contributions.

In conjunction with the Agreements, it was clear that in order to generate revenues the Centre must look to:

1. Increase the Hire Rates for the time and space being occupied;
2. Increase the occupancy for the Centre assets and remove any top line, 'booking commissions', as such:
 - a. A grant from the Association of Jersey Charities (AJC) was sourced to deliver an online booking system;
 - b. The bookings were brought under the control of the Management Committee (thank you Laura Hefford for administering the booking system and calendars)
 - c. The booking system is held on the Parish website, available to all; and
 - d. We are especially grateful for the Parish support along with Blue Llama, CityPay, and the AJC.
3. Fundraising efforts:

- a. The Management Committee have successfully won grants / donations through the AJC, GoJ ConnectMe and JT; and
 - b. Centre quarterly events are being planned.
4. Provide a platform for donations:
 - a. Thanks to CityPay this is now live on the Parish website.

Near term 2023/2024

The Centre relies on, 'hands-on' Parishioners and Members. The majority of Committee members are in full-time employment and this has presented challenges with the day-to-day and future planning requirements for the Centre.

We are exceptionally grateful to the AJC for providing a grant to cover the costs of a one-year fixed term placement for a Centre Manager, who is contactable on: centre.manager@stmary.je.

In terms of the application process, again this was only possible due to the support received from Parish officials particularly the Constable.

Other items to address in the near term include: completing all regular User Agreements; PAT Testing; secure funding for the Muddy Bank Project; update all maintenance items and maintenance procedures; establishing quarterly community Centre events; installation of lift provisions so that it's in line with current regulations; and, building a reserve for larger identified projects.

Near to med term, we have identified that the configuration of the 1st Floor is not optimal. With childcare provisions requiring staff and toilet ratios, there is scope to review the layout (if a return can be identified). In addition, the Committee has been made aware of windows and doors that, after c.25 years of service may require replacement; an MOU between the Parish and the Centre is under review; a full structural survey may be required; some thought is needed regarding future User groups, their requirements and access; eco lighting installations; and the Committee must invest time in seeking options regarding how the Centres' heating and cooling system will be powered going forward. We anticipate significant oil heating costs this winter.

Further, we wish to build and strengthen our relationships with the Community, the Parish, St Mary's Church, St Mary's Primary School, and St Mary's Country Inn (who have already supported two Centre events).

Parish and Member Support

Throughout these seasons and certainly in most recent times, the Parish has been supporting the Centre. Our premises are a primary asset for SilverStar Nursery, Kids' Club (offering after school and school holiday provisions), and the Youth Club currently operate 3 evenings a week.

The challenge remains, in our collective ability, to balance the books for the needs of the community. The Centre looks for continued Parish support and moreso, Parishioner and Members support through:

1. Attending and contributing to Centre events
2. Booking the facilities for their social gatherings
3. Promoting the Centre to friends and family
4. Following and sharing the social media posts plus, updating those Members that may not be on social media who may benefit from the activities and events
5. Volunteering on the Events Sub Committee or other organised initiatives
6. If the opportunities allows, donating to our Charity page, and
7. Parish funding

Financial Support

Whilst the above stated activities will support the financial statements, these approaches will take time and investment. In the interim, further financial support from the Parish will be essential to safeguard the Centre as a Parish asset.

Management Committee

I would like to sincerely thank the Committee for having dedicated themselves. It is also especially important to thank the Committee's families and those that support them in providing their service to the Centre – remarkable, thank you.

The Committee acknowledges that the original principles for the Centre - to be self-sufficient and not a financial burden to the Parish or Parishioners of St Mary. In years gone by the Centre leveraged the skills and voluntary dedication of some extraordinary Parishioners and committed Members. We thank them all for their remarkable service.

Times have changed, there is more regulation, protocols and procedures to follow, particularly with maintenance, cleaning and H&S. No doubt, part of the answer is a blended approach and we look to be conservative with any financial spend.

To the Members and general public, we aim to be custodians and wish to gain your full support. I hope that by the next AGM we can report on further progress for the betterment of the Centre.

Tim De Gruchy
Chairman
26th August 2023

Treasurer's Report for Year End 30th April 2023

Firstly, I would like to thank everyone who manage to come this evening, and I would also like to take the opportunity to thank the Management Committee for their continued support and assistance since I have been Treasurer. After taking up the role officially in February 2023, I have since learnt I was naïve to think the role would be solely finance based and I have since learnt many additional skills.

I do hope all the changes that have been implemented are starting to show in the daily running of the building for the Users, and better accessibility for Community to use the Centre, and hopefully in the near future, my role should become slightly more financially orientated.

To the financial statements:

ST MARY'S YOUTH AND COMMUNITY CENTRE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 APRIL 2023

	Note	2023		2022	
		£	£	£	£
INCOME					
Booking Fees		14,020		8,490	
Tennis		884		1,793	
Rentals		28,943		32,855	
Bank interest		343		9	
Community Lunches		2,765		1,338	
Closure of CICS account		-		60	
Grants receivable	2	2,163		-	
Fundraising and donations		254		-	
		49,372		44,545	
EXPENDITURE					
Heat, light and water		14,271		12,716	
Building maintenance and cleaning		18,754		11,763	
Cleaning supplies for centre users		453		-	
Sundries		331		174	
Administrative charges		176		-	
Bank charges		98		36	
Fees charged – booking agent		3,338		2,123	
Telephone		406		392	
Furniture		1,038		-	
Booking system development		1,125		-	
		39,990		27,204	
PARISH EXPENDITURE					
Cleaning	3	7,633		5,944	
Facilities management	3	8,109		8,719	
Funded by Parish	3	(15,742)		(14,663)	
		-		-	
NET SURPLUS FOR THE YEAR			9,382	17,341	
RESERVES BROUGHT FORWARD			89,974	72,633	
RESERVES CARRIED FORWARD			£99,356	£89,974	

Total Income: £49,372 up from £44,545, a 10.8% increase.

Rents: £28,943 (down from £32,855), a 11.9% decrease. *Note 5 some rents were received late, some of this income is noted in the £8,743 and have since been received.

Bookings: £14,020 (up from £8,490), a 65% increase. As part of their agreed role, The Party Crew were in receipt of a booking charge of 25% charge on all bookings they handled. During the change in Committee there was also a transfer from The Party Crew as 'booking officer' back to the Committee.

Part of the increasing in income through the bookings was due to the full hire charge now being received by the Centre. There is also the post Covid catch up going on where our Users have been able to run their full years' worth of bookings and activities, hopefully to a Pre Covid level.

The Committee have also been working hard to get the word out about the Centre and we are hoping to have more Regular Users in the facility in the near future.

Tennis £884 (down from £1,793), a 50.7% decrease. Covid seemed to have the opposite effect on the Tennis Bookings, with most returning to the office, the uptake on a game of tennis seemed to take a hit. The good news is the new Membership option launched in 2023 seems to be having a good amount of interest and membership uptake seems positive so far.

Donations/Fundraising: Community lunches £2,765 (up from £1,338), a remarkable 106.7% increase. Big thank you to Marguerite and her team, who are doing a fantastic job to get numbers back up to post Covid.

Grants £2,163 to date Donations £254.

Bank Interest: £343 up from £9 (charges £98 up from £36). The Committee will be looking at better ways to hold our Reserves Account while the rates are much better than they have been for a while.

Expenditure: £39,990 up from £27,204, a 47% increase.

Cleaning and Maintenance: £18,754 (up from £11,763), a 37.3% increase. The Committee have looked in great details at the contract we were receiving from AFM and decided it was in the best interest of the Centre to look into getting different contracts in place to get better value. We now have a varied group of Supplies who work together and hopefully next years accounts will show we have better control over these costs.

Heating and Lighting: £14,271 (up from £12,716), a 12.3% increase. Heating and Lighting costs have grown considerably, the Centre takes a huge amount of energy to run. The Committee will be looking at these costs going forward, including the possibility of more energy efficient options.

Fees Charged – booking agent £3,338 up from £2,123, a 57.3% increase. These figures representing Party Crews 25% charge out for Centre bookings, which also showed the return of bookings following Covid.

Booking System £1,125. As part of the changes the new Committee has introduced a new online booking system, which can be found on the Parish Website. A grant was secured for the system through the Association of Jersey Charities. The full booking system build was £2,250. There are transactional and monthly fees based on charitable rates negotiated with CityPay. A 'proof of value' evaluation will be undertaken in January 2024 for H2 2023 considering all associated costs. Although costs will be shown in next years accounts, without advertising the system we are averaging 5-7 bookings a month with weekend bookings at £100 a session.

Parish Input:

Cleaning, Facilities Management: £15,742 up from £14,663, a 7.4% increase. This is the AFM charge, which as noted previously, the Committee decided we weren't getting good value for money therefore a new contract has been sought with Aqua Cleaning.

Reserves £99,356 up from £89,974, a 10.4% increase. Although this figure has risen, this is mainly due to a backlog of works not been undertaken for a variety of reasons. Much work is needed to keep the reserves looking this good after the backlog has been dealt with. Further in Q1 2023 the Management Committee introduced a Reserve policy as stated, in part:

'St. Mary's Youth and Community Centre has established and maintained a reserve account with a minimum balance of:

- *£58,000 for the replacement of the boilers. Quotes for replacements should be gained every 5 years.*
- *£10,000 for major electrical works.*
- *£10,000 for major plumbing and/or heating/cooling works.*

This reserve account will be used exclusively for the purpose of providing financial stability and support to the Charity.'

Parish Funding for 2023 - 2024

ST MARY'S YOUTH AND COMMUNITY CENTRE

BALANCE SHEET AT 30 APRIL 2023

	Note	2023		2022	
		£	£	£	£
CURRENT ASSETS					
Debtors and prepayments	4	17,633		10,278	
Cash at bank and in hand					
Current account		25,711		15,900	
Deposit account		64,755		64,412	
Playground account		-		-	
			108,099		90,590
CREDITORS: Amounts falling due within one year	5		8,743		616
NET CURRENT ASSETS			<u>£99,356</u>		<u>£89,974</u>
RESERVES					
Accumulated fund	6		<u>£99,356</u>		<u>£89,974</u>

Laura Hefford
Treasurer
26th August 2023

THE CONSTITUTION OF ST MARY'S YOUTH AND COMMUNITY CENTRE

A. NAME

The name of the organisation shall be ST MARY'S YOUTH & COMMUNITY CENTRE.

B. OBJECTS

1. To operate the St Mary Youth & Community Centre ("the Centre") on behalf of the Parish of St Mary ("the Parish"), for the benefit of parishioners and the wider island community
2. To operate the Centre in a financially efficient way, charging for the use of facilities as appropriate
3. To arrange for the maintenance of the property, internally and externally, its equipment and the surrounding grounds
4. From time to time to review the facilities available and to make recommendation for any amendments or upgrades as may be deemed advisable.

C. MEMBERSHIP

Membership shall be open to the following classes:

1. All persons eligible to attend and vote at an Assembly of the Principals and Electors of the Parish of St Mary
2. Individuals hiring the Centre on a regular contract lease basis
3. Any organisation hiring the Centre on a regular contract lease basis
4. Any person volunteering for and elected to a position on the management committee (see below)
5. Every individual member and each organisation shall have one vote at General Meetings.

D. MANAGEMENT COMMITTEE

The St Mary Youth & Community Centre Management Committee ("the Committee") shall comprise the following Officers:-

1. Chairman
2. Honorary Treasurer
3. Honorary Secretary
4. One of the two Procurers du Bien Public of the Parish, as agreed between themselves, who shall be the Vice-Chairman
5. Up to 4 persons each representing one of the main youth organisations using the Centre on a regular contractual basis
6. Such other members as the Officers deem appropriate and may appoint from time to time.

E. TERMS OF OFFICE AND APPOINTMENT

1. The appointments of the three Officers named in D1., 2. & 3. above will be made at the Annual General Meeting of the St Mary Youth & Community Centre and should be ratified at the Parish Assembly convened to approve the parish accounts ("the Rates Assembly")
2. The appointment of any Officer co-opted to fill a vacancy will be ratified at the next Parish Assembly.

F. CONDUCT OF MANAGEMENT COMMITTEE MEETINGS

1. Meetings will be convened at least four times a year
2. The quorum required for a meeting shall be 2 of the Officers together with 2 ordinary general members
3. The Chairman, whom failing the Vice-Chairman, will preside at all meetings. When neither is available the Meeting will be rescheduled and if this is not possible the other members of the Committee present shall appoint one of their number to act as Chairman
4. The Chairman of the meeting will have an additional casting vote in the event of a tied vote.

G. DUTIES OF OFFICERS

1. The duties of the Chairman are to:
 - a. Chair all meetings of the Committee and all General Meetings but where this is not possible the provisions of F.3. above will apply
 - b. Represent the Centre at functions/meetings as required
 - c. Act as spokesperson for the Centre when necessary
2. The duties of the Secretary are to:
 - a. Take and keep minutes of meetings
 - b. Prepare the agenda for committee and general meetings in consultation with the Chairman
 - c. In conjunction with the Chairman, deal with correspondence
 - d. Collect and circulate any relevant information amongst the members of the Committee
3. The duties of the Treasurer are to:
 - a. Supervise the financial affairs of the Centre and present a financial report at each meeting of the Committee
 - b. Keep proper accounts that show all monies collected and paid out by the Centre
 - c. Produce accounts annually made up to 30 April in each year.

Such accounts shall be audited by suitable competent persons who shall be nominated at the St Mary Youth & Community Centre AGM.

Such accounts shall be approved at the St Mary Youth & Community Centre AM and presented at the subsequent Rates Assembly.

H. DELEGATION

The Committee shall have the power to delegate any responsibilities to a Member of the Committee or any Sub-Committee appointed by the Committee and the recipients) of that delegated authority shall report fully to each meeting of the Management Committee.

I. ANNUAL GENERAL MEETING

1. An Annual General Meeting ("AGM") of members will be held as soon as practically possible after the finalisation of the Annual accounts
2. All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote
3. The quorum for an AGM will be 10 members
4. The business of the AGM shall include:
 - a. Receiving a report from the Chairman on the Centre's activities over the year

- b. Receiving a report from the Treasurer on the finances of the Centre
- c. Electing a new Management Committee and
- d. Considering any other matter as may be decided and included on the convening notice.

J. EXTRAORDINARY GENERAL MEETING

1. An Extraordinary General Meeting ("EGM") of members may be called by the Management Committee or by any ten members to discuss an urgent matter
2. The Secretary shall give all members fourteen days' notice of any Special General Meeting together with notice of the business to be discussed. All members shall be entitled to attend and vote
3. The quorum for an EGM shall be ten members.

K. ALTERATIONS TO THE CONSTITUTION

Any changes to this Constitution must be agreed by at least two-thirds of those members present and voting at an EGM or the AGM.

L. OWNERSHIP

1. The ownership of the land, buildings, contents and equipment will remain with the Parish or its successors in title in perpetuity
2. The Committee shall consult with the Constable of St Mary ("the Constable") in the event of any dispute with the owners Or tenants of the adjoining/adjacent properties
3. The Committee shall notify the Constable of any possible legal action threatened by any third party
4. The Parish shall arrange all insurances required, including; buildings, public liability and indemnity insurance for the management committee.

M. DISSOLUTION

1. In the event of the dissolution of the Committee whilst the Centre remains a Parish asset, all functions of the Committee will devolve to the Parish and any funds shall be transferred to the Parish and be ringfenced for the continued maintenance and operation of the Centre in accordance with the Objects listed in B above
2. In the event of the dissolution of the Committee following the disposal of the Centre by the Parish any funds held at the time of dissolution shall be transferred to the Parish and a Parish Assembly will determine how they are to be utilised.