



PARISH OF ST MARY

St Mary's Youth and Community Centre

AGM

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

Meeting: 3rd October 2024 at 19:30 at St Mary's Community Centre

Att: ALL MEMBERS WELCOME

Ref	Item
1	Welcome (TDG)
2	Minutes from AGM (SM)
3	Chairman's Report (TDG)
4	Treasurers Report (LH)
5	Financial Statements (LH)
6	Election of additional members to the Management Committee (TDG)

Included Assets: Schedule

1. The Constitution of St Mary's Youth and Community Centre
2. Financial Statement for Year End 30th April 2024
3. 1st Floor Scope
4. MAC Architectural draws Version 1

Useful Links:

Item	Link
All Enquiries Form	https://forms.office.com/e/UjUz8yc4Ak
Centre Booking System	https://stmary.ie/bookings/
Centre T&C's	https://stmary.ie/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 2024

Thank you for the opportunity to report on the activities being undertaken at Mary's Youth and Community Centre (Centre). As a public record, this document, along with the associated assets, is primarily generated for The Members (as defined in The Constitution), Parish Officials, Regulatory bodies and our Parishioners.

Management Committee

Special thanks go to the elected Management Committee (Committee) of Laura Hefford Treasurer, Sabrina Minier Secretary, Cynthia Cotillard Procurer, and Committee Members Nia Percy, Callum Coyle and Glynn Bower – I sincerely thank them for their stewardship and voluntary commitment to the Centre and Parish. Further, it is incredibly important to thank their family members and friends who willingly support them in their active roles.

Centre Manager

The most significant development during the financial year was the funding from the Association of Jersey Charities (AJC) for a Centre Manager and then the subsequent appointment of Jules Cabot. Jules has, in every way, supported and enhanced the environment. Her efforts (along with Jules' family) have been extraordinary and we are astounded by what's been achieved, the relationships that have been fostered and the significant progress that's been made. Jules, wholeheartedly, thank you.

The AJC funded the role for a 12 month term and whilst the accounts have shown remarkable progress, we hope that further support can be gained.

Quick summary

Last year the Committee's approach prioritised:

1. Ensuring that the Health and Safety aspects of the Centre is fit for all Users.
 - a. We believe that, whilst the financial statements show an increase in spend, these costs incurred were proportionate and of long-term benefit; and
 - b. We believe that, with the improvements in car park signage, car park lighting, PAT Testing and investment into the internal lighting/electricals, this has led to a safer environment for all.
2. Project planning with longevity and contingency in mind.
 - a. Much work has been undertaken and lesson learnt; and
 - b. Microsoft Team and our Parish email address ensure that decisions and actions are recorded for future Committees.
3. Accessing voluntary support.
 - a. This continues to be a great opportunity to invite and welcome the community to share their time and skills.

My initial AGM 2023 report recorded three aspects: where we were, where are now and, looking forward, what we hope to achieve with your support. Fortunately, this report shall be significantly shorter.

1st May 2023 – 30th April 2024

The Objects, defined in The Constitution provide 4 key elements for the Management Committee that deserve recognition. These being:

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*

Whilst numbers are not recorded to evidence the progress made, I believe it's true to say that The Kid's Club, Youth Club, SilverStar, Beavers, Clubs, Scouts, Keep Fit, Quilters and Tennis Club are all showing greater participation which is remarkable news.

We have also witnessed and welcomed the interests of new community groups using the Centre for their activities. St Ouen's Football Club (Juniors), Move More, The Repair Café, Pilates, Natura Base, Tennis and now a junior Tennis Coaching Club – JC Tennis and De Mond Gymnastics.

The online booking system has made the facility more visible and accessible. There have been 192 Transaction recorded in the financial year. I'd like to thank the Parish for allowing us to host: <https://stmary.je/bookings/>. Hopefully this serves to inform the public of other Parish events, matters and initiatives.

The Saturday lunches remain a huge success with Marguerite championing the cause on a monthly basis. The Team are amazing and these monthly events mean so much to so many.

During this period several events have taken place with a wonderful Christmas Fair and grotto rivalling any other in the island. Easter Bingo fundraiser, Easter Scavenger Hunt, Community Play events, Halloween Parties, Coffee Mornings, an end of term Bonanza and an incredible Summer Market.

2. *To operate the Centre in a financially efficient way, charging for the use of facilities as appropriate*

The Treasurer has provided a report on the financial statements. I would sincerely like to thank those entities that have truly supported us and frequently offset costs and time. Special mention to Safe and Secure Locksmiths, Focused IT, Aqua Cleaning, K M Rive Builders, Leonards Electrics, JT, AJC, Blue Llama, CityPay, C.I. Fire and C.I. Control.

3. *To arrange for the maintenance of the property, internally and externally, its equipment and the surrounding grounds*

Yes, there has been plenty of items to keep us occupied and the Centre is looking in good condition given its age and usage. A special thank you to Jason and Guy who have made the grounds look so inviting.

4. *From time to time to review the facilities available and to make recommendation for any amendments or upgrades as may be deemed advisable*

During the course of the year we received a formal proposal to install 3 Padel tennis courts to reside on top of the existing court. The proposal was given considerable attention due to the

success of Island Padel and the emergence of this sport across the UK and Europe. I am grateful to Alex Cornish for thoroughly investigating the opportunity and bearing costs for all manner of surveys for which he has shared with the Committee. A recommendation was put forward to the Parish however, on further investigation, environmental health required a bat survey to monitor activity in the area that ultimately compromised the viability of the project.

Charitable Donations

The efforts to fundraise is challenging especially given the charitable needs of other entities in the Island. The Committee have been active and there is enormous appreciation to:

- The Association of Jersey Charities
- St Mary’s Parish
- St Mary’s Church, Don de Faye Trust Fund
- St Marys Public House
- Jersey Skatepark Association
- JT
- Ellis Foundation
- Safe and Secure Locksmiths
- GoJ Connect Me
- Fetch and Karrie

Many of the funds are, rightly, restricted for set causes. That said, the funds have given us the confidence to invest in (hopefully) the right areas, with quality in mind, to improve the Centre for the long-term.

Headline Financials

End Year 30th April

Year	Revenue	Expenditure	Net Surplus / (Deficit)
2024	£88,962	£59,578	£29,384
2023	£49,372	£40,590	£8,782
2022	£44,545	£27,204	£17,341
2021	£4,950	£21,052	(£16,102)

Whilst we have seen a significant increase in expenditure YoY of 46.8% (and even more impactful if comparing 2024 v 2022 – a 119% increase), this is due to minimal investment and the opportunities to invest, in previous years. As a forecast (so there’s no surprises), we estimate c.£65k expenses over the next 12 months should there be no significant unforeseen costs.

Recommendations for the year ahead

1. To retain Jules as Centre Manager (funding will be required);
2. Improve the internal aesthetic condition of the Centre;
3. Increase Regular User rates, due to inflation, by 6%. See: <https://www.gov.ie/StatisticsPerformance/BusinessEconomy/pages/inflation.aspx>; and
4. Seek to invest a reserve of funds for greater interest growth.

Projects

The stated recommendations above are our priorities in the near-term. Looking longer-term, we have much need to reconfigure the 1st floor with additional facilities to support our users and community in the future. An initial scope and architectural plans have been drawn up – see the schedules. Work will continue on these plans but the launch of such works is well beyond 12 months.

Conclusion

I would like to share how incredibly grateful I am for the support we have received this year. It's been wonderful to see the Centre in active use, the Tennis court serving a real purpose and general vibrance of the St Mary's Community. There are a great many to thank – so thank you to all of those who have contributed so positively this year.

To you the Members and general public, the Management Committee aim to be custodians of your Centre and thank you for your full support. Again, I hope that by the next AGM we can report on further progress for the betterment of the Centre – an incredible asset for the Parish and island.

Tim De Gruchy
Chairman
23rd July 2024

Treasurer's Report for Year End 30th April 2024

Firstly, I would like to express my gratitude to everyone who has managed to join us this evening. I would also like to take this opportunity to thank the Management Committee for their unwavering support, and Andy Meyers at Alex Picot for their meticulous work in preparing our accounts. Finally a thank you to the Constable and Administration at the Parish Hall.

A massive thank you goes out to The Association of Jersey Charities, The Ellis Foundation, St Mary's Parish Church, Connect Me, JT, Fetch and Karrie and The Coop for their generous donations towards various projects. Their support has been invaluable in helping us achieve our goals.

As we reflect on the past year, our focus remains on delivering sustainable growth, enhancing operational efficiency, and creating long-term value for our community. 2023 was a year of significant investment in the Centre, with an emphasis on bringing the building in line with current health and safety standards. This was a top priority for the Committee, given the diverse range of users frequenting the building. We managed these expenditures while also navigating the rising cost of living by partnering with reliable local suppliers who have a deep understanding of the local market.

This year's accounts also include the addition of Jules Utting Cabot's Employment. I believe we can all agree that her contributions have added tremendous value, not just financially, but also through her dedicated efforts to foster community engagement. While the rewards of her work may not be currently reflected in the financial statements, they are clearly evident in the regular and vibrant participation of the community at our site on a daily basis.

To the financial statements:

Total Income: £92,582 up from £44,545, a 108% increase.

User Rents: User rents for the year totalled **£35,327**, reflecting a 22% increase from the previous year's £28,943. This growth can be attributed to the successful onboarding of several new users in 2024 and keeping current agreements in line with RPI increases where applicable. Notable contributors include:

- **Move More Jersey Sport:** A regular toddler soft play session.
- **NatureBase:** A Forest School Community Play program conducted outdoors, regardless of weather conditions, leveraging our grassy area, NatureBase also offer free sessions as part of the ConnectMe Government Programme.
- **JC Tennis:** A new initiative providing Saturday tennis sessions tailored for children.

These additions have significantly bolstered our rental income, highlighting the growing demand for diverse community-based activities.

Bookings: Bookings revenue for the year amounted to **£10,743**, a 23% decrease from the previous year's £14,020. This decline is primarily due to the transition to our new online booking system in 2023, which has significantly reduced booking fees. When considering these lower charges, the adjusted booking profit stands at £9,216, compared to £10,682 previously, representing a 14% decrease.

It was noted that demand for building rentals decreases during the summer months. To address this, we have extended our booking options to include the Grassy Area from June 2024, which we anticipate will positively impact next year's financial results. Additionally, we have made concerted efforts to establish new relationships with a range of party and event suppliers, aiming to enhance our presence in the party rental market and broaden our service offerings.

Tennis: Tennis revenue reached **£2,374**, marking a significant 168% increase from the previous year's £884. This impressive growth is largely attributed to the strategic decision in 2023 to transition from the previous system to a membership-based model. The introduction of memberships was supported by a targeted media campaign, which successfully raised awareness and drove engagement.

Looking ahead to 2024, we are exploring the introduction of different membership levels to cater to a broader range of participants and further enhance our offerings.

Donations/Fundraising: Donations and fundraising efforts brought in **£37,409**, representing an extraordinary 1,448% increase from the previous year's £2,417. This significant growth is largely due to successful applications to grants and funding initiatives, including:

- **Connect Me** – Government Funding: Secured funding to purchase event marquees, which have already been utilized multiple times since acquisition.
- **Association of Jersey Charities:** Contributions enabled several key improvements and purchases, including the redrawing of car park lines and markings, a lockable fridge for the Youth Club's tuck shop, a commercial carpet cleaner, PAT testing across the building, a commercial microwave, and the installation of a commercial kitchen fan.
- **Ellis Foundation:** Kindly donating toward community initiatives. These funds have been ring fenced for potential use in facility upgrades in 2026, providing value support for the community.
- **St. Mary's Parish Church:** Funds allocated to support families within the community. We are currently engaging with our users to determine the most impactful ways to distribute this support.

Community lunches: Revenue from community lunches totalled £2,493, reflecting a 10% decrease from last year's £2,765. This decline can be partially attributed to one of Marguerite's scheduled dates being repurposed for a Community Event, which is reflected in the Community Events income instead.

Despite this, Marguerite and her team continue to do an outstanding job, and their invaluable efforts are greatly appreciated by the Committee and the Community. We extend our sincere thanks to them for their continued dedication and hard work.

Community Events £2,882 – Community Events generated £2,882, showcasing the vibrant and diverse activities held throughout the year. Key highlights include:

- **2023 Summer Event:** The Centre was opened with stalls in the hall, a café upstairs, and outdoor activities including bouncy castles and forest school play.
- **2023 Christmas Fair:** This event was an outstanding success, leading to continuous requests from stallholders eager to participate in Christmas 2024.
- **2024 Easter Scavenger Hunt:** A delightful and challenging activity for participants of all ages, which proved popular and will be revisited in 2025.

- **2024 Easter Bingo:** Organized in partnership with the Youth Club, this event was our busiest Bingo to date, featuring a café run by the Centre and bingo numbers called by the youth club.

These events have not only contributed financially but have also strengthened our community engagement and presence.

Bank Interest: Bank interest income increased significantly to £1,354, up from £343 last year, representing a 294% rise. However, bank charges also increased slightly to £114 from £98. Despite the substantial increase in interest income, we recognize that there are potentially better opportunities available for our savings.

As a result, the Committee is actively exploring more advantageous ways to manage our Reserves Account, especially given the current favourable interest rates. This will ensure that we maximize returns while maintaining financial stability.

Expenditure: £59,736 up from £40,590, a 47% increase.

Cleaning and Maintenance: Cleaning and maintenance expenses totalled £26,138, a 39% increase from last year's £18,754. This rise is attributed to significant upgrades across the building. We have built a team of Local Suppliers who work well together and have been able to completely audit the building to include the following Key projects:

- **Electrical Upgrades:** The entire building underwent thorough fuse board and electrical testing, with lighting upgraded to modern LED fittings.
- **Heating System Control:** The heating system is now running more efficiently with remote access capabilities planned in 2024, allowing for better control and efficiency.
- **Building Security and Safety:** All broken hinges, locks, and finger guards were replaced throughout the facility to improve security and safety.
- **Outdoor Improvements:** New bins were installed outdoors, and new benches were provided through Acorn. Additionally, car park lighting was replaced and upgraded.
- **Foyer Flooring:** The old flooring in the foyer was removed over a long weekend to minimize disruption, and new flooring was installed.

These investments have brought much of the building up to date, addressing critical maintenance needs.

Heating and Lighting: Heating and lighting expenses decreased by 15% to £12,080, down from £14,271 last year. After facing considerable increases in heating costs the previous year, we focused on regaining control through more effective management of the heating system and upgrading outdated, inefficient equipment. These efforts have resulted in reduced energy consumption and lower overall costs, contributing to improved financial efficiency in this area.

Fees Charged – £1,527 (down from £3,338), a 54% decrease. The move to an online platform has meant that the voluntary Management Committee have been able to gain control and create efficiency in the hiring of the building reducing our requirement for a booking agent.

Parish Input:

Cleaning, Facilities Management: Expenses for cleaning and facilities management decreased significantly to £7,643, down from £15,742 last year, representing a substantial 51% decrease. This reduction is primarily due to the new cleaning contract with Aqua Clean, which has clearly provided better value for money. The improved contract terms have allowed us to maintain high standards of cleanliness and facility management while significantly reducing costs.

Reserves £131,602 up from £98,756, a 33% increase. As previously, there is a requirement to keep enough in reserves for any major fault that may occur. We are also looking into a large project for 2025/2026 which we are going to start looking for funding for so any additional reserve at this stage is provisionally allocated to 2025/2026.

'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.'

Laura Hefford
Honorary Treasurer
2024

ST MARY'S YOUTH AND COMMUNITY CENTRE
ACCOUNTS
AT 30 APRIL 2024

ST MARY'S YOUTH AND COMMUNITY CENTRE

MANAGEMENT COMMITTEE

T De Gruchy	Chair
S Minier	Secretary
L Hefford	Treasurer
C Cotillard	Member
G Bowyer	Member
N Percy	Member
C Coyle	Member

REVIEWING ACCOUNTANTS

Alex Picot
Chartered Accountants
The Le Gallais Building
6 Minden Place
St Helier
Jersey
JE2 4WQ

**INDEPENDENT CHARTERED ACCOUNTANTS' REVIEW REPORT TO THE COMMITTEE OF
ST MARY'S YOUTH AND COMMUNITY CENTRE**

We have reviewed the financial statements of St Mary's Youth and Community Centre for the year ended 30 April 2024, which comprise the Profit and Loss Account, the Balance Sheet and the related notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the accounting policies set out therein.

Committee's Responsibility for the Financial Statements

The Members are responsible for the preparation of the financial statements in accordance with the accounting policies of the Centre and for being satisfied that they give a true and fair view.

Accountants' Responsibility

Our responsibility is to express a conclusion based on our review of the financial statements. We conducted our review in accordance with International Standard on Review Engagements (ISRE) 2400 (Revised), Engagements to review historical financial statements and ICAEW technical Release TECH 09/13AAF (Revised) Assurance review engagements on historical financial statements. ISRE 2400 (Revised) requires us to conclude whether anything has come to our attention that causes us to believe that the financial statements, taken as a whole, are not prepared, in all material respects, with applicable law and the accounting policies set out therein. ISRE 2400 (Revised) also requires us to comply with the ICAEW Code of Ethics and the FRC's Ethical Standard, as applicable.

Scope of the Assurance Review

A review of financial statements in accordance with ISRE 2400 (Revised) is a limited assurance engagement. We have performed procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, applying analytical procedures and evaluating the evidence obtained. The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (UK). Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements have not been prepared:

- so as to give a true and fair view of the state of the entity's affairs as at 30 April 2024, and of its surplus for the year then ended; and
- in accordance with the accounting policies set out therein.

Use of our report

This report is made solely to the entity's committee, as a body, in accordance with the terms of our engagement letter. Our review has been undertaken so that we may state to the entity's committee those matters we have agreed with them in our engagement letter and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's committee as a body, for our review work, for this report, or the conclusions we have formed.

ST MARY'S YOUTH AND COMMUNITY CENTRE
INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 APRIL 2024

	Note	2024		2023	
		£	£	£	£
INCOME					
Centre Hire		10,743		14,020	
Tennis		2,374		884	
Member rentals		35,327		28,943	
Bank interest		1,354		343	
Community Lunches		2,493		2,765	
Community event income		2,882		-	
Grants, and donations	2	37,409		2,163	
Fundraising		-		254	
			92,582		49,372
EXPENDITURE					
Staff costs		9,266		-	
Heat, light and water		12,080		14,271	
Building maintenance and cleaning		26,138		18,754	
Cleaning supplies for centre users		368		453	
Sundries		377		331	
Administrative charges		1,244		176	
Marketing		525		-	
Bank charges		114		98	
Card charges – booking system		1,527		-	
Fees charged – booking agent		-		3,338	
Telephone		637		406	
Furniture and equipment		5,953		1,038	
Booking system development		-		1,125	
Community event costs		907		-	
Accountancy and assurance		600		600	
			59,736		40,590
PARISH EXPENDITURE					
Cleaning	3	7,637		7,633	
Facilities management	3	-		8,109	
Funded by Parish	3	(7,637)		(15,742)	
			-		-
NET SURPLUS FOR THE YEAR			32,846		8,782
RESERVES BROUGHT FORWARD			98,756		89,974
RESERVES CARRIED FORWARD			<u>£131,602</u>		<u>£98,756</u>

The notes on page 4 form part of these accounts
Independent Review Report - page 1
2

ST MARY'S YOUTH AND COMMUNITY CENTRE
BALANCE SHEET AT 30 APRIL 2024

	Note	2024		2023	
		£	£	£	£
CURRENT ASSETS					
Stock		137		-	
Debtors and prepayments	4	11,497		16,410	
Cash at bank and in hand					
Current account		33,294		25,711	
Deposit account		94,324		64,755	
Development account		5		-	
Playground account		1		-	
		139,258		106,876	
CREDITORS: Amounts falling due within one year	5		7,656		8,120
NET CURRENT ASSETS			<u>£131,602</u>		<u>£98,756</u>
RESERVES					
Accumulated fund	6		<u>£131,602</u>		<u>£98,756</u>

The accounts were approved by the Committee on:

.....2024

and signed on its behalf by

.....

.....

The notes on page 4 form part of these accounts
Independent Review Report - page 1

ST MARY'S YOUTH AND COMMUNITY CENTRE

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2024

1. ACCOUNTING POLICIES

1.1 Basis of accounting

The accounts have been prepared under the historical cost convention, and in accordance with accounting policies selected by the Centre.

1.2 Income and expenditure

Income and expenditure is accounted for on an accruals basis with the exception of bank deposit interest which is brought to the credit of income and expenditure account when it is received by the Centre.

1.3 Fixtures, fittings and equipment

It is the policy of the Centre to write off any expenditure on fixtures, fittings and equipment in the year in which it is incurred.

2. GRANTS RECEIVABLE

During the year certain grants were secured on terms that required proof of expenditure relating to relevant costs prior to receipt. Accordingly, income relating to this grant is recognised as these performance obligations are met. During the year, £3,620 (2023: £2,163) was recognised as recoverable following related furniture and equipment, booking system development and building maintenance and cleaning expenditure.

3. PARISH PAYMENTS

During the period, cleaning contract and facilities management costs were paid directly by the Parish. The amounts are included in the profit and loss account for information purposes only.

4. DEBTORS

	2024	2023
	£	£
Other debtors and prepayments	7,333	7,076
GST Recoverable	4,164	9,334
	<u>£11,497</u>	<u>£16,410</u>

5. CREDITORS: Amounts falling due within one year

	2024	2023
	£	£
Trade creditors and accruals	2,899	4,648
Deferred income	4,757	3,472
	<u>£7,656</u>	<u>£8,120</u>

6. ACCUMULATED FUND

	2024	2023
	£	£
At beginning of the year	98,756	89,974
Net surplus for the year	32,846	8,782
At end of the year	<u>£131,602</u>	<u>£98,756</u>

Within the accumulated fund restricted balances relating to unspent grant income donated to the Centre for specifically defined purposes. At 30 April 2023, the remaining restricted balances within the above total are:

£7,960	Association of Jersey Charities towards the employment of a Centre Manager;
£10,000	Ellis Foundation in respect of Community Centre upkeep; and
£1,000	St Mary's Parish Church support of activities and trips for children.

ST MARY'S YOUTH AND COMMUNITY CENTRE

NOTES TO THE ACCOUNTS (Cont.)

FOR THE YEAR ENDED 30 APRIL 2024

7. MANAGEMENT COMMITTEE'S REMUNERATION & EXPENSES

Members of the Management Committee receive no remuneration. It is the policy of the Centre to reimburse reasonable expenses incurred exclusively on behalf of the Centre.

SCHEDULE 1:

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.

Version 6 October 2018 – Final

SCHEDULE 2:

DRAFT 1ST FLOOR SCOPE

St. Mary's Youth and Community Centre

Project Plan: A. Centre Toilet Refurbishment

Project Overview:

- Objective: To refurbish the 1st floor to accommodate 5 individual unisex toilets, a small storage space, and a tuck shop for the youth club.

Preparation Phase:

1. Gather requirements and specifications from stakeholders.
 - a. 5 independent unisex toilets, each with:
 - i. Paper dispenser
 - ii. Sanitary bin
 - iii. Alarm
 - iv. Integrated basin, soap dispenser and dryer
 - v. Flooring vinyl lifted up the wall
 - vi. Ventilation
 - b. A separate storage unit that hold space for:
 - i. an integrated washer/dryer
 - ii. mop and bucket
 - iii. Hoover
 - iv. Hot and cold water
 - v. A sink for dirty waste
 - vi. Ventilation
 - vii. Storage for cleaning materials
 - c. Tuck shop
 - i. Sales area
 - ii. Electric
 - iii. Refrigeration
 - iv. Basin
 - v. Prep area
 - vi. Storage for consumables
 - vii. Ventilation
 - viii. Storage for cleaning materials
 - d. Exit / counselling / breakout room
 - i. A space for time out
 - e. Obtain necessary permits and approvals from local authorities.
 - i. Parish Approval
 - ii. Planning Approval
 - iii. User Approval
 - f. Allocate budget and resources for the project.
 - g. Hire contractors and subcontractors if needed.

Design Phase:

Collaborate with architects and designers to create a layout for the renovated space.
Finalize the design considering functionality, safety, and aesthetic appeal.
Procure materials and equipment required for the renovation.

Construction Phase:

Clear the 1st floor area and prepare it for renovation.
Begin construction work according to the approved design.
Install plumbing, electrical wiring, and ventilation systems for the toilets and tuck shop.
Build partitions for individual toilets.
Construct storage space and install shelves and integrated washer/dryer machine, mop and bucket, and sink for drainage.
Set up the tuck shop area with counters, shelves, and necessary equipment.

Finishing Phase:

Paint walls and ceilings, apply finishes, and install flooring.
Install fixtures and fittings in toilets, changing rooms, storage facility and the tuck shop.
Test all utilities and facilities to ensure functionality and safety.
Conduct a final inspection to address any defects or issues.

Post-Construction Phase:

Clean the renovated area thoroughly.
Train staff or volunteers on operating new facilities and equipment.
Coordinate with stakeholders for the official opening of the renovated space.
Collect feedback from users and address any concerns or suggestions.
Close out the project, including final documentation and financial reconciliation.

Timeline:

Start Date: [Insert Start Date]
End Date: [Insert End Date]

Budget:

Total Budget: [Insert Total Budget]
Allocated Budget for Renovation: [Insert Allocated Budget]

Resources:

Project Manager
Architects and Designers
Contractors and Construction Workers
Suppliers for materials and equipment

Risk Management:

Identify potential risks such as delays, budget overruns, or regulatory issues.

Develop mitigation strategies to address identified risks.

Monitor project progress regularly and adapt plans as needed to minimize risks.

Communication Plan:

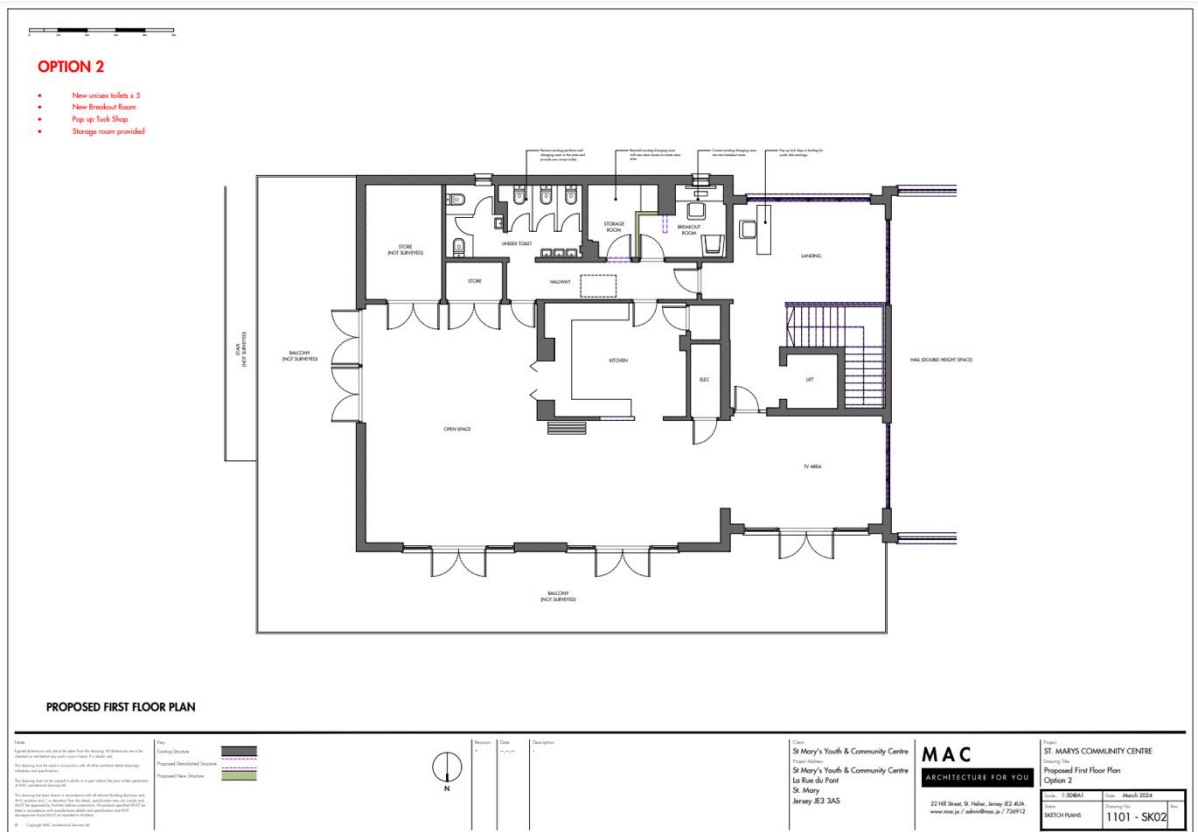
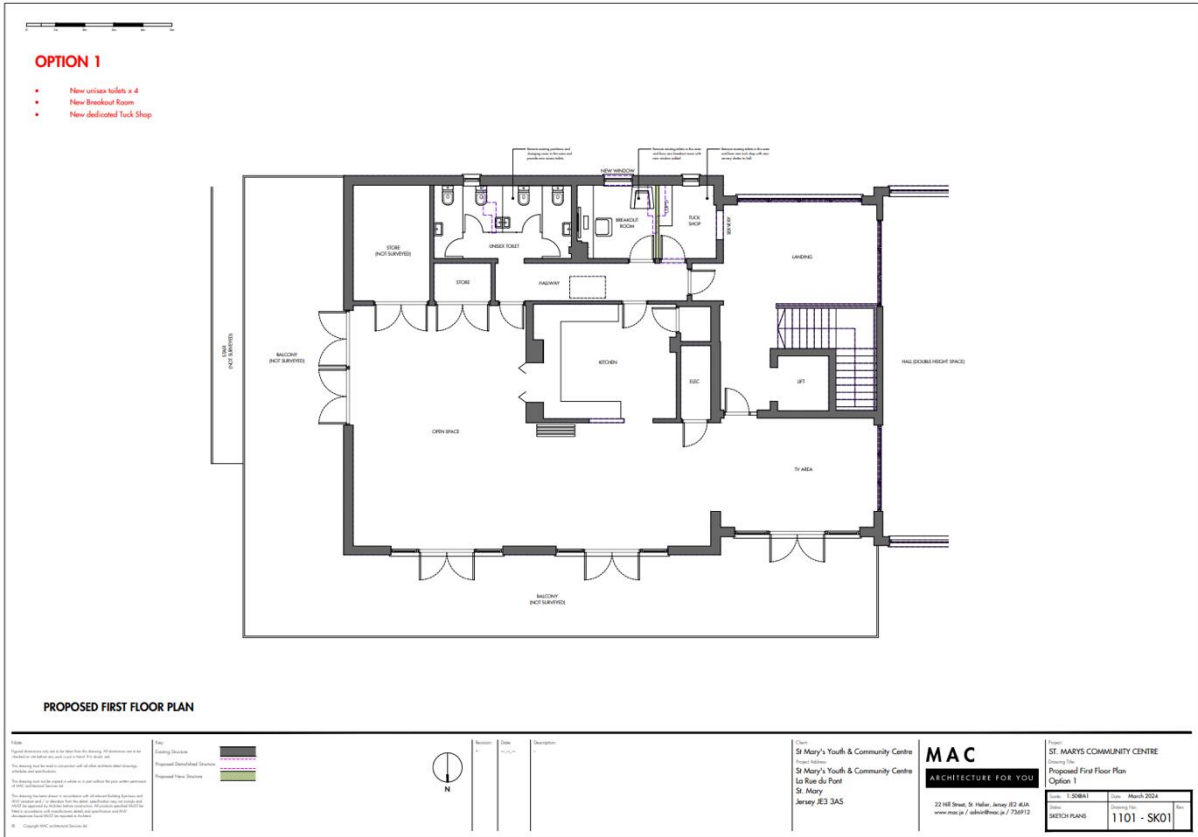
Hold regular meetings with stakeholders to provide updates on project progress.

Establish channels for feedback and communication throughout the project duration.

SCHEDULE 3: Existing 1st Floor Drawings

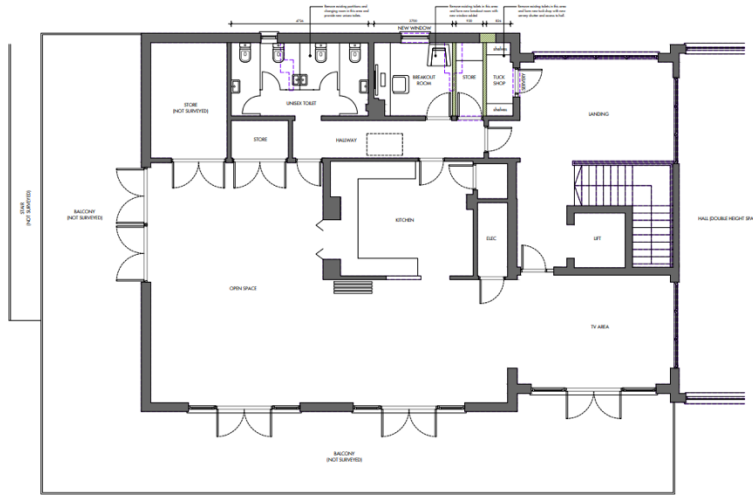


SCHEDULE 4: Initial Drawings



OPTION 3

- New units toilets x 4
- New Breakfast Room
- Small Tuck Shop
- Storage room provided



PROPOSED FIRST FLOOR PLAN

Notes:
 1. All dimensions are to the face of the wall unless otherwise stated.
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 3. The drawing is for information only and does not constitute an offer of any services or products.
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 10. The drawing is for information only and does not constitute an offer of any services or products.

Color	Description
Black	Existing Structure
Grey	Proposed Demolished Structure
Green	Proposed New Structure



Revised	Date	Description

Client:
 St Mary's Youth & Community Centre
 Project location:
 St Mary's Youth & Community Centre
 La Rue du Port
 St. Mary
 Jersey JE3 3AS

MAC
 ARCHITECTURE FOR YOU
 22 Hill Street St. Helier, Jersey JE2 6JA
 www.mac.jr / admin@mac.jr / 738972

ST. MARYS COMMUNITY CENTRE	
Proposed First Floor Plan	
Option 3	
Scale: 1:500A1	Date: March 2024
Sheet:	1101 - SK03