



**PARISH OF  
ST MARY**

St Mary's Youth and Community Centre

**DRAFT AGM FYE 31.12.2024 PACK**

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

Meeting: 25<sup>th</sup> September 2025, at 19:30 at St Mary's Community Centre

Att: ALL MEMBERS WELCOME

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

  
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**Included Assets:**

1. Financial Statement for Year End 31<sup>st</sup> December 2024
2. The Constitution of St Mary's Youth and Community Centre

**Useful Links:**

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

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## Chairman's Report for Year End 31<sup>st</sup> December 2024

To the Members of St Mary's Youth and Community Centre (Community Centre), Parish officials and our island users, I would like to thank all those who have given service to the Community Centre by volunteering on the Management Committee now and since the Community Centre was formed – it truly is a wonderful asset for the community to enjoy.

As my term of service draws to a close (1<sup>st</sup> October 2025) I'd like to reflect on some of the priorities during my tenure and perhaps offer some thoughts for the Management Committee team who'll, no doubt, continue to build the community spirit from strength to strength.

### Financial Year End

From the outset it is worth reporting that the Financial Year End has been adjusted from the 30<sup>th</sup> April to 31<sup>st</sup> December. The Management Committee voted unanimously on this change to provide financial statements to the Parish in advance of their Financial Year End, 30<sup>th</sup> April. This approach was also supported by Alex Picot, the representative Accountants.

### Headline Financials

| Year                           | Revenue | Expenditure | Net Surplus /<br>(Deficit) |
|--------------------------------|---------|-------------|----------------------------|
| 31 <sup>st</sup> December 2024 | £63,292 | £47,350     | £15,942                    |
| 30 <sup>th</sup> April 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)                  |

Note to the reader, comparisons from this year to last should be more of a formula as there were, in effect, only 8 months of 'trading'.

### Previous Recommendations

During the AGM 2024 it was put forward to the Members that the Management Committee recommends the following 4 objectives:

1. To retain Jules as Community Centre Manager (funding will be required);



We have been able to retain Jules on a further 12 month employment contract having successfully applied for and received funding of 50% from the Association of Jersey Charities. We are tremendously grateful for their support and all the contributions that Jules has made, remarkable.

2. Improve the internal aesthetic condition of the Community Centre;

It's been several years since the Community Centre has had a made over. Quotes were sought for the redecoration of the whole Community Centre. Again, thank you to the Association of Jersey Charities for financial support under their small grant scheme.

3. Increase Regular User rates, due to inflation, by 6%. See:

<https://www.gov.je/StatisticsPerformance/BusinessEconomy/pages/inflation.aspx>;

Jersey is not alone in increases in inflation and the recommendation at the AGM 2024 to improve the rental fees by 6% was actioned and caused some reaction. Thank you to all entities for their input.

4. Seek to invest a reserve of funds for greater interest growth.

Perhaps one area that we are yet to capitalise on is the investment of reserves in a vehicle that'll provide a genuine return. Due to the nature of our recent undertakings, access to funds has been a priority. As such, we have held reserves in our HSBC account that has yielded a sum of interest, £1,249 over the 8 month period. Given the lack of investment knowledge and experience within the Management Committee plus, the complexity of current trading markets (at the time of writing April 2025), we are pleased with this result.

## Highlights during this Period 1st May – 31st December 2024

There has been some incredible contributions and events held at the Community Centre. The diversity and range of activities has been transformed for the better. Access to book the facilities has led to more opportunities, greater awareness, additional suppliers and greater community engagement – we are particularly proud of these achievements.

During this period, 78 Community Centre booking using the online platform:

<https://stmary.je/bookings/> and 19 transactions for Tennis Membership.



For the record, our Facebook account has 1,099 followers and 886 likes (April 2025) and now steadily growing with 902 likes (August 2025).

#### Key Activities:

Over the past 8 months, we've created unforgettable memories through a vibrant array of community events and initiatives:

Supported and attended GoJ Connect Me events and hosted a spectacular Liberation Day 2024 celebration Party in the Parish' was hosted by the Community Centre - organised by a team of Parish associations, chaired by the Constable; Youth Club sharpened their archery skills, while Kid's Club enjoyed Feel Good Fridays; Community Lunches brought people together, led by Marguerite and her dedicated team; Engaged St Mary's Primary School students with pétanque pros and connected with NEF children for Forest Friends; Hosted part of the Dementia Jersey's Big Brain Challenge, Jersey Heart Support Group, and Move Dance Studio; Celebrated Volunteers Week, promoted our new Community Officer, PC Joe Richardson, and collaborated with St Ouen Parish for a joint Battle of Flowers float; organised Picnics in the grounds and a Pumpkin Party; Facilitated Move More's space-themed session, Jersey Repair Café, JT Just Giving event, and parking for Jersey Rally fans; Hosted a Stay Awake All-Nighter for Youth Club, a mega foam party with Jersey Showman, and provided interim space for Du Mond Gym junior gymnasts; Installed new benches from Acorn, installed an interactive whiteboard (donated by a parishioner), agreed on a community skateboard ramp from Skateboard Jersey; Saw increased participation in Tennis coaching and Tennis Camps, delivered more tree trunks with Fetch and Karrie, and became active with Zumba (Jersey Sport) and Naturebase muddy adventures; Supported Pride of Jersey, welcomed Santa for a fabulous Christmas Fair, and even had birds nesting in our cigarette bin!

#### 2025 onwards

This year the focus remains on the B. Objects of the Constitution:

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#### *'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.*



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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.*
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1. We, the Management Committee, will be focusing on accessibility to the Community Centre for existing and new members.
2. We aim to operate the Community Centre in a financially efficient way, committing to Quickbooks for financial transparency and declaring our accounts as soon as practically possible.
3. We shall see:
  - a. The repainting of the interior of the Community Centre to improve the environment for all Users.
  - b. The QR code for all enquiries shall remain our key source of reference for any matters arising that Members may wish to provide. New wayfinding and signage will be installed.
4. In terms of amendments and upgrades, the Management Committee shall continue to prioritise Health and Safety for all Users. That said, there are known expense that we shall have to provision for, these being and not limited to:
  - a. The upgrade or installation of a new lift
  - b. The upgrade or installation of a new heating system
  - c. Whilst strictly not under the Community Centre remit, the external footpath lighting needs replacing.

## With Change comes Opportunity

Serving St Mary's Youth and Community Centre has been an immense honour. The Management Committee and Centre Manager form a fantastic team, the relationship with Parish officials is exceptionally positive, the community spirit is vibrant, and the Centre's financial stability has largely been restored.

Now is the perfect moment for new leadership to step forward and drive meaningful progress for both current and future community members. Reflecting on my three-year tenure, I feel a deep sense of nostalgia for the people I've met, the conversations shared, and the milestones



achieved. I feel assured that the Community Centre will continue to thrive as a safe, engaging, and welcoming hub for all.

### Special Thanks:

It has been a privilege to serve the community through St Mary's Youth and Community Centre. I would like to express my heartfelt gratitude to the Management Committee, especially Laura Hefford for her outstanding governance, innovative and practical solutions, Cynthia Cotillard for her invaluable insight and knowledge of the Parish, Annie Le Voguer for her dedicated secretarial support, and Glynn Bower for being a voice of reason, Nia Percy and Callum Coyle who will hopefully be the future of the Community Centre in the years to come.

Additionally, our Centre Manager, Jules Cabot, has been a tremendous asset and support, significantly enhancing the day-to-day operations of the Centre.

On a personal note, I am deeply grateful to my wife and children for their unwavering patience and for their help with countless tasks.

Finally, thank you to you all for joining us this evening, without your support there would be such positive news to share. Please continue to support the Management Committee to benefit all.



Tim De Gruchy

Chairman



## Treasurer's Report for the Period Ended 31 December 2024

I am delighted to present the Treasurer's Report for St Mary's Youth and Community Centre for the 8-month period from 1 May 2024 to 31 December 2024. My heartfelt thanks go to all attendees of this Annual General Meeting, the Management Committee for their steadfast support, Andy Meyers at Alex Picot for their diligent preparation of our accounts, and the Constable and Parish Hall administration for their continued collaboration.

Special gratitude is extended to our generous donors, including the Association of Jersey Charities, St Mary's Parish, St Mary's Church, Coop Community Fund, Connect Me, JT, and the Ellis Foundation, whose contributions have been instrumental in sustaining our operations and community initiatives.

### Financial Overview

The change in our financial year-end from 30 April to 31 December has resulted in an 8-month reporting period, making direct comparisons with the prior 12-month period (ended 30 April 2024) challenging. Nevertheless, we have prioritised financial efficiency, community engagement, and strategic investments to ensure the Centre's long-term sustainability.

### Income

Total income for the period was **£63,117**, reflecting the shorter reporting period. Key income streams include:

- **User Rents:** £21,509, (12 months previous £35,327) driven by strong demand from regular users such as Move More Jersey Sport, NatureBase, Little Lux and JC Tennis, alongside new community groups. The 6% rental rate increase, approved at the 2024 AGM, has helped mitigate inflation.
- **Bookings:** £10,626, (12 months previous £10,743) slightly affected by seasonal fluctuations but supported by increased use of our grassy area for events. The online booking system continues to enhance accessibility and reduce administrative costs.
- **Tennis:** £2,665, (12 months previous £2,374) reflecting growth from the membership-based model introduced in 2023, supported by targeted marketing.
- **Donations/Fundraising:** £21,141, (12 months previous £37,409) including significant grants from the Association of Jersey Charities (notably 50% funding for the Centre Manager's role) and other supporters, ensuring operational continuity.
- **Community Lunches:** £1,766, (12 months previous £2,493) led by Marguerite and her dedicated team, whose efforts remain a vital part of community engagement.



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- **Community Events:** £4,161, (previous 12 months £2,882) from events such as the Christmas Fair and Pumpkin Party, strengthening our community presence.
- **Bank Interest:** £1,249, (previous 12 months £1,354) earned on reserves held in our HSBC account, a modest return given limited exploration of higher-yield investments.

### **Expenditure**

Total expenditure was **£48,062**, reflecting prudent management of operational and maintenance costs. Key areas include:

- **Cleaning and Maintenance:** £23,093, (previous 12 months £26,138) covering essential repairs and upkeep, including window/door maintenance (replacing all door finger guards), lighting repairs (upgrade all internal lighting to modern fixtures), fire alarm maintenance, and cleaning services, as verified by invoices for the period. Costs were managed through efficient supplier contracts.
- **Heating and Lighting:** £8,281, (previous 12 months £12,080) benefiting from prior upgrades to LED lighting and heating system controls, which have moderated costs despite rising energy prices.
- **Staff Costs:** £12,382, (previous 12 months £9,266) for the Centre Manager, Jules Cabot, whose transformative contributions have been supported by 50% funding from the Association of Jersey Charities.
- **Parish Input (Cleaning and Facilities Management):** £6,410, (previous 12 months £7,637) reflecting the cost-effective contract with Aqua Clean, maintaining high standards at reduced costs.
- **Charitable Collaboration:** Installation of Defibrillator with Jersey Heart Support Group, Investment in mini-Skate Ramp with SkateBoard Jersey, Purchase of Benches for park area in partnership with Acorn Enterprise.

### **Financial Position**

The net surplus for the period was **£15,055**, increasing our reserves to **£146,657** (from £131,602 at 30 April 2024), a 11.4% growth that provides some financial stability. Reserves are allocated as follows:

- £58,000 for boiler replacement.
- £10,000 for major electrical works.
- £10,000 for plumbing/heating/cooling works.



The balance sheet reflects **current assets** of £149,004, including £127,624 including £7,114 of debtors, offset by **creditors** of £9,598. The decrease in debtors from £11,497 indicates improved collection processes.

### **Strategic Reflections**

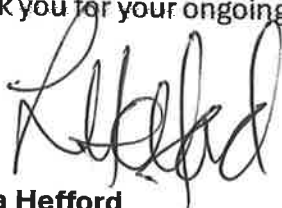
The Centre's financial health has strengthened, supported by careful management and generous donor support. The retention of Jules Cabot as Centre Manager has been pivotal, driving operational excellence and community engagement.

Looking ahead, we plan to explore higher-yield investment options for our reserves, as the current £1,249 interest is modest. The Management Committee is also preparing for future expenses, such as a new lift and heating system, which will require strategic budgeting and potential fundraising.

### **Conclusion**

This 8-month period has been one of consolidation and progress, with the Centre thriving as a vibrant hub for St Mary's and the wider island community. With continued support from our members, donors, and Parish, I am confident we will build on this foundation to deliver even greater value in 2025.

Thank you for your ongoing commitment to St Mary's Youth and Community Centre.



**Laura Hefford**

Honorary Treasurer

September 2025



**ST MARY'S YOUTH AND COMMUNITY CENTRE**  
**ACCOUNTS**  
**AT 31 DECEMBER 2024**

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**ST MARY'S YOUTH AND COMMUNITY CENTRE**  
**INDEX TO THE ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

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- 2**      **Income and Expenditure Account**
- 3**      **Balance Sheet**
- 4**      **Notes to the Accounts**

  
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**Alex Picot**  
chartered accountants

1st Floor, The Le Gallais Building  
6 Minden Place, St Heller  
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 period ended 31 December 2024, which comprise the Income and Expenditure 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 31 December 2024, and of its surplus for the period 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.

2025

Alex Picot Chartered Accountants

**ST MARY'S YOUTH AND COMMUNITY CENTRE**  
**INCOME AND EXPENDITURE ACCOUNT**  
**FOR THE PERIOD ENDED 31 DECEMBER 2024**

|                                         |      | 01.05.24<br>to<br>31.12.24 | 01.05.23<br>to<br>30.04.24 |
|-----------------------------------------|------|----------------------------|----------------------------|
|                                         | Note | £                          | £                          |
| <b>INCOME</b>                           |      |                            |                            |
| Centre Hire                             |      | 10,626                     | 10,743                     |
| Tennis                                  |      | 2,665                      | 2,374                      |
| Member rentals                          |      | 21,509                     | 35,327                     |
| Bank Interest                           |      | 1,249                      | 1,354                      |
| Community Lunches                       |      | 1,766                      | 2,493                      |
| Community event income                  |      | 4,161                      | 2,882                      |
| Grants, and donations                   | 2    | 21,141                     | 37,409                     |
|                                         |      | <u>63,117</u>              | <u>92,582</u>              |
| <b>EXPENDITURE</b>                      |      |                            |                            |
| Staff costs                             |      | 12,382                     | 9,266                      |
| Heat, light and water                   |      | 8,281                      | 12,080                     |
| Building maintenance and cleaning       |      | 23,093                     | 26,138                     |
| Cleaning supplies for centre users      |      | 712                        | 368                        |
| Sundries                                |      | 43                         | 377                        |
| Administrative charges                  |      | 1,188                      | 1,244                      |
| Marketing                               |      | 374                        | 525                        |
| Bank charges                            |      | 26                         | 114                        |
| Booking system (including card charges) |      | 331                        | 1,527                      |
| Telephone                               |      | 144                        | 637                        |
| Furniture and equipment                 |      | -                          | 5,953                      |
| Community event costs                   |      | 1,488                      | 907                        |
| Accountancy and assurance               |      | -                          | 600                        |
|                                         |      | <u>48,062</u>              | <u>59,736</u>              |
| <b>PARISH EXPENDITURE</b>               |      |                            |                            |
| Cleaning                                | 3    | 6,410                      | 7,637                      |
| Funded by Parish                        | 3    | (6,410)                    | (7,637)                    |
|                                         |      | <u>-</u>                   | <u>-</u>                   |
| <b>NET SURPLUS FOR THE PERIOD</b>       |      | 15,055                     | 32,846                     |
| <b>RESERVES BROUGHT FORWARD</b>         |      | 131,602                    | 98,756                     |
| <b>RESERVES CARRIED FORWARD</b>         |      | <u>£146,657</u>            | <u>£131,602</u>            |

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

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**ST MARY'S YOUTH AND COMMUNITY CENTRE**

**BALANCE SHEET AT 31 DECEMBER 2024**

|                                                       |             | <b>31 December<br/>2024</b> |                        | <b>30 April<br/>2024</b> |                        |
|-------------------------------------------------------|-------------|-----------------------------|------------------------|--------------------------|------------------------|
|                                                       | <b>Note</b> | <b>£</b>                    | <b>£</b>               | <b>£</b>                 | <b>£</b>               |
| <b>CURRENT ASSETS</b>                                 |             |                             |                        |                          |                        |
| Stock                                                 |             |                             | 137                    |                          | 137                    |
| Debtors and prepayments                               | 4           |                             | 7,114                  |                          | 11,497                 |
| Cash at bank and in hand                              |             |                             |                        |                          |                        |
| Current account                                       |             | 32,091                      |                        | 33,294                   |                        |
| Deposit account                                       |             | 116,907                     |                        | 94,324                   |                        |
| Development account                                   |             | 5                           |                        | 5                        |                        |
| Playground account                                    |             | 1                           |                        | 1                        |                        |
|                                                       |             |                             | <u>149,004</u>         |                          | <u>127,624</u>         |
| <b>CREDITORS: Amounts falling due within one year</b> | 5           |                             | <u>9,598</u>           |                          | <u>7,656</u>           |
| <b>NET CURRENT ASSETS</b>                             |             |                             | <u><u>£146,657</u></u> |                          | <u><u>£131,602</u></u> |
| <b>RESERVES</b>                                       |             |                             |                        |                          |                        |
| Accumulated fund                                      | 6           |                             | <u><u>£146,657</u></u> |                          | <u><u>£131,602</u></u> |

The accounts were approved by the Committee on:

25/09/.....2025

and signed on its behalf by





**ST MARY'S YOUTH AND COMMUNITY CENTRE**  
**NOTES TO THE ACCOUNTS**  
**FOR THE PERIOD ENDED 31 DECEMBER 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 Change in balance sheet date**

The Centre changed its financial year end from 30 April to 31 December in order to ensure that they are available for the Parish in a timely manner in consideration of relevant Assembly meetings. As a result, these financial statements cover a nine-month period from 1 May 2024 to 31 December 2024 with comparatives for the twelve months to 30 April 2024. The two periods are not directly comparable due to the difference in reporting periods.

**1.3 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.

**1.4 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 prior 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 was recognised as these performance obligations are met. No grants were recognised in this manner in the current period but for the year ended 30 April 2024 £3,620 was recognised as recoverable following related furniture and equipment, booking system development and building maintenance and cleaning expenditure.

**3. PARISH PAYMENTS**

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

**4. DEBTORS**

|                               | <b>31.12.24</b> | <b>30.04.24</b> |
|-------------------------------|-----------------|-----------------|
|                               | <b>£</b>        | <b>£</b>        |
| Other debtors and prepayments | 2,877           | 7,333           |
| GST Recoverable               | 4,237           | 4,164           |
|                               | <u>£7,114</u>   | <u>£11,497</u>  |

**5. CREDITORS: Amounts falling due within one year**

|                              | <b>31.12.24</b> | <b>30.04.24</b> |
|------------------------------|-----------------|-----------------|
|                              | <b>£</b>        | <b>£</b>        |
| Trade creditors and accruals | 7,723           | 2,899           |
| Deferred income              | 1,875           | 4,757           |
|                              | <u>£9,598</u>   | <u>£7,656</u>   |

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**ST MARY'S YOUTH AND COMMUNITY CENTRE**

**NOTES TO THE ACCOUNTS (Cont.)**

**FOR THE PERIOD ENDED 31 DECEMBER 2024**

**6. ACCUMULATED FUND**

|                            | <b>31.12.24</b> | <b>30.04.24</b> |
|----------------------------|-----------------|-----------------|
|                            | <b>£</b>        | <b>£</b>        |
| At beginning of the period | 131,602         | 98,756          |
| Net surplus for the period | 15,055          | 32,846          |
| At end of the period       | <u>£146,657</u> | <u>£131,602</u> |

**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.



# CONSTITUTION



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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

5. 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.
6. To operate the Centre in a financially efficient way, charging for the use of facilities as appropriate.
7. To arrange for the maintenance of the property, internally and externally, its equipment and the surrounding grounds.
8. 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 Procureurs du Bien Public of the Parish, as agreed between themselves, who shall be the Vice-Chairman.

In addition, there will be further ordinary general members as follows:

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

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").

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

Meetings will be convened at least four times a year.

The quorum required for a meeting shall be 2 of the Officers together with 2 ordinary general members.

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.

The Chairman of the meeting will have an additional casting vote in the event of a tied vote.

#### G. DUTIES OF OFFICERS

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



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- b) Represent the Centre at functions/meetings as required
- c) Act as spokesperson for the Centre when necessary

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

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 person(s) who shall be nominated at the St Mary Youth & Community Centre AGM.

Such accounts shall be approved at the St Mary Youth & Community Centre AGM 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 recipient(s) of that delegated authority shall report fully to each meeting of the Management Committee.

#### I. ANNUAL GENERAL MEETING

An Annual General Meeting ("AGM") of members will be held as soon as practically possible after the finalisation of the Annual accounts.

All members shall be given at least fourteen days' notice of the AGM and shall be entitled to attend and vote.

The quorum for an AGM will be 10 members.

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

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- c) Electing a new Management Committee
- 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.



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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



TJC