

# Thornbury and District Community Association

## Annual General Meeting

Monday 4<sup>th</sup> December 2023 - 7:00 pm in the Hampden Room at The Chantry

### Members present:-

#### Members

Dave Derham  
Graham Morris  
Chris Roberts  
Chris Davies  
Stan Goodwin  
Jennifer Darton

### 1. Apologies for absence

Chris Willmore  
Pete Oddy

Dave Derham welcomed everyone to the meeting and introduced himself as Chairman, Graham Morris as Vice-Chairman and Chris Roberts as Treasurer.

### 2. Minutes of 2022 AGM

The entire minutes from the 2022 AGM were not read out as these had been sent out after the previous AGM to all attendees asking them to be in contact if there were any errors or omissions.

**The minutes were approved as being an accurate reflection of the previous AGM meeting and no objections raised.**

### 3. Matters arising from previous minutes

No questions / issues raised at the previous AGM meeting

### 4. Chairman's report

Dave Derham presented the following report:

With the Covid pandemic finally behind us, 2022 was something of a fresh-start year for the Chantry. The pandemic had negatively affected business levels with the loss of several regular groups which had to permanently cease activity.

Fortunately, due to careful management, the finances were in very good shape as we entered 2022 and the previous year had seen a number of very important projects carried out to improve the facilities.

The key focus at the start of 2022 was development of the overall business levels and recruitment of new groups. Several initiatives were put in place which proved very successful.

At the start of the year, a working party was set up to look at the potential to re-open the facilities for private parties and functions. Such activities had been suspended a few years previously due to health and safety issues, level of administration time involved in managing such bookings, and previous very poor profitability. By the start of 2022, the facilities were in a massively improved state to host private functions; in particular, the new very high standard toilet facilities, excellent new heating systems and beautifully renovated Slymbridge Room overlooking the garden. As a result of the measures agreed by the working party, bookings for private functions resumed in the spring, with very manageable overheads and massively improved profitability. Most importantly, those booking the facilities gave us extremely positive feedback about their experiences.

Focused marketing activities led to new community groups setting up regular activities at the Chantry. This quickly started to fill the financial void left in the wake of the pandemic.

Work continued on the long-term plan to completely renovate and improve the quality of the facilities and several significant projects were carried out during the year:

- Work was completed to restore the woodwork and re-paint the conservatory. This structure had descended into a very poor state and needed to be closed off to public use for some time. As a result of the renovation work, this wonderful structure, which opens directly onto the lovely gardens, was once again able to be booked by local groups.
- Investment was made into new electrical facilities to support private functions and parties.
- The Coach Hall was completely renovated, and new lighting fitted. This has made one of our most used rooms far more attractive and it now has different types of lighting to suit various moods.
- The hallway in the main building had become extremely tired and did not give a good initial impression to visitors. This area of the building was completely restored back to its former glory, with an appropriate colour scheme to highlight the wonderful Georgian archways and woodwork. New carpet and lighting were fitted to complete the restoration along with new signs.
- A grant was successfully obtained to replace the chairs and tables in use throughout the Chantry. Most of the furniture was very shabby and too heavy to be safely moved. The new furniture has significantly improved the overall look of the rooms and is far easier to move around.
- By the end of the year, plans had been put in place for the renovation of the room formerly known as the Lounge. This project was extremely sensitive as the panelled room dates back to Tudor times and it was extremely important to carry out a

sympathetic restoration. A renovation scheme had been agreed with a work plan and suitable contractors selected, ready for the work to start very early in 2023.

The only event which is managed by the charity is the annual Fireworks evening. This is very much designed to be a safe event for families with children and was once again a fantastic event which sold out well in advance of the date. Not only was this a wonderful and spectacular evening, it also raised a considerable sum which helped our continued renovation efforts.

During 2022 progress was made on the plans to convert the charity to a Charitable Incorporated Organisation (CIO), as discussed and agreed at the AGM held in November 2021. A CIO is now the standard form of charity for organisations of our size and provides a number of important operational benefits. As part of the conversion process, a new constitution will be adopted, and agreed with the Charity Commission, which accurately reflects the way that the Chantry now operates and is governed.

I am very happy to say that the charity was in a very secure position at the end of the 2022, with a significant recovery in business level following the pandemic and yet another series of major improvements to the Chantry facilities carried out. We are very confident that the Chantry now has a secure future and can continue to expand its role as a key hub for the community.

I would like to express my thanks to the staff who continue to do excellent work to manage all aspects of the Chantry operations and to keep our customers very happy. I would also like to thank my fellow Trustees for the work and dedication they have once again put in, totally voluntarily, to continue to develop this wonderful facility for the community in and around Thornbury.

**Questions/feedback/issues: - None raised**

## **5. Treasurer's report**

Chris Roberts as Treasurer gave the following summary:

### **Overview**

The financial position of the TDCA has become less precarious as we recovered from the covid-19 pandemic and lock downs were eased.

Total income was £78,585 from primarily 2 sources: the core business of primarily rentals/leases and grants.

Incomes from room rentals and leases were £57,027; a significant increase (£26,312) from the previous year's figure (2021) of £30,715 which reflects the recovery from the pandemic.

Further income by way of unrestricted grants was received totalling £5,667.

Expenditure was £74,348, which varied only marginally from 2021.

There were virtually no bad debts written off in 2022.

At the end of the year, cash holdings in various accounts were healthy at £44,090.

## Grants

Grants were received during the year totalling £17,099.

### Unrestricted grants

Grants were awarded as follows:

1. £2,667 as a final grant covering the pandemic – South Gloucestershire Council.
2. £3,000 from Thornbury Town Council.

### Restricted grants

Grants were received totalling £11,342 for specific projects as follows:

- |                                   |         |
|-----------------------------------|---------|
| 1. Coach Hall renovations – Co-op | £1,432  |
| 2. Furniture – National Lottery   | £10,000 |
| Total                             | £11,342 |

## Notable expenditure

During the year a total of £8,176 was spent on improvements to the building fabric and infrastructure which included health and safety works:

Coach Hall Renovations	£3,090
Electrical Improvements	£646
Ground Floor Main House Renovations	£2,894
Outdoor Lighting Improvements (Garden & Car park)	£1,050
Coach House toilets refurbishment (2022 Costs)	£496
<b>Total</b>	<b>£8,176</b>

## Reserves policy

The current assets held at the end of the financial year remain healthy at £43,940.

Unrestricted free reserves are needed to fund essential short-term projects for which third party funding is unlikely and to cover the costs of administration without which TDCA could not function.

The Trustees have again agreed that the reserves should be sufficient to cover the loss of all income from the top 3 customers and failure to replace this income within 12 months. In addition to this, emergency funds should also be available to pay for unplanned maintenance work costing £5,000. As a result of these guidelines the target level of free

reserves has been set at £20,000. This is an increase from the previous year of £18,000, reflecting increased costs.

The level of free reserves is monitored and formally reviewed by the Trustees annually.

Free reserves at the end of 2022 stood at £42,717.68, which with a target of £20,000 gives an excess of £22,717.68. This surplus will be necessary to fund several improvement projects planned which are currently being specified.

### **Risk Management**

The Trustees continue to monitor the potential risks to future income associated with post covid era. The current significant margin on reserves will allow timely consideration of options for best management of income and expenditure going forward.

**Questions/feedback/issues: - None raised**

## **6. Approval of Accounts**

The accounts for 2022 were approved unanimously – proposed by Graham Morris and seconded by Stan Goodwin.

An independent examination of the 2022 Accounts was carried out by Michael Bowles (recommended by CVS South Gloucestershire)

## **7. Election of Trustees**

The following people were willing to stand again as Trustees:

Graham Morris, Dave Derham, Pete Oddy, Chris Davies, Chris Roberts, Gail Bail, Chris Willmore and Stan Goodwin.

Their re-election was unanimously supported by the members present.

Graham Morris, Chris Davies, Chris Roberts, Gail Ball and Stan Goodwin were re-elected.

Since Dave Derham, Chris Willmore and Pete Oddy live outside the "area of benefit" designated in the current TDCA constitution, they need to be co-opted at the next Trustees meeting.

**New Trustees** – Dave Derham asked if all members present could try to find new trustees for the charity with the aim of future succession planning for a new chairman having held the chairman position for over five years.

## **8. Election of Treasurer**

Chris Roberts volunteered to continue in the role of Treasurer.

Chris Davies proposed that Chris Roberts continue in the role as treasurer. This was seconded by Stan Goodwin. The motion was unanimously agreed.

## **9. Appointment of Financial Examiners**

Dave Derham proposed the continued use of Michael Bowles as the independent examiner for the 2023 Accounts. This was seconded by Chris Davies. The motion was unanimously agreed.

## **10. Any other business**

- CIO update – during 2022 the new CIO has been registered with the Charity Commission. Next step setting up a new bank account for the CIO.

There were no more points raised and the meeting was closed.