**Minutes of the Annual General Meeting of the Haxby & Wigginton Youth & Community Association (HWYCA) for the financial year April 2020 to March 2021 held on Tuesday 19th October 2021 at the Oaken Grove Centre**

In order to speed up the issue of the minutes for this meeting KT proposed to record the proceedings. Although a video camera would be used for convenience, no pictures would be taken No objections were made and the recorder was then switched on.

1. **Welcome**

Jim Harrison welcomed the attendees who were the same as those attending the AGM for April 2019 to March 2020 held immediately prior to this meeting.

He stated that the Association does not currently have a chairman, but he was prepared to chair the meeting. This was agreed.

1. **Attendees, Members voting by Proxy and Apologies**

**Members**

Bill Clark (BC), Kevin Grogan (KG), Jim Harrison (JH), Edward Pearson (EP), Hazel Stevens (HS), Keith Tomlinson (KT), Dave Wells (DW) Pat Wilford (PW). (8 Members entitled to vote)

**Members voting by Proxy**

Tony Cassidy, Pat Clements, Martin Crosby, Doreen Kilgour, Howard Lewis, Michael Miller, Jenny Scott, Lynne Standish. 8 Members voted by Proxy).

**Other Organisations**

The following attended but was not entitled to vote.

Sandra Finch Wigginton Parish Council

**Apologies**

**Members**

No apologies were received other than by proxy votes. (0 Members plus the 8 members voting by Proxy)

**Other Organisations**

None

**3.** **Minutes of Annual General Meeting for the financial year April 2020 to March 2021.**

As this meeting was held immediately prior to this meeting the minutes were not available for comment and approval. This will be done at the AGM for the financial year April 2021 to March 2022.

**4. Presentation of Annual Report and Accounts**

**Treasurers Report on Financial Statements**

The first thing to note is that we made a profit of £3000.The working results showed a surplus of £20,000 but significant alteration made by the auditors meant a significant part of the grant of more than £18,000 we received from the post code lottery was allocated to 2021/22. They decided some of it should be go into the later financial year as it was paid to cover the 12 month period from November 2020 and therefore will be used within the period covered by the April 2021 to March 2022 accounts.

A significant expenditure was that at long last we purchased the defibrillator. This was not entirely supported by the fund raising and a third of the cost had to come from other sources.

Turning to page D of the accounts it is significant to note we saw the £24,000 received in grants in 2020 increase to £51,00 this year. In fact, as I have already explained we actually received £67,000. Much of this large amount of grant received was to help us through the problems arising from the COVID pandemic and whilst some were offered by independent companies a significant part (£19k) came from Government support for businesses unable to continue trading during the pandemic.

Some staff were placed on furlough using the government scheme but those in the youth activity continued delivering services remotely

The Toolbox Project set up by our former Youth Manager, Ellie Tillotson, provided drama and crafting activities for adults with additional needs was supported by Grants of more than £9k. Some of this was retained by us for facility provision and the remainder was paid to Ellie for delivery of the activity.

Only a very small income of just over £5k was received for Hire of Facilities compared to a normal pre COVID level of some £30k. In the brief periods that we were able to reopen few regular hirers returned and income was limited to the small number of hirers offering services exempt from COVID restrictions and the library service who reopened when allowed. Whilst most of the reduction in hire income was due to COVD enforced closures it was disappointing that we also lost another major customer for reasons beyond our control.

**5. Resolution 1. Acceptance of the Annual Report and Accounts for the year ended 31st March 2020**

HS proposed and KT seconded Resolution 1 to accept the Annual Report and Accounts for the year ended 31st March 2020

**RESOLVED to receive and adopt the Annual Report and Accounts.**

**6. Appointment and re-election of members to the Board of Trustees**

**Resolutions 2**

**Appointment of Ed Pearson as a Trustee**

In accordance with the Association’s Memorandum & Articles of Association the following member of the Board of Trustees, who has been appointed since the last AGM, offered himself for election.

KG proposed and JH seconded resolution 2 to appoint Ed Pearson.

Resolved to appoint Ed Pearson as a Trustee

**Re-appointment of John Sill and Pat Wilford as Trustees**

In accordance with Article 29 of the Association’s Memorandum & Articles of Association, one third of the Trustees are required to retire by rotation each year. In accordance with that article John Sill and Pat Wilford retired by rotation. John and Pat, being eligible, offered themselves for re-election

**Resolutions 3**

**Re-appointment of John Sill as Trustee**

DW proposed and KG seconded resolution 3 to re-appoint Jon Sill.

**RESOLVED to re-appoint John Sill as a Trustee of the Association.**

**Resolutions 4**

**Re-appointment of Pat Wilford as Trustee**

HS proposed and JH seconded resolution 4 to re-appoint Pat Wilford.

**RESOLVED to re-appoint Pat Wilford as a Trustee of the Association**

**7. Proposal for the library to have a permanent separate space within an enlarged Community Centre.**

Explore who run Library services in York on behalf of York City Council have been renting space within the Community Centre since summer 2019.

Negotiations have taken place about the library having a permanent separate space within an enlarged Community Centre. These have been protracted significantly because they have had to take place during lockdown via “Zoom” .

The discussions have resulted in the proposals which are about to go to public consultation.

The plans have been on display in the Conservatory and were also on display at the meeting for attendees to view and ask questions. Two new rooms are proposed taking up part of the garden area. The two larger meeting rooms for community use, together with the Conservatory and Little Acorn room, mean that the total area of meeting rooms for use by the Association is the same as that in use at present. The existing toilets will be refurbished.

All the building work and necessary refurbishment will be paid for at the outset by City of York Council

The building will be owned by City of York Council and the Association will be the tenant of the whole building, at a peppercorn rent, as today. After works completion, the Association will sublet to Explore those parts of the building to be used for library services. This will be rent free for around 30 years as a means of the Council recovering the capital cost from the Association. Following this the Association will be able to let all the enlarged centre, including the library at a commercial rent.

The main kitchen will be staffed by Explore on a single user basis. Meals for the Pop Inn will be produced by Explore at a price below normal commercial rate to enable that service to continue as closely as possible to that provided today. Community Centre volunteers will serve the meals~~.~~

Overheads such as energy and heating will be shared bringing benefits to the Association.

**8. Trustee’s Report**

As you are all aware day to day life has been disrupted by the COVID pandemic and the centre has been no exception. The last couple of years have been significantly affected by the COVID pandemic resulting in lockdowns and severe restrictions on the activities of the Community Centre with emphasis on ensuring the safety of all concerned.

The Community Centre had to be closed at the start of lockdown and whilst some youth activities were able to be delivered online, almost all other activities ceased. Following easements in restrictions, new procedures were put in place to ensure a Covid secure environment at the Community Centre, and it was reopened between August and November 2020 and again briefly in December 2020. Following the second national lockdown required further closures and the centre remained closed for the rest of the period covered by his report. This why the AGM for year up to April 2020 was deferred, following agreement with the Charity Commission.

During the brief periods when the centre reopened only a small number of hirers returned as the requirement for social distancing and other restrictions made most activities impractical. However, the library did reopen in these brief periods but with restrictions. A very small number of hirers that provided activities that supported disability, bereavement groups or training for key workers who were exempt from government restrictions did continue. However, for long periods very little use was made of what in normal times is a busy community hub. and members of staff were furloughed or worked reduced hours.

The Centre did receive some financial support from Government grants and schemes. Once they had returned from furlough, the staff worked hard, to identify grants to help us function again once the country returned to a more normal life. A significant grant of seventeen thousand pounds was received from the Postcode Lottery, as well as some more modest ones.

Youth Provision had to be modified during the pandemic to be mostly online. Having never attempted online youth work, and with no guides to go by, Alesha and the youth staff worked incredibly hard to find the best ways of engaging with young people virtually, and we would like to record our thank for this.

Despite initial difficulties the Centre worked on social media content creation, with staff learning quickly how to make best use of Instagram and Facebook. By March 2021 we had more than 170 followers on Instagram and an average of 20 direct engagements from young people on our Instagram stories.

Our Facebook page likes, and engagement grew substantially with over 200 people reached regularly due to post shares. Our Facebook crafting group began with just 3 local people and has now blossomed into a face-to-face group in Wigginton.

Tool Box Drama, an accessible drama and craft provision for adults with additional needs, commenced in 2019/20 and was adapted to meet government guidance throughout 2020/21 including virtual delivery to groups across the city with funding support from a number of City of York Council Ward Committees.

The Pop Inn, which benefits local residents, particularly elderly and socially isolated people sadly had to be suspended during the Pandemic. However, it has recently started up again with light lunches and hopefully will return to full meals once it has re-established itself.

A number of former volunteers many of whom themselves were elderly decided to retire and it has been nice to see one or two at the other side of the counter. We owe a great deal of thanks to them and we wish them all well. We are fortunate that a new set of volunteers have taken their place alongside a few of the original helpers

Financially the Centre has lost a great deal through being unable to facilitate in-person groups during the pandemic; and it is unclear exactly how many groups and organisations will return in the long term. Fundraising was also curtailed during the Pandemic.

Two of our main sources of fund raising at St Crux and the Scarecrow Festival will hopefully return. In fact, we have just confirmed two bookings for next year at St. Crux. The monthly draw continued throughout but with reduced numbers as half the participants were from the pop inn where some members liked to have a little flutter.

The centre normally relies on many volunteers, the majority of whom were not required when the centre was closed. This is a key area where we will need to rebuild.

The Community Services Manager, Sarah Davidson, left us in November 2020 to take up a post with NHS. Lisa Wellington who previously worked for us as Administration Assistant was promoted to replace her in February 2021 and we wish her well in her new role.

In early 2020 discussions commenced with Explore (who provide the library service for the City of York) and City of York Council itself to examine options for Haxby Library to have a permanent base in Oaken Grove Community Centre.

**9. Re-appointment of Auditors.**

To note that the role undertaken by Botting & Co Ltd is as Independent Examiners as shown in their report to the Trustees at the end of the Accounts section of the report and not Auditors.

KT proposed and DW seconded Resolution 5 to re-appoint Botting & Co Ltd as Independent Examiners.

**RESOLVED to re-appoint Botting and Co. as Independent Advisers to HWYCA and authorise the Board of Trustees to fix their remuneration.**

**10) AOB**

No other business had been given to the Company Secretary before the meeting.

Hazel Stevens queried whether the Association was just concentrating on room lettings

Hazel Stevens raised the issue of the money from Eddie's funeral and felt that there appeared to be no progress in deciding what to do with it.

It was noted that Eddie’s Widow had died.  Covid lockdown had prevented this being spent and it had then been decided to purchase an appropriate item in remembrance of Eddie when the building work is complete.

The meeting was then closed.