

**MINUTES
ANNUAL GENERAL MEETING of
THAME BARNS CENTRE**

**Tuesday 26th July 2022
@ 6.30pm at Thame Barns Centre**

PRESENT

GB = Governing Body
HT = Holding Trustee

Rosalie Gibson – Chair (GB), Gordon Taylor – Treasurer, David Dodds (GB), Mandy Sturdy (GB) (Town Clerk), Tim Morton (HT), Mike Deacock (GB) Keith Payne, Jackie Hurst, Rebecca Clark, Malcolm Ing, Susan King, Owen Davies, Lionel Morbey, Patsy Feighoney, Karen Clark.

APOLOGIES

Rev Mike Reading (GB), Graeme Parker (HT), Mary Stiles (HT), Tom Haley (GB), Gillian Whorton, Amanda Mitchell.

WELCOME

Rosalie welcomed everyone to the meeting.

MINUTES

The minutes of the previous AGM held on 22nd July 2021 were read by Rosalie. Rosalie asked if anyone had any questions, Mike D asked for a correction on one figure in the Financial Report.

Mike D proposed the minutes of the 2022 meeting were correct and Tim seconded. Rosalie then signed the minutes as a true record once the correction has been made.

APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Gordon asked Rosalie if she was happy to continue as Chair. She said she would be pleased to. Rosalie said she had spoken to Tom to ask if he would like to stand for Vice Chair again, he agreed. She then asked Gordon if he was happy to continue as Treasurer, he was. Mandy proposed these appointments and Tim seconded.

FINANCIAL REPORT

Gordon talked through the accounts for the year April 21 to March 22. He explained that Page 1 covers the objectives and activities of the Centre,

Pages 1 and 2 – the Trustees report - Gordon drew attention to the new Community Fund which had been set up during the year to support local charities and a total of £3846 had been donated .

On page 3 was the Independent Examiner’s report. This stated that there were no matters of concern which required bringing to the attention of the Trustees.

Page 4 – income from Charitable Activities included £37,325 which was received from the Barns Insurers as a result of a claim made under the insurance policy for loss of earnings caused by the lockdown of the centre during the pandemic.

Other income was comprised of Government Grants including Job retention payments (£16414). Total income for the year was £169111 and expenditure £140451 giving a net income for the year of £28660

thus increasing the overall fund balances at the 31st March 2022 to £404528. Gordon said that this was a most satisfactory result following the closure for much of the previous year and the gradual return of bookings after the staged reopening of the centre in April 2021.

Page 5 – The Balance Sheet summarises the assets and liabilities of the Centre. The Fixed Asset value shown (£26626) represented the net value of these assets, i.e. original cost less depreciation charged to date. Current assets are represented by Cash at Bank £378511 and Debtors (money owed to the Barns at the year end) of £13920 less Creditors (money owed by the Barns to Suppliers and Services) of £14529. The total of Fixed and Currents was £404528.

Pages 6 to 8 set out the Accounting Policies under which the accounting records are maintained and the annual financial accounts prepared.

On pages 9 to 12 the supporting notes are recorded, which provide further detail on the Income & Expenditure Account and Balance Sheet. With regard to the Expenditure summary on page 10, Gordon commented that comparison with the previous year's figures was not very meaningful because of the enforced closure for much of that year. Gordon informed the meeting that the Community discount of £3836 referred to earlier was included under Management and Administration; part of this total was the cost of a roof Survey and report requested by the Trustees (£1,080).

Rosalie asked if anyone had any questions, no one did.

The Chair thanked Gordon for his report, informed the meeting that the Trustees had approved the accounts and asked the meeting to receive the report. This was agreed.

APPOINTMENT OF ACCOUNTANTS

Gordon said he would be happy to continue to use Richardsons Accountants, Gordon proposed and Rosalie seconded. The meeting was asked to approve the re-appointment, this was carried.

BARNES CENTRE MANAGERS REPORT

Patsy and Karen gave their report:

Karen explained that this was the report covered April 2021 to March 2022

2021 was still affected by Covid restrictions, the Centre reopened on 12th April for counselling and business meetings. On 17th May we are able to take other groups including exercise classes, with restricted numbers. On 19th July 2021 all government restrictions were lifted, they amended the Risk Assessment and Special Covid Conditions of hire in line with new guidance, the centre still has hand sanitizer available, and each room has a cleaning box should anyone wish to use it. As the Centre reopened everyone returned to their normal hours and all were pleased to stop working from home, which we had found stressful.

From 1st July 2021, Karen dropped her hours by 3 per week and Mandy increased hers by 5 hours, Mandy comes in on Thursdays and Fridays and continues to run functions at the weekends.

The insurance claim paid out £37,325 for loss of earning for Lockdown 1, we had received SODC grants total £33,533.21 and the Furlough Scheme payments total £20,970.65. The Centre felt well supported financially during this time.

As the Centre reopened several new groups took on regular bookings, postponed parties and wedding receptions have been taking place. In May 2021 the Small Barn was used again for elections. The Centre is now as busy if not busier than before the pandemic.

The Centre held a Macmillan coffee morning on Thursday 23rd September which raised £371.

We would like to thank Tom for all the help and advice he gave in updating the Lease for the flat which started on 1 November.

Three wreath making classes took place during December. Staff did their Food Hygiene training in October.

In November we ran a free defibrillator training evening working in partnership with Training Oxfordshire.

During the evening of 26 November, the Christmas Fair took place, it was busier than the last one that was held during the daytime.

Staff went on a First Aid Course on 8th December and we had sold the extra space to local businesses.

The kitchen equipment after many years is beginning to break down, the main fridge broke in August. The dishwasher has been repaired twice recently and the engineer suggested we look for a new one as it's on its last legs. It was replaced in May 2022.

The Centre joined Thame COP 26, looking for ways to be Greener. One of the big objectives had been to install two EV charging points. They were installed in April 2022 and are being well used.

The Trustees had asked for a Roof report to be done, Andrews Eades a local company which the Centre had used before came in February 2022. The roof is mainly in good order but would need some work in the next 5 years.

On 9th February an Extraordinary Meeting was called to discuss Mike Readings (Vicar) proposal that the Sunday School no longer paid for room hire as the Church owned half the building. The Holding Trustees were invited to this meeting, three out of the four attended. After much discussion it was decided not to charge the Sunday School, until the new Lease was negotiated.

In March 2022 both the Large and Small Barn floors were revarnished, also the church wall was slightly shortened, and a new fence installed where the hedge had been removed. This has vastly improved the visibility for people driving out of the Centre.

Whilst free Lateral Flow tests had been available the office staff had been asked to test twice a week, now that scheme has stopped it was decided to provide the staff with tests which they could use if they felt unwell.

Keith, our handyman, continues to give us invaluable support keeping the Centre looking great. Malcolm and David continue to keep the building spotless; we often have comments about how clean the building is.

We would like to thank all the staff for their support and hard work particularly during the difficulties of working in a pandemic. Next week Gillian is leaving after 12 years, she will be much missed. We are pleased that Mandy is increasing her hours at the Centre and will be coming in four days a week.

ANY OTHER BUSINESS

Rosalie asked if anyone had any other business, Owen asked how the Dementia Café that meets at the Centre on a Monday was going, Patsy said it was well used and they were looking for volunteers to help. Owen went on to ask if the white line on Church Road would be extended as the turn there was tight particularly if cars parked close. Karen explained that a few years ago she had asked Oxfordshire Highways if it could be extended, or even repainted, they said it couldn't be. She suggested that Owen went on to 'Fix My Street' and report it as a problem. If several people did that maybe Highways would reconsider. Rosalie said that lots of people had commented on how nice the new fence by the Graveyard was and several people had suggested more of the hedge was removed and the fence extended. Owen asked if the Centre could stop longer cars parking on the spaces at the front of the Centre as it made it tight to drive pass in a larger vehicle. Patsy said that it would be a full-time job sorting out the car parking.

Rosalie said she would like to thank Karen and Patsy and all the team making the Centre such a wonderful place to be in, she would like to particularly thank Gillian for all she had done at the Centre, she admired the wonderful way she decorated the Centre at Christmas. Rosalie thanked everyone for coming. The meeting ended 7.02pm

The next AGM will be held in July next year.