

**WILTON COMMUNITY CENTRE**  
**CHAIRMAN'S REPORT**  
**For the period 1st October 2020 to 30 September 2021**

**The 2020 AGM**, which was due to be held on Monday 12th October 2020, did not go ahead; it was felt inappropriate to ask people to gather together, bearing in mind the Covid 19 pandemic and the need to restrict numbers attending.

**Covid 19**

- Following the initial lockdown, the Centre re-opened on 28th September 2020 but was forced to close again on 1st November 2020, due to the second lockdown.
- In line with the Government's phased re-opening of venues and permitted activities, the Centre began to welcome User Groups back from 12th April 2021.
- We followed government advice and regulations very closely. We prepared a Covid 19 Risk Assessment and asked User Groups to do likewise. We also issued Special Conditions of Hire which details procedures User Groups must follow to help minimise Covid risk in the building.
- We have displayed Covid related posters and floor stickers to remind users of social distancing, maximum numbers, mask wearing etc.
- Hand sanitiser dispensers have been installed at the entrance to each room.
- A cleaning log is displayed at the entrance to each room and the toilets, so people can be confident in the regular cleaning regime.
- Users are required to wipe down all surfaces at the beginning and end of their hire; materials are provided for this. A kettle and an urn are available and Users may bring their own light refreshments but they must take away everything they have brought in. The use of the Centre's crockery is considered high risk in Covid terms and therefore crockery has been unavailable. However this decision is continually under review.
- We hope hirers will feel confident with the steps we have taken to make the centre as safe as possible.

**Thank You**

I would like to express my warmest thanks to all the Trustees of our Community Centre. They are all volunteers and generously contribute many hours of work into helping the centre run efficiently.

In particular I would like to thank my Vice Chair and Acting Treasurer Gary Nunn. Gary already worked hard in his role, especially in dealing with things Covid

related. He then kindly agreed to act as Treasurer, following the resignation of Tony Riseley, without notice. This has been a huge undertaking and I know Gary has put in many hours of work behind the scenes. All trustees are very grateful to you Gary - thank you.

Similar thanks to Dawn Humphries, who has also had a much greater work load this year. She has kept our user groups up to date, ensured Risk Assessments have been undertaken, produced Special Terms & Conditions and ensured group leaders have received and understood them; had multiple conversations with users groups - booking them in to their 'usual' slots where possible. All this on top of the usual 'juggling' of room hire and finding times for trades people to carry out work and for us all to vote in elections! The centre would be in chaos with Dawn's organisational skills - thank you Dawn.

Thanks also to our Caretaker, Nickkie Pomfrett, who looks after the building on a day-to-day basis. Nickkie has undertaken regular extra cleaning work and has worked hard to try and keep the building Covid Secure.

I would also like to thank all of our regular user groups because without their loyalty it would be very difficult to maintain this valuable facility for Wilton and the wider community.

### **Bookings**

- In theory we currently have 31 regular user groups, ranging from fitness classes and children's groups to U3A Choir, art classes, Rainbows etc.
- Unfortunately, a few of our regular user groups no longer use the Centre because the group has ceased to operate due to low member numbers and/or lack of funding.
- Ad-hoc bookings for events such as coffee mornings and parties have resumed.
- Some regular user groups delayed their return because their members are particularly vulnerable people and some groups simply don't want to encourage gatherings.

### **Advertising, Web and Facebook**

- Gary Nunn designs and produces various advertising posters and information flyers as required
- We often receive enquiries via our website, which is [www.wiltoncommunitycentre.org.uk](http://www.wiltoncommunitycentre.org.uk). Gary Nunn keeps the website protected and up to date.
- The website holds everything someone might want to know about the centre, such as details of rooms, fees, how to book, the Safeguarding Policy and Data Protection Policy.
- The Centre also has its own Facebook page, which is regularly updated by Dawn Humphries and Nickkie Pomfrett, with upcoming events to be held at the centre.

### **Charity Commissioners and Trustees**

- The Charity Commission has approved the mandatory Annual and Financial reports, which were submitted to it ahead of the deadline in January 2021.
- Gary Nunn has kept Trustees up to date with any Charity Commission issues, as appropriate. He also shares information from other organisations with which we

are members, such as ACRE and Community First. Gary has attended online meetings to learn from and share information with other village halls; these meetings have proved very helpful.

- Several members of the team subscribed to the Government's email updates and always talked to each other if anything was mentioned that was thought could be relevant to the running of the centre. We all kept up to date on regulations and guidelines.
- During the year our former Trustee Chrissie Musslewhite rejoined the Board and we welcomed new Trustees Roger Best, Jane Fawcus and Donna Jones. Thank you to all for joining us.
- Sadly, our Minutes Secretary resigned in September 2021 so we are also looking for someone to fill this role (not a Trustee position).

### **Cleaning & Caretaking**

- Nickkie Pomfrett looks after the centre day to day. She is also good friends with many of our regular users and often goes beyond her call of duty by assisting them with setting up rooms etc.
- It remains the responsibility of all users to leave the room(s) they have used in a clean and tidy state, as they would wish to find them and in accordance with the Centre's Terms & Conditions of Hire.

### **Finance**

- Tony Riseley resigned as Treasurer in October 2020. I would like to thank Tony for all his work and the valuable contribution he made to the Centre. He brought a new fresh look to the financial management of the Centre and Trustees are grateful for the improvements Tony introduced.
- Gary Nunn took over as Acting Treasurer and Trustees are hugely grateful he was able to do so. Gary didn't have the benefit of a handover period so worked hard to get to grips with the records and procedures.
- While Gary has proven to be a very capable Treasurer, we are looking for someone to take on this role.
- The Acting Treasurer's report is attached to this.

### **Policies**

All our policies show the way we operate, and they are displayed on the website or available as hard copies on request.

- Privacy Policy
- Safeguarding
- Risk Assessment
- Our Financial Policy
- Trustees Code of Conduct
- Our Zurich Insurance Policy

### **Health & Safety**

- The Risk Assessment is reviewed annually and has been in place alongside our Covid Risk Assessment. These will be reviewed and, if felt appropriate, amalgamated on the next review (January 2022).

- All safety equipment (such as emergency lighting, fire extinguishers and alarms etc) is regularly tested, in line with regulations.

## **Garden**

- Thank you to Trustee Roger Best, who looks after garden related matters.
- The garden is available for Centre users to enjoy.
- We have a contractor to mow the grass regularly as needed. He will also do some autumn pruning work.
- We have welcomed back local youth charity Seeds for Success. The group has undertaken work on the garden, including painting the fence - a welcome improvement!

## **Meetings and Minutes**

- We are currently seeking a Minutes Secretary.
- We always welcome representatives from our user groups to our User Group meeting each year and we welcome anyone to our AGM. However, these meeting weren't held last year due to Covid 19.

## **Property and Service Management**

- Earle Broadbent acts as liaison between user groups and Trustees. He also oversees the work of our Caretaker.
- Gary Nunn looks after the WiFi in the centre, as well as the sound system in room 2. In light of the increased use of streaming services, we upgraded the WiFi this year so that the higher speeds can accommodate streaming.
- Ivan Seviour is experienced in property management and has organised maintenance work etc.
- The fire doors from rooms 1 and 2 have been refurbished and repainted.
- The railings and boards on the ramps outside rooms 1 and 2 have been fixed and repainted.

We have a five year rolling maintenance programme. This programme helps with our medium and long-term planning and helps to spread the cost of maintenance and renovations.

The Trustees aim to provide a welcoming, inexpensive and safe environment for its many users. If you feel there is something that should be done differently or could be done better, please contact one of the Trustees. We always welcome feedback, whether it is good or bad.

This concludes my report for 2021.

Charlotte Blackman

Chairman of Trustees – Wilton Community Centre

14 October 2021