

WILTON COMMUNITY CENTRE
ANNUAL GENERAL MEETING 14 October 2019
CHAIRMAN'S REPORT
For the period 1st October 2019 to 30 September 2020

The 2020 AGM, which was due to be held on Monday 12th October, 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

- The Centre was closed on Sunday 22nd March 2020. The Caretaker visited the building regularly to ensure it remained safe and secure and she used the closure period to carry out deep cleaning.
- Between April and July the Centre was used by local voluntary group Wilton Help as a hub for sorting and distributing donated food and prescription medical supplies.
- Trustees and Managers resumed meetings in July and planned to re-open the Centre on 28th September 2020.
- 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 keep the building Covid Secure.
- We have displayed around 50 Covid related posters and floor stickers to remind users of social distancing, Rule of 6, compulsory face coverings etc.
- We have kept the community up to date via our website.
- Hand sanitiser dispensers have been installed at the entrance to each room.
- At present the kitchen remains out of use and we are not providing urns, kettles, cups/saucers etc. Users are required to wipe down all surfaces at the beginning and end of their hire; materials are provided for this. Users may bring their own light refreshments, but they must take away everything they have brought in.
- 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.

Similar thanks to Dawn Humphries for liaising with users and organising the bookings. Thanks also to our Caretaker, Nickkie Pomfrett, who looks after the building on a day-to-day basis.

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

- Dawn Humphries looks after all the enquiries and bookings for both our regular and ad-hoc users.
- In theory we currently have 31 regular user groups (down from 34 last year), ranging from fitness classes and children's groups to U3A Choir, art classes, Rainbows etc.
- Prior to Covid 19 we continued to welcome many ad-hoc bookings for events such as coffee mornings, parties and meetings.
- Now that the Centre has been open for two weeks, about one third of our regular user groups have returned.
- Many regular user groups are unable to return because either their members are particularly vulnerable people or because numbers would need to be so limited that running the group would not be financially viable for the organiser. Some groups simply don't want to encourage gatherings.
- Several groups have indicated they are hoping to return in January 2021.

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. 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 2020.
- Gary Nunn has kept Trustees up to date with any Charity Commission issues, as appropriate.
- In March 2020 we welcomed two new Trustees - Phillip James and Patsy Burkey. However, they resigned in August and September 2020.
- We currently have five Trustees although we have a capacity for nine. If anyone would like to join our happy team, please let us know; we would really appreciate some more support in looking after this wonderful asset, which serves not only Wilton but a far wider area.

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.

Finance

- Our Treasurer is Tony Riseley. Tony shares a spreadsheet of the current financial position with all Trustees each month.
- At 30th September 2020 the Centre had available deposits of approximately £46,000, approximately £4,500 reduction since the beginning of lockdown.
- The Treasurer's report is attached to this.

Health & Safety

- The Risk Assessment is reviewed in January and kept up to date.
- All safety equipment (such as emergency lighting, fire extinguishers and alarms etc) is regularly tested, in line with regulations.

Garden

- The garden is available for users to enjoy.
- We have appointed a contractor to mow the grass regularly as needed. He will also do some autumn pruning work.
- The ash tree was removed because it was suffering from ash die-back.

Meetings and Minutes

- We welcomed Ruth Harris, who has kindly taken on the role of 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 meetings weren't held this 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.
- Between November 2019 and February 2020 Gary Nunn did a lot of research into upgrading the audio-visual equipment in room 2, with a view to installing state of the art wide screen, projection and sound facilities. It was hoped a grant from South West Wiltshire Area Board and other sources would help with this. Unfortunately, he was forced to put the project on hold due to the Covid 19 outbreak meaning he could not invite contractors into the Centre.

This year we have carried out maintenance work as follows:

- Phase 2 of maintenance work on external woodwork. Having completed repairs and painting of soffits and bargeboards on the front and Pembroke Court sides of the building earlier in 2019, the car park side and rear of the building have now been completed. Again, soffits and bargeboards were repaired as necessary and repainted. Some windows and pieces of guttering were also repaired and repainted.
- Scaffolding was only needed on the gable end at the rear of the building.
- Pram shelter removed. The area wasn't being used as intended and it was difficult to keep the area tidy.
- New fire safety door installed at the entrance to room 3; this door should hold back a fire for 30 minutes.
- New ramp at room 3 rear/fire exit door; this is to provide easier entry/exit for wheelchair users.

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 2020

Charlotte Blackman
Chairman of Trustees – Wilton Community Centre
9 October 2020

Treasurer's Report

Wilton Community Centre 1 October 2019 - 30 September 2020

The last 12 months have seen success and adversity.

In October 2019, your Community Centre was experiencing record hiring numbers and was on track to having a record year.

Maintenance was up to date with the first side of the roof and soffits overhauled and replaced where necessary. The rather worn kitchen floor was re-laid to ensure safety and cleanliness. Room 3's fire safety was greatly enhanced by a new door capable of holding a fire back for 30 minutes, and by a ramp to allow wheelchairs easy access to the rear fire escape. These major maintenance and safety measures were at a cost of £5,700 in excess of day-to-day minor works and regular overheads.

Our hopes of a record year were cruelly dashed at the end of March by the lock-down and the compulsory shutdown that followed.

Your trustees decided to proceed with the second half of the roof at a cost of £2700. Unfortunately, the small Ash tree in the Centre's garden was found to be suffering from Ash die-back and was therefore, unsafe, so was removed at a cost of £200. All other expenditure to date has been overheads that have either been expenses that cannot be cancelled, or expenses that the Trustees have considered not expedient to cancel.

I made an insurance claim for loss of income amounting to £13,000 in April. Unfortunately, the claim has been declined because the policy only provides cover for loss of income as a result of an outbreak of one of the diseases listed in the Policy Conditions; Covid 19 isn't listed.

At 30th September, your Centre held available deposits with Lloyds Bank to the value of approx. £46,000 which is a reduction of approx. £4500 since lockdown. We were unable to get a grant from Wiltshire Council for the Covid closure due to a complication with our business rates but we have just about managed to ride the losses during lockdown.

The Wilton Community Centre is now open for business (at the time of writing) and there has been an encouraging number of hirings.

This Treasurer's report has not been a normal Treasurer's report because these are not normal times. I'm hoping that this time next year I will be preparing a report of increased hirings, increased income and, above all, normality.

Thank you, Wilton, for your support.

Tony Riseley

Treasurer Wilton Community Centre