



# Debenham Village Hall & Playing Field Trust

Registered Charity No. 1099705

## 49<sup>th</sup> Annual General Meeting

Thursday 29<sup>th</sup> May, 2014 @ 19:30  
Gracechurch Street, Debenham,  
Suffolk IP14 6BL

## **Debenham Village Hall & Playing Field Trust** (Registered Charity No. 1099705)

**Notice is hereby given** by order of the Trustees that the Annual General Meeting of the Debenham Village Hall & Playing Field Trust will be held at 19:30 on Thursday 29<sup>th</sup> May, 2014 at Debenham Sports & Leisure to enable the Trustees to present their Annual Report and Accounts for the year ended 28<sup>th</sup> February, 2014.

### **AGENDA**

1. Receipt and reading of accounts for attendees (15minutes)
2. Apologies for Absence (Trustees)
3. Resolution - Approval of the Minutes of 16th May, 2013 AGM as a true record.  
(Proposer and Seconder required from the floor).
4. Matters Arising from the minutes of 16th May, 2013
5. Chairman's Report
6. Accountant's Report
7. Date of next AGM - Thursday 21st May 2015 @ 19.30
8. Any Other Business
9. Meeting Close

## Minutes of DVH & PFT AGM on 16<sup>th</sup> May, 2013

**Board Members Present:** Suzie Morley, Dennis Morley, George Durie, Doug McMyn, Mark Norris

**Accountant:** Chris Bassett

**DSL Managers:** Sue Thurlow, Steve Spurling, Mick Sizzey

**Members of the Public:** Chris Bassett, Kathie Guthrie, Louise Hammond, Chris Webb, Eddy Allcock

**Apologies:** Martin Durie, Bernie Goldberg, Ollie and Legs Knowland.

**Minutes of previous AGM:** Taken as read. Approved and signed by the Chairman

**Election of Trustees:** As the regulations of the DVH&PFT Trust determine, two of the Board members stood down at the AGM - on this occasion Bernie Goldberg and Mark Norris. They will be re-elected [if they so wish] at the next Committee meeting.

**Chairman's Report:** Suzie Morley presented her report as Chair of the Trust. The report was available for inspection by those present prior to the start of the AGM. The main items of the presentation were concerned with the significant refurbishment of facilities that has been accomplished over the past year and the prospect for continuing improvements in the year ahead. The report will be published on the centre's web site following the meeting ([www.debenhamsportsandleisure.co.uk](http://www.debenhamsportsandleisure.co.uk))

**Accounts Report:** Chris Bassett gave a report and overview of the previous financial year. He reported that the centre has maintained an operating profit in the face of difficult economic conditions for the fourth year running after many years of operating losses. For the first time in memory the centre's assets exceed liabilities. A summary of the centre's finance will be contained in the published annual report.

### Questions/Comments:

There was general discussion about the prospects for the coming year. Suzie intimated that the centre's boiler was becoming unreliable and the viability of replacing it with a bio-fuel boiler was being investigated. This, along with the upgrade of the kitchen facilities would be key objectives over the coming year.

**Adoption of Accounts** - Proposed as approved by Chris Webb, seconded by Mick Sizzey.  
The meeting unanimously approved.

**Next AGM** - It was proposed that the next AGM be held a little later in the year to allow more time for preparation of material. The consensus view of the meeting was that this was a good idea. The date of the 2014 AGM was set for 29 May.

**Other Business** - Louise Hammond wanted to put on record the achievements of the Trustees over the past year. Suzie responded by thanking the centre management and friends for their contribution to the continuing success of the centre.

Meeting closed.

**Next AGM** - Thursday 29th May 2014

## Chairman's Report for Year End February 2014

*The Trust is a charitable company limited by guarantee and was incorporated on 20 February 2003. It is governed by our trust deeds as well as our memorandum and articles of association. The company was established following a review of legal structure, to take over the activities of the unincorporated charity, Debenham Village Hall & Playing Field Trust (registered charity number 304742) established under a scheme approved by the Charity Commissioners under seal dated 4 July 1988. The charity owns and runs the Debenham Leisure and Community Centre for the benefit of the inhabitants of the Parish of Debenham, Suffolk and neighbourhood. We fulfil this mandate both through the Trust and its wholly owned operating company.*

*The charity's objective is the provision and maintenance of a village hall, recreation ground and other recreational facilities for the use of the inhabitants of the Parish of Debenham and its neighbourhood without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure time occupation, with the object of improving conditions of life for the said inhabitants.*

Welcome to our 49<sup>th</sup> AGM and thank you for taking the time to attend.

### March 2013 to February 2014

#### Serving our Community

The Community Centre is at the heart of our Community and over the last year we have hosted numerous events and sporting activities. Our aim is to be the No. 1 choice for events in the Debenham and surrounding area.

We have a pro-active management team and together with their staff (zero turnover this year), we are able to offer a creditable service, given the constraints of the finances available to us.

#### Achievements

Our financial results build further on the successes of last year, with total incoming resources up £43,693 to £372,899—an increase of over 13%. Our Net Incoming Resources stood at £50,946 (up from £4,596) with a Net Operating Profit of £13,944 (up from £13,170).

The slight increase in the Net Operating Profit is an indicator of our financial stability and pricing strategy, and the somewhat larger increase in Net Incoming Resources is due to our uncompromising approach to securing grants wherever possible.

The above results should be considered in the light of a fall in Household Disposable Income (Jan 13-Jan 14), and with the current promising economic outlook, we are hoping for our finances to continue to improve in the coming year.

We continue to repay our legacy loan debts ahead of schedule.

#### Funding

Our "annual" grant from Mid Suffolk came in at £25,000, and has remained unchanged for some years. Unfortunately, inflation erodes the real value each year, but we are grateful for the financial and other support we receive from MSDC. To have kept pace with inflation, the grant would have to be in excess of £33,000.

The grant from Inspired Facilities—£39,000— enabled us to replace old technology lighting with state-of-the-art LED equipment. Not only is the energy consumption less, but we have also installed intelligent switching, so that lights are only on where they are needed.

The completion of this project is already having a beneficial effect on our energy costs, and will save us many thousands of pounds over the next few years. As LED lighting is more robust than the replaced fluorescent tubes, we are also saving on the cost of replacement lamps and on the cost of hiring equipment (eg. scissor lifts) and labour to replace the units.

The “Friends” continue to raise funds, we are now up to around £17,000, and with other grants on the horizon, we are confident that we will soon be able to progress with the refurbishment. We have already bought some appliances to help us improve our catering facilities.

The “new” kitchen will enable us to provide a better quality and more comprehensive service for functions, and hopefully attract additional business and maximise the use of the Community Centre.

The guttering around the Sports Hall had been in a dire state for some years, and an £8,000 grant from MSDC enabled them to be replaced.

The Deben Lounge now has its own Café, offering tempting home-made biscuits and cakes to accompany the teas and coffees. We have also introduced a variety of paintings on the walls from the Lavenham artist David Smeaden, and together with the restful seating provides a relaxing environment for a chat with friends or a quiet read.

## Operational Report March 2013- February 2014

### General

It is always a pleasure to share with our Community a report that shows an upward trend in both our investment in the facilities we have here in Debenham and once again reporting a positive financial outcome for the past year. In this report we take a brief look back at our achievements and some of the things happening next year.

Our success is thanks to our many supporters, including Mid Suffolk District Council, Debenham High School, Forge Community Church and Zeera; the major contributors to our funds. All of our other income is derived from the services/activities we provide for your enjoyment.

The number of visits (including repeats) remained in excess of 100,000. It was pleasing to see that the Sport and Leisure visitors increased over the year although there was a slight drop in visits to our bars - perhaps a reflection of the challenging financial position.

3 members of staff gained their level 3 NVQ's awards and all staff underwent Fire Marshall/ Awareness and First Aid Training.

### Sports

Debenham Sports and Leisure is well located to serve the population of Debenham and many of the surrounding villages.

Whilst focusing on supporting all Debenham based clubs, we try to cater for all users of the centre regardless of gender, race, religion, political persuasion, age or any other equality criteria.

Debenham High School (DHS) relies on the availability of the Centre to provide their Physical Education curriculum and other surrounding schools make good use of the facilities. The relationship we have with DHS has been secured through a negotiated agreement for the next three years. This gives both DHS and the Centre reassurances enabling both to plan ahead for the future.

### Clubs and Groups using the Sports Complex

There are over 30 clubs and groups making use of our Sporting facilities providing a wide range of activities to meet most people's needs. These groups include racket sports, Martial Arts, Football, Dancing, , Exercise and health classes, and many other groups hiring the facility for their customised event, for example a Boxing Dinner evening.

Our coaching sessions for children remain popular, with attendances remaining constant for

Football, Trampolining and some Racket Sports, particularly Squash. Judo and Karate are always well attended and we are pleased that we are the preferred location for these Martial Arts sessions.

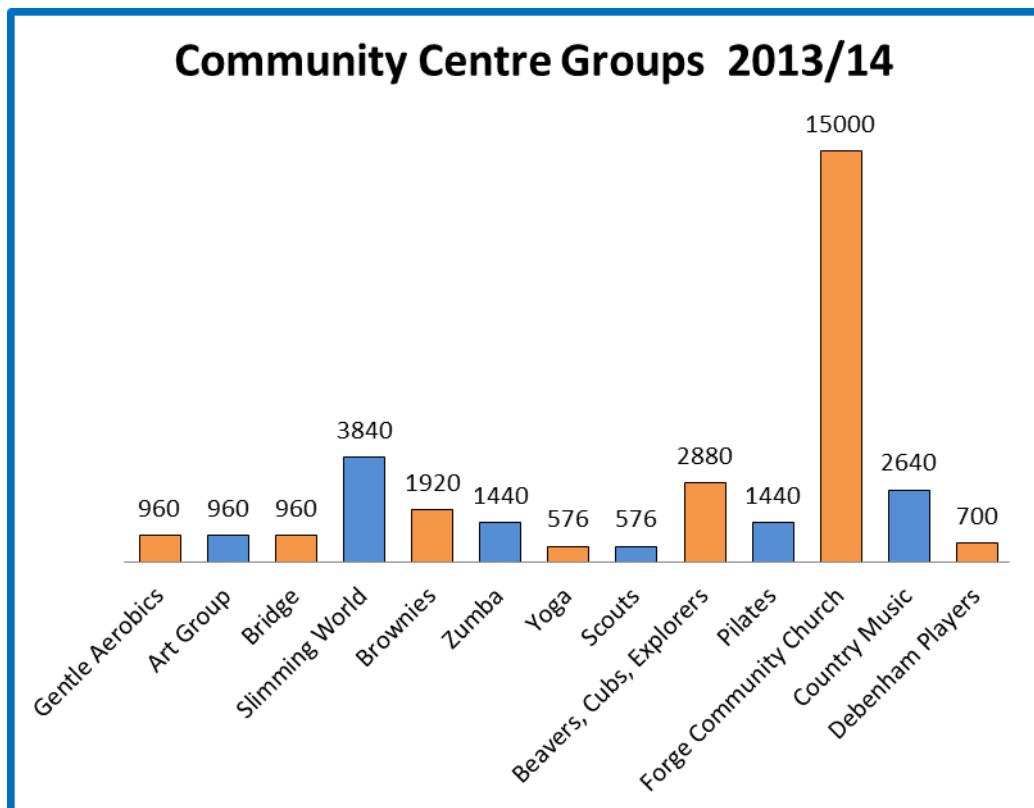
Overall we have had a good year from our Sporting Activities, with income on the rise from these; particularly the Fitness Centre, where we have replaced 2 Cross Trainers and 3 Treadmills with modern up to date equipment this financial year. We intend to update further equipment as and when we identify the right financial resource.

## Leisure

Our Community Centre is the hub of the Village providing a wide and varied programme of events. We work closely with individuals to meet their needs and to ensure each and every event or activity is a success.

The Community Centre bookings were down (-9%) impacting on Community Centre bar takings (-31%), whilst the takings in the Deben Lounge were up (11%). We are confident these will recover as the economy improves.

The graph below provides a graphical representation of the activities and number of repeat visits for the Community Centre over the year (excludes one off events).





It is really pleasing to see the regular users continuing their chosen activity in the Community Centre - with age groups from tiny tots to their grandparents.

Our 15<sup>th</sup> Bonfire and Fireworks Spectacular was a great success and was enjoyed by thousands from our community. Special thanks to those volunteers that helped put this display together. We could not run it without you!

Everything we do at the Centre has the Community in mind and we hope that we provide each and every one of you with opportunities to undertake an event, activity or hobby or just to socialise or relax over a cup of tea or coffee in pleasant surroundings.

Our dedicated staff have worked extremely hard throughout the year to make your visit both enjoyable and memorable and will strive to continue giving great customer service in the future.

**Consolidated statement of financial activities for the year ended  
28th February 2014**

	Note	Unrestrict- ed Funds 2014	Restricted Funds 2014	Total Funds 2014	Total Funds 2013
		£	£	£	£
<b>Incoming resources</b>					
- from generated funds:					
<i>Voluntary income:</i>					
Grants	2	<b>25,000</b>	<b>69,777</b>	<b>94,777</b>	54,536
<i>Activities for generating funds:</i>					
Bar and associated income	3	<b>96,975</b>	-	<b>96,975</b>	110,206
Fundraising events and activities		<b>29,285</b>	-	<b>29,285</b>	16,690
- from charitable activities:					
Community centre income		<b>47,380</b>	-	<b>47,380</b>	48,771
Sports and leisure centre income		<b>100,358</b>	-	<b>100,358</b>	95,365
Miscellaneous income		<b>4,124</b>	-	<b>4,124</b>	3,692
<b>Total incoming resources</b>		<b>303,122</b>	<b>69,777</b>	<b>372,899</b>	329,260
 <b>Resources expended</b>					
<i>Costs of generating funds</i>					
Bar operating costs		<b>99,788</b>	-	<b>99,788</b>	104,007
Fundraising expenses		<b>16,519</b>	-	<b>16,519</b>	8,810
<i>Charitable activities</i>					
Centre operating and activity costs	4	<b>170,736</b>	<b>32,775</b>	<b>203,511</b>	209,754
<i>Governance costs</i>					
	4	<b>2,135</b>	-	<b>2,135</b>	2,093
<b>Total resources expended</b>		<b>289,178</b>	<b>32,775</b>	<b>321,953</b>	324,664
 <b>Net incoming resources and move- ment of funds for the year</b>					
Fund balances at 1 March 2013		<b>13,944</b> (90,276)	<b>37,002</b> 377,207	<b>50,946</b> 286,931	4,596 282,335
<b>Fund balances at 28 February 2014</b>		<b>(76,332)</b>	<b>414,209</b>	<b>337,877</b>	286,931

# Debenhams

Sports & Leisure

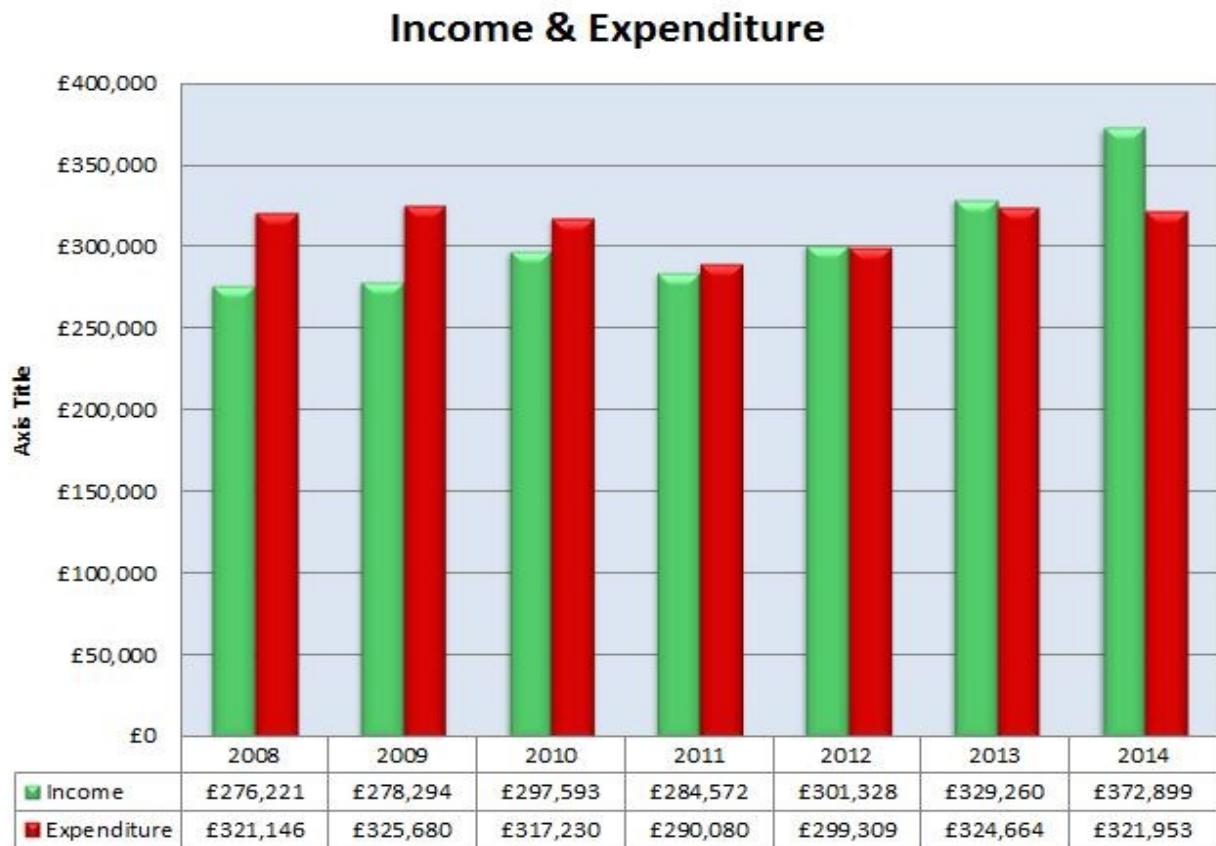
## Consolidated Balance Sheet at 28 February 2014

	£	£	£	£
<b>Fixed assets</b>				
Tangible assets	7	<b>439,098</b>	424,537	<b>429,627</b>
Investments	8	-	-	<b>100</b>
		<hr/>	<hr/>	<hr/>
		<b>439,098</b>	424,537	<b>429,727</b>
		<hr/>	<hr/>	<hr/>
<b>Current assets</b>				
Stock	9	<b>5,164</b>	5,158	<b>144</b>
Debtors	10	<b>21,473</b>	3,787	<b>56,352</b>
Cash at bank and in hand		<b>37,085</b>	38,914	<b>35,622</b>
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		<b>63,722</b>	47,859	<b>92,118</b>
		<hr/>	<hr/>	<hr/>
<b>Creditors: amounts falling due within one year</b>				
within one year	11	<b>(55,184)</b>	(43,474)	<b>(49,797)</b>
		<hr/>	<hr/>	<hr/>
<b>Net current assets/ ( liabilities)</b>		<b>8,538</b>	4,385	<b>42,321</b>
		<hr/>	<hr/>	<hr/>
<b>Creditors: amounts falling due after more than one year</b>				
after more than one year	12	<b>(109,759)</b>	(141,991)	<b>(90,690)</b>
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<b>Net assets</b>		<b>337,877</b>	286,931	<b>381,358</b>
		<hr/>	<hr/>	<hr/>
<b>Funds</b>				
Unrestricted	13	<b>(76,332)</b>	(90,276)	<b>(32,851)</b>
Restricted	13	<b>414,209</b>	377,207	<b>414,209</b>
		<hr/>	<hr/>	<hr/>
<b>Total Funds</b>		<b>337,877</b>	286,931	<b>381,358</b>
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## Financial Statements

The summarised financial statements above have been extracted from the full annual report and accounts approved by the Board of Trustees on 23rd May 2014. The accounts have been independently examined by C L Bassett of Izod Bassett, Chartered Accountants.

These summarised financial statements may not contain sufficient information to allow for a full understanding of the financial affairs of Debenham Village Hall & Playing Field Trust and its trading subsidiary, Debenham Community Centre Limited. For further information the full Annual Report, Independent Examiner's Report and Financial statements should be consulted. Copies of these can be obtained from the Debenham Sports & Leisure Centre reception or downloaded from the Website.





## Trustees

**Chairman** - Dennis Morley  
**Vice Chairman** - Martin Durie  
**Company Secretary** - Mark Norris  
George Durie  
Bernie Goldberg  
Doug McMyn  
Nigel Jones

*Find out how you  
could get involved  
with our Working  
Parties*

## Working Parties

**Funding** - Mark Norris, Bernie Goldberg, Dennis Morley, Steve Spurling  
**Governance & Compliance** - Bernie Goldberg, Dennis Morley  
**Fundraising** - Louise Hammond

## Managers

**General Manager & Designated Premises Supervisor** - Steve Spurling  
**Business Manager & Book-Keeper** - Sue Thurlow  
**Bar Supervisor** - Mick Sizsey