

Debenham
Sports & Leisure



Debenham Village Hall & Playing Field Trust

Registered Charity No. 1099705

www.debenhamsportsandleisure.co.uk

47th Annual General Meeting

Wednesday 16th May, 2012 @ 19:30
Gracechurch Street, Debenham,
Suffolk IP14 6BL

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Phone: 01728 861101

Registered Charity: 1099705



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 Wednesday 16th May, 2012 at Debenham Sports & Leisure to enable the Trustee to present their Annual Report and Accounts for the year ended 29th February, 2012.

AGENDA

1. Apologies for Absence (Trustees)
2. Resolution - Approval of the Minutes of 17th May, 2011 AGM as a true record.
(Proposer and Seconder required from the floor).
3. Matters Arising from the minutes of 17th May, 2011
4. Chairman's Report
5. Accountant's Report
6. Date of next AGM - Thursday 16th May 2013 @ 19.30
7. Any Other Business
8. Meeting Close



Minutes of DVH & PFT AGM on 17th May, 2011

Board Members Present: Suzie Morley, Dennis Morley, Martin Durie, George Durie

Accountant: Chris Bassett

DSL Managers: Sue Thurlow, Steve Spurling, Mick Sizzey

Members of the Public: David Read, Mike Crawshaw, Kathie Guthrie, Louise Hammond, Mick Morley, Gary French, Chris Conway, Shirley Humphrey, Sarah Dobson, Annie Wright, Steven Anderson, Jane Baldwin, Laurie Stock, Juliet Mitchell, Chris Webb, David Hughes, Richard Blackwell.

Apologies: Ollie and Legs Knowland.

Minutes of previous AGM: approved and signed by the Chairman

Election of Trustees: As the regulations of the DVH&PFT Trust determine, the Board member standing down at the AGM on this occasion was Dennis Morley. He will be re-elected [if he so wishes] at the next Trustees meeting.

Chairman's Report: Suzie Morley gave her report as Chair of the Trust. See attached.

Accounts Report: Chris Bassett gave a report and overview of the previous financial year. He reported a much improved financial position and possibly the best results for the last 10 years. See attached report.

Questions/Comments:

Richard Blackwell - asked whether MSDC would continue funding. The Chairman replied that she would put in an application, but there would be no answer until next April. Richard saw it as a big blow if we lost funding especially after recent financial improvement. Kathie Guthrie [District Councillor] commented that the grant for DSL was in the MSDC operating accounts.

David Hughes - asked how we would fill the gap if funding was lost. Perhaps the Parish Council would consider match funding. However he saw cost cutting happening across the board, and the PC precept for Leisure would not necessarily go to the DSL

Mick Morley - the DSL is a key centre for MSDC - we offset massive costs which would otherwise fall on the Council.

Louise Hammond - We need to continue to deliver our 'story' and remain upbeat.

Mick Morley - pointed out the bullet points on page 5 of the financial report, which reflect much improved performance.

Julie Mitchell - asked whether the restructuring at the DSL was taking into account the possible loss of grant. Suzie Morley replied that it was not.

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David Hughes - congratulated the Trustees and Staff on the much improved financial performance. He asked Chris Bassett to summarise the key factors and whether the improvement was sustainable. Chris talked about 4 key areas - fund raising, reduction in costs, reduction in maintenance costs and financial restructuring - however we still needed help.

Steve Spurling - pointed out that employment costs were up, but this reflected 2 members of Staff leaving [holiday payments etc.]

Mike Crawshaw - whole heartedly agreed with my comments that the DSL had much improved atmosphere. This reflected well on the Staff and the systems being implemented.

Richard Blackwell - commented on utility costs down - helped by Dennis Morley working with EON and electricity meters being read properly. Staff training was on going to help reduce costs [turning off lights etc]. Mick Sizzey had also saved money with his maintenance work.

Adoption of Accounts - Mick Morley proposed and Kathie Guthrie seconded. The meeting unanimously approved.

Next AGM - 15 May 2012

Other Business - Louise Hammond wanted to put on record the achievements of the Trustees over the past year.



Chairman's Report for Year End February 2012

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 47th AGM and thank you for taking the time to attend.

March 2011 to February 2012

This last financial year has been an exciting and rewarding year!

Serving our Community

The Community Centre is at the heart of our Community and over the last year we have hosted 31 Parties, 27 Music Events, 35 Meetings/Conferences and 11 Wedding Receptions - a 100% increase over the previous year. These coupled with the major events and the regular activities mean that the Community Centre is thriving and is heavily booked most weekday evenings and weekends.

The lifeblood of the Centre continues to be the regular users of our activities. These include Aerobics, Art Club, Ballroom Dancing, Bridge Club, Circuit Training, Dance Classes, Deben Vale Badminton, Debenham Badminton Club, Debenham Bowls Club, Debenham Bridge Club, Debenham Family and Veteran Hockey, Debenham LC Football Club, Debenham Players, Debenham Squash Club, Debenham Youth Football Club, The Forge Community Church, Jo Hughes Badminton, Judo, Karate, Kick Boxing, Pilates, Scottish Country Dancing, Yoga and Zumba. We also offer regular coaching sessions for children in Badminton, Ballet, Basketball, Dance, Football, Hockey, Judo, Karate, Kick-Boxing, Netball, Racketball, Squash and Tennis.

Organisational Improvements

The efficiency within the Centre has been strengthened over the last year, with three members of Staff achieving level 2 NVQ's in Business Management, Customer Services and Fitness & Exercise. Two further members of staff attended a level 2 BIIAB Course for Licenced Retail and one member of staff has been issued with a Personal Licence to authorise the sale of liquor by retail. It is worth noting that despite the massive increase in the use of our facilities, our annual wages bill is less than it was in 2008 - this is a direct result of better organisation, efficiency and training plus a lot of voluntary commitment by those involved.

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We have introduced Stakeholder Meetings which are held every 3-4 months and allow us to share headline financial figures with our major Stakeholders. These are the same figures we use to run and oversee the Centre ourselves and reflect a snapshot in time. This transparent approach has been helpful in assuring us that we are on the correct path and provides peace of mind to those whose fortunes are entwined with ours. These meetings have been chaired by Mike Crawshaw and are attended by many of our major stakeholders including SCC, MSDC, PC, The Friends, The Forge, Greene King & NatWest.

Our IT hardware has been strengthened with the introduction of a new centralised server and upgraded computers and monitors which allow us to work more efficiently. We have also introduced electronic booking methods which allow us to produce statistics on our occupancy rates. We have created a new website - www.debenhamsportsandleisure.co.uk which is attracting an ever increasing amount of traffic.

We have set up Working Parties, each of which has a specialist remit and reports to a named Trustee. Some of these Projects will have an end date whilst others are part of our on-going long term plan:

- Marketing & Advertising** - Chaired by Mick Morley and reports to Dennis Morley
- Funding** - Chaired by Mark Norris and reports to the Board
- Governance & Compliance** - Chaired by Bernie Goldberg and reports to the Board
- Fundraising** - Louise Hammond and The Friends, co-ordinated by Steve Spurling
- IT** - Chaired by Suzie Morley and reports to the Board
- Community Centre Kitchen** - under discussion
- Business Plan** - under discussion

Our Financial Results

We are very pleased with the end of year accounts, which build on last year's greatly improved financial situation. Our income from all sources was up by around £15,000 to over £301,000 and we achieved an operating surplus of £27,696 - this is the best result in the last 11 years and as a consequence of this we have been able to reduce our current liabilities by about 20,000.

As a result of restructuring the outstanding debt and other changes made last year, we have avoided paying fees of £900. The Auditors Report will go into this in more detail. Also In this period we have made an overall reduction in the Bank debt of £9,475, and are on track to repay the larger of the 2 loans 7 years ahead of schedule. The use of electronic banking has helped eliminate the penalties we used to incur and the bank accounts are now always trouble free. We would like to record our thanks to Annie Wright (Greene King) and David Read (NatWest) for their support over the last year.

In a year that has seen Sports and Leisure services cut across the country and some big names struggling to keep afloat, we remain focused on the hard task in hand. We have been able to broadly meet our expenditure and income targets, but do rely on grant funding to help us with major capital works, which releases revenue for every day expenditure. In 2011/12 the most significant grant we received was £25,000 from Mid Suffolk District Council, the last payment of a 3 year Service Level Agreement (SLA). There were other grants provided by the Parish Council to support Community Events - £250 for the Royal Wedding and £350 for the Community Fireworks festival, plus donations from Eddy Alcock of £500 for the Royal Wedding and £130 for replacement Football Goal Nets. We also had a donation of £100 from Debenham LC Football towards pitch re-seeding. We are grateful to everyone for their kind support. For 2012/13 we have already made two major grant applications and have sought a further 3 year SLA from Mid Suffolk District Council. We also hope that our Parish Council is able to continue to provide financial support to some of the projects we need to undertake in 2012/13.

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Fundraising during this period produced a net contribution of £9,414 which has been designated for the refurbishment of the Kitchen. Many thanks are due to Ed Cuffe for his work in generating £4,250 and also many thanks to Louise Hammond and The Friends for all their hard work, enthusiasm and support.

Thanks are due to our team; fellow Trustees - Martin, George, Dennis, Bernie, Mark and Doug; also to Mick Morley & everyone who continues to provide much needed advice and support, and to the Management team of Steve, Sue and Mick plus all the staff who regularly put in a lot of voluntary hours to make our vision a reality. This really is a team effort.

Plans for March 2012 onwards

We plan to continue our policy of great service to our community, meeting our operating costs through our operating revenue and strong cost focus. We will work with our stakeholders to ensure we can do this, and that we can maintain and improve the trust's facilities for the benefit of the community. To that end, we are pleased that MSDC has provided us with a grant of £11,889 to re-furbish the Sports Hall Floor following letters of support from both the High School and the Parish Council. This was carried out over the Easter holidays and a special opening ceremony is planned for 19th May.

IT - we will continue with this project, which will include centralised email & data, plus entry control, monitoring and reporting.

We have applied for a grant to replace the lighting throughout the Centre with energy efficient lights. This will considerably reduce our electricity bill, which is about £18,000 per annum. Feedback from this application will be available in early July.

In the Community Centre, our aim is to replace the existing damaged windows in the Side Lounge with thermally efficient windows and to introduce blackout capability to cater for meetings and conferences. We are planning to repair and renovate the hall floor, for which we have had funding offers from both the Parish Council (£2,000) and Eddy Alcock from his Locality Budget (£1,000). Further grant applications to make up the shortfall will now be made.

In order to attract more social and corporate events, we need to replace some of the equipment in the kitchen and re-configure the space. This will mean applying for grants and fund raising. As last year, all fund-raising events this year will contribute towards the kitchen project and Eddy Alcock has pledged £1,000 towards the kitchen from his Locality budget.

Storage space has always been in short supply at the Centre and next month we will take possession of a Shipping Container that will help alleviate some of these storage issues.

Summary

The Centre is well placed in the heart of Debenham and with support from our customers, funders and volunteers the Centre goes from strength to strength leaving a legacy for the future of the community. The Trustees, staff and volunteers have again made a significant contribution to the well-being of the Centre over the past year and we are all committed to continue in the same manner.

Thank you.

Suzie Morley, Chairman, DVH&PFT



Operational Report March 2011- April 2012

General

Debenham Sports & Leisure (DS&L) provides a wide range of services to a local population of over 1800 adults and many children under the age of 18. The Centre provides services and activities to over 95,000 visitors, which is increasing year on year.

It is pleasing to report that we have continued the good work of 2010/11 and have moved into the black for the first time in many years. This achievement, against the background of the unsettled local and national economic climate, is quite exceptional. The year has not been without challenges and it is a credit to our staff, volunteers and fellow Trustees that we are able to report a small profit for 2011/12. Our customer base remained stable on the sporting side whilst on the leisure we were pleased to see a significant increase in the use of our Community Centre. Investing in staff was highlighted as a priority for 2011/12 and we are pleased to see three members of staff completing their level 2 NVQ's in Business Management, Customer Services and Fitness & Exercise. 2 Members of staff attended a level 2 BIIAB awarding qualification for Licensed Retail and one has since been issued with a Personal Licence to authorise the sale of liquor by retail. We also completed work on our new website, which is now fully operational @ www.debenhamsportsandleisure.co.uk. Please visit it and tell us what you think.

We must not forget the vital role our Friends, Volunteers and Customers play in making the organisation the success it is, without them it would be impossible to maintain our current progress and we thank them for their continued hard work and support.

The following sections provide an overview of services we have provided over the reporting period. Many services have been retained and others added.

Sports

The nearest Sport and Leisure facilities to Debenham are located to the North East (Stradbroke 10.1 miles), which does not provide Sports Hall facilities; and to the West (Stowmarket 12.6 miles), which does provide equivalent facilities. Our venue therefore caters for our local population and many of the surrounding villages. We provide a great venue offering a wide variety of sports for all ages and abilities. Our football teams have performed well over the season and we have been able to keep the pitches up to a good standard. Our Sports Hall has seen many leagues and County badminton matches and provides recreational sports including 5-a-side Football, Basketball, Archery and all High School curriculum based sports.

Our aim is to provide access to all, whilst focusing on supporting all Debenham based clubs. We try and cater for all users of the Centre regardless of gender, race, religion, political persuasion, age or any other equality criteria.

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Clubs and Groups using the Sports Complex

- Debenham Badminton
- Stowupland Badminton
- Karate
- Judo
- Kick Boxing
- Debenham LC FC
- Debenham Youth Football
- Bedfield School
- Sir Robert Hitcham
- High Suffolk Children's Centre
- Jo Hughes Badminton
- Suffolk Sport
- Debenham High School
- Debenham Young Farmers
- Zumba
- Step
- Saxted School of Dancing
- Forge Church
- Muscle Tone
- Wetheringsett School
- Stowmarket Lions
- Deben Vale Badminton
- Five-a-Side Football clubs
- Sporting Parties

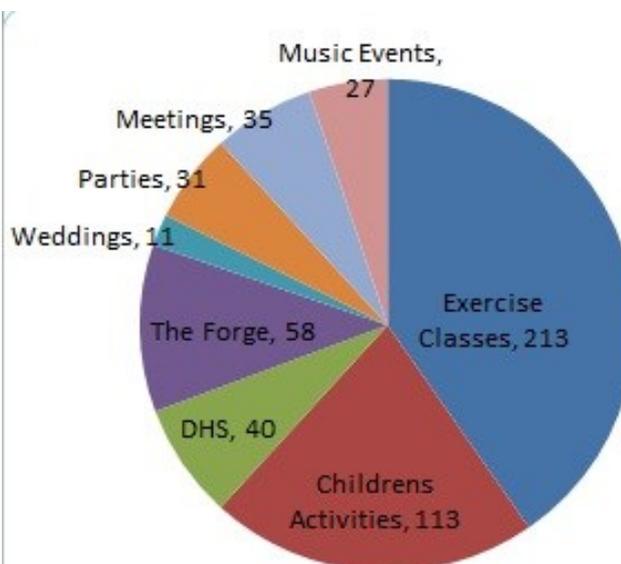
Our coaching sessions for children remain popular, with attendances increasing for Football, Trampolining and some Racket Sports, particularly Squash. Judo, Karate and Kick Boxing are always well attended and we are pleased that we are the preferred location for these Martial Arts sessions.

After a season of many challenges we were pleased to see Debenham LC Football Club finish in the top six of the Ridgeon's League. We look forward to next season where there is a great chance of promotion to the Premier League (Ridgeon's).

Leisure

Our Community Centre is vital to the success of the organisation. It provides a great venue for all of our Customers, who have different demands to deliver their respective event or activity. New for 2011/12 were the additions of the Brownies, meeting weekly throughout term time with over 30 participants. Irish Country Music has also had a regular Sunday evening slot, with attendances around 100 each week. These two new ventures alone increase the numbers using the Community Centre by over 5000 visits. We continue to explore opportunities to market the Community Centre throughout the working day. This will maximise the use and bring much welcome income into the Organisation.

The Centre currently enjoys around 95,000 visits a year. The groups set out below are the regular users of our Community Centre. The numbers have increased by around 7% on the year 2010/11 mainly through the Brownies and Irish Country Music choosing our venue for their entertainment and benefit.



Debenham Sports & Leisure



The main users are: -

Group	Approximate Numbers	Age Range	When
Gentle Aerobics	25	30 - 60+	weekly
Art Group	20	30 - 70+	weekly
Bridge	20	50 - 70+	weekly
Slimming World	40	20 - 60+	weekly
Brownies	40	7 - 10	weekly
Zumba	50	18 - 50+	weekly
Yoga	12	40 - 60+	weekly
Scouts	40	10 - 14	weekly
Lunch Club	30	60 - 70+	monthly
Zumba	20	25 - 50+	weekly
Beavers, Cubs, Explorers	60	7 - 17	weekly
Pilates	30	25 - 60+	weekly
Forge Community Church	300+	3 - 70+	weekly
Debenham High School	variable	11 - 16	weekly
Irish Country Music	100	30 - 70+	weekly

The number of regular users of the Community Centre now make up over 60% of the total number of visits to our Complex, in addition to this the one-off events such as Weddings, Conferences, Special events, Parties, Disco's, Theatre Productions and many more, add at least another 15 - 20% (9 - 12 thousand) visits.

Our 13th Bonfire and Fireworks Spectacular surpassed 2010/11 and attracted over 1400 visitors. The fireworks this year were simply amazing and without exception were enjoyed by all. Once again we thank all those who helped to deliver such a wonderful event.

The results above combined with our financial performance demonstrate that we are moving in the right direction. The year has been tough and a great deal of hard work has been undertaken to achieve such a good end of year result. We do not rest on our laurels and will continue to be innovative in providing a diverse range of services and activities for all to enjoy.

Our staff work tirelessly to ensure your visit to Debenham Sports and Leisure meets your expectations. Added to this, the continued support of the Debenham community and surrounding areas, we are able to maintain the levels of Sport and Leisure available at an affordable rate for all.

**Consolidated statement of financial activities for the year ended
29th February 2012**

	Unrestrict- ed Funds 2012 £	Restricted Funds 2012 £	Total Funds 2012 £	Total Funds 2011 £
Incoming resources				
- from generated funds:				
<i>Voluntary income:</i>				
Grants	25,000	4,397	29,397	34,403
<i>Activities for generating funds:</i>				
Bar and associated income	107,120	-	107,120	90,771
Fundraising events and activities	17,737	-	17,737	18,378
- from charitable activities:				
Membership income	6,983	-	6,983	7,731
Community centre income	42,829	-	42,829	38,975
Sports and leisure centre income	93,779	-	93,779	91,619
Miscellaneous income	3,483	-	3,483	2,695
Total incoming resources	296,931	4,397	301,328	284,572
Resources expended				
<i>Costs of generating funds</i>				
Bar operating costs	100,867	-	100,867	90,753
Fundraising expenses	7,066	-	7,066	5,224
<i>Charitable activities</i>				
Centre operating and activity costs	158,504	30,074	188,578	192,063
<i>Governance costs</i>	2,798	-	2,798	2,040
Total resources expended	269,235	30,074	299,309	290,080
Net incoming/(outgoing) resources for the year	27,696	(25,677)	2,019	(5,508)
Fund balances at 1 March 2011	(131,142)	411,458	280,316	285,824
Fund balances at 29 February 2012	(103,446)	385,781	282,335	280,316

Debenham Sports & Leisure



Consolidated Balance Sheet at 29 February 2012

	2012	2011
	£	£
Fixed assets		
Tangible assets	448,885	482,660
	_____	_____
Current assets		
Stock	5,267	3,380
Debtors	8,692	9,939
Cash at bank and in hand	26,618	5,084
	_____	_____
	40,577	18,403
Creditors: amounts falling due within one year	(46,999)	(45,592)
	_____	_____
Net current liabilities	(6,422)	(27,189)
	_____	_____
Creditors: amounts falling due after more than one year	(160,128)	(175,155)
	_____	_____
Net assets	282,335	280,316
	=====	=====
Funds		
Unrestricted	(103,446)	(131,142)
Restricted	385,781	411,458
	_____	_____
Total Funds	282,335	280,316
	=====	=====

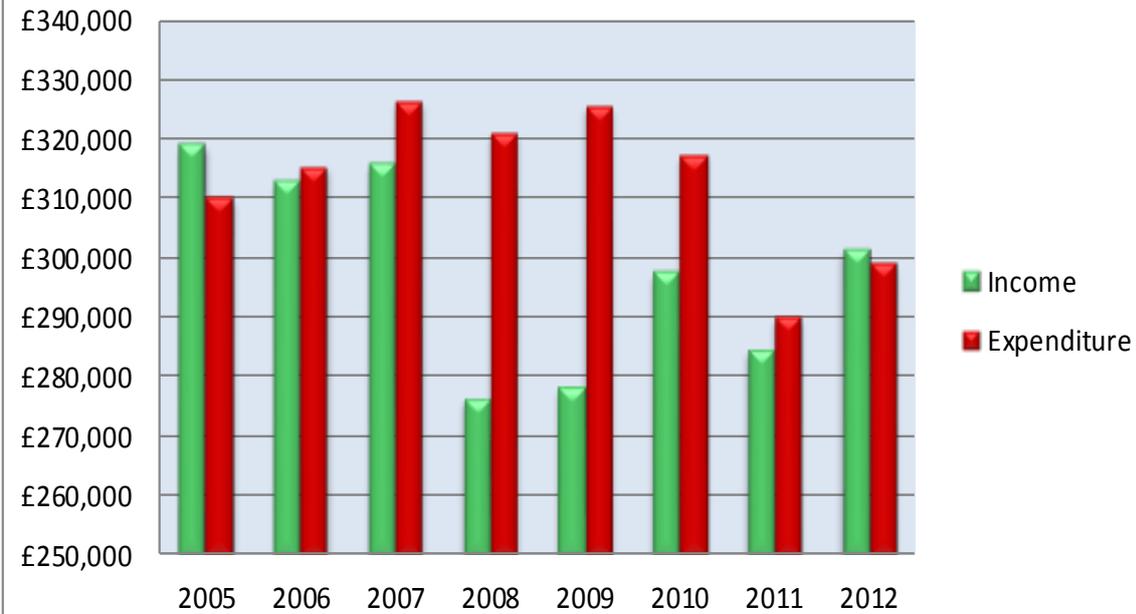


Financial Statements

The summarised financial statements above have been extracted from the full annual report and accounts approved by the Board of Trustees on 16 April 2012. The accounts have been independently examined by C L Bassett of Izod Bassett, Chartered Accountants.

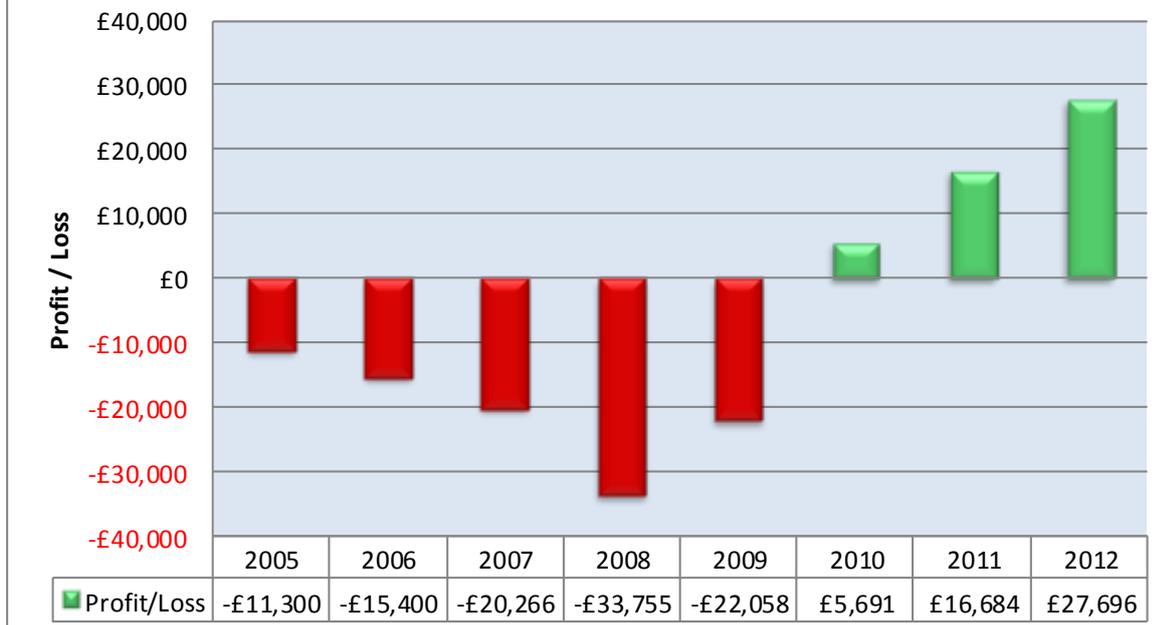
These summarised financial statements may not contain sufficient information to allow for a full understanding of the financial affairs of Debenham Village Hall & Playing Field Trust and its trading subsidiary, Debenham Community Centre Limited. For further information the full Annual Report, Independent 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.

Income & Expenditure



Figures for Financial Year Ends' 28th / 29th February

Profit / Loss (Operating)



Debenham Sports & Leisure



Trustees

Chairman - Suzie Morley
Vice Chairman - Martin Durie
George Durie
Dennis Morley
Mark Norris (Joined 29th September, 2011)
Bernie Goldberg (Joined 29th September, 2011)
Doug McMyn (Joined 10th March, 2012)

Find out how you
could get involved
with our Working
Parties

Working Parties

Marketing & Advertising - Mick Morley, Dennis Morley, Steve Spurling
Funding - Mark Norris, Bernie Goldberg, Suzie Morley, Steve Spurling
Governance & Compliance - Bernie Goldberg, Suzie Morley
Fundraising - Louise Hammond
IT - Suzie Morley, Steve Spurling, Stefan Novak
Community Centre Kitchen - Under discussion
Business Plan - Under discussion

Managers

General Manager & Designated Premises Supervisor - Steve Spurling
Facilities Manager & Book-Keeper - Sue Thurlow
Bar Supervisor - Mick Sizzey