

Debenham
Sports & Leisure



Debenham Village Hall & Playing Field Trust

Registered Charity No. 1099705

www.debenhamsportsandleisure.co.uk

48th Annual General Meeting

**Thursday 16th May, 2013 @ 19:30
Gracechurch Street, Debenham,
Suffolk IP14 6BL**

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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 Thursday 16th May, 2013 at Debenham Sports & Leisure to enable the Trustee to present their Annual Report and Accounts for the year ended 28th February, 2013.

AGENDA

1. Apologies for Absence (Trustees)
2. Resolution - Approval of the Minutes of 16th May, 2012 AGM as a true record.
(Proposer and Seconder required from the floor).
3. Matters Arising from the minutes of 16th May, 2012
4. Chairman's Report
5. Accountant's Report
6. Date of next AGM - Thursday 29th May 2014 @ 19.30
7. Any Other Business
8. Meeting Close



Minutes of DVH & PFT AGM on 16th May, 2012

Board Members Present: Suzie Morley, Dennis Morley, Martin Durie, George Durie, Mark Norris, Bernie Goldberg and Douglas McMyn

Accountant: Chris Bassett

DSL Managers: Sue Thurlow, Steve Spurling, Mick Sizzey

Members of the Public: Kathie Guthrie, Eddy Alcock, Richard Blackwell, Lynn Cockerton, Chris Webb, Mick Morley, Oli Knowland, Legs Knowland, Mike Hammond, Louise Hammond, Annie Wright [Greene King] Shirley Humphrey, Pam Steel-Jessop

Apologies: Kate Scott and Dave Read [Nat West Bank].

Minutes of previous AGM: meeting held on 17 May 2011.

The Chairman read the minutes, and acceptance was proposed by Mick Morley and seconded by Kathie Guthrie.

Matters Arising: no matters arising from the minutes.

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

The report was well received by the audience. It will appear on our website tomorrow as well as the operational report from Steve Spurling [General Manager]

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 11 years. Increased income by £15,000 - bar, Community Centre and Sports income all up. Expenditure is also up, but due to increased turnover. Chris explained that the pressure on the bank position was reduced due to operational funds in excess of £27,000 and a significant reduction in net liabilities.

See attached report.

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

Questions/Comments:

Mick Morley: Mick drew attention to the excellent graphs associated with the Trust's income and expenditure. He also emphasised that it was the first time since 2005 that income had exceeded expenditure.

Richard Blackwell: Richard congratulated the Board on a very successful year and asked what was the position regarding the MSDC grant. The surplus in income would be wiped out by its loss.

Mike Hammond: Mike commented that Members [District Councils] would want to protect grants such as ours, but would wish to see local support as well. He also commented that Babergh District Council would not be making the decision regarding our grant.

Eddie Alcock: Eddie commented that it was his fault that the Trust received a £25,000 pa grant - he

Debenham Sports & Leisure



had persuaded Chris Fry at MSDC that our historic deficit needed support. However he also stated that our facility gave tremendous value to MSDC.

Oli Knowland: Oli asked whether other Leisure Centres were supported more than ours? This was confirmed by Eddie Alcock - for example Mid Suffolk Leisure centre, which receives a bigger grant even after costs for the swimming pool are taken out.

Lynn Cockerton: Mrs Cockerton asked whether we were seeking funding from other Parish Councils? The answer was no - because many other Parish councils have their own Village Hall's to fund. Customers from other Parishes do pay to use our facility.

Eddie Alcock: Eddie commented that the Community Centre is the Village Hall, and that the Debenham Parish Council had an obligation to support such an important facility.

Mick Morley: Mick is a key member of the Trust's Marketing Group - he commented on 3 key factors

1. Financial performance
2. Occupancy - which has increased hugely
3. Reputation - groundswell of opinion is very positive.

Louise Hammond: Louise encouraged people to join her Fundraising group of volunteers.

Steve Spurling: Steve was asked re. the accuracy of our footfall stats [approx 95,000 users pa.] He commented that we have smart cards available and that these would be in use within 6 months.

Legs Knowland: Legs commented on the good number of people attending the AGM and that it was a very positive sign.

Annie Wright: Annie representing Greene King was also positive regarding the numbers attending the AGM. She added that bar turnover was 20% up in the last 52 weeks, the account was up to date and the loan was being repaid. Greene King would do all it could to help with events.

Eddie Alcock: Eddie emphasised that Greene King had been a strong supporter of the Centre for many years.

Pam Steel-Jessop: Pam raised the subject of the recent decision of the Parish Council to relocate the proposed Skate board park to the Recreation ground. Our Chair, Suzie Morley commented that the Trust had been willing to host the facility and negotiations/discussions had been on-going. She understood the concerns being raised by the residents of Aspal Road, but our involvement was now at an end.

Meeting closed.

Next AGM - Thursday 16th May 2013

Chairman's Report for Year End February 2013

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.

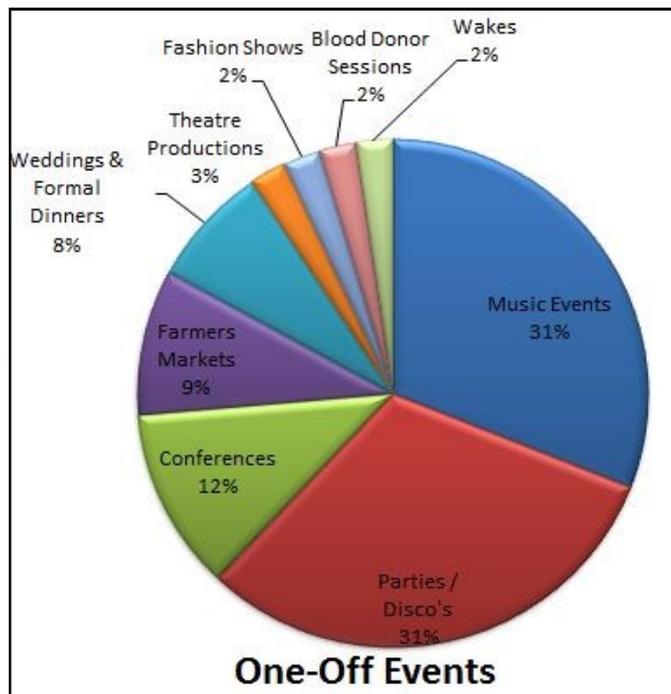
Welcome to our 48th AGM and thank you for taking the time to attend.

March 2012 to February 2013

Serving our Community

The Community Centre is at the heart of our Community and over the last year we have hosted 40 Music events, 40 Parties/Disco's, 15 Conferences, 12 Farmers Markets, 10 Formal Dinners, 3 Theatre Productions, 3 Fashion Shows, 3 Blood Donor Sessions and 3 Wakes. These coupled with 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, Bingo, Bridge Club, 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, Irish Country Music, Jo Hughes Badminton, Judo, Karate, Kick Boxing, Pilates, Quiz Nights, Scottish Country Dancing, Slimming World, Trampoline, 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, Tennis and Trampoline.





Organisational Improvements

The efficiency within the Centre has again been strengthened over the last year, with three members of Staff undertaking Level 3 NVQ's in Business Management, Customer Services and Fitness & Exercise. The Staff have been supported by physical changes in their working environment, which include a larger office and re-vamped facilities. A larger, more open reception desk means we are better able to look after our customers.

Achievements

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 (including Grants) was up by around £28,000 to over £329,000. There are healthy credit balances in both the current account and the savings account, and there has not been one day when we have been overdrawn. Also In this period we have made an overall reduction in the Bank debt of £9,779, and are likely to repay the larger of the 2 bank loans ahead of schedule.

We rely on grant funding to help us with major capital works, which releases revenue for every day expenditure. In 2012/13 the most significant grant we received was £25,000 from Mid Suffolk District Council. Unlike in previous years, this was a one year Service Level Agreement (SLA), and must be re-applied for each year. There were other donations for the Queens Jubilee Celebrations from MSDC (£350), Parish Council (£500), Eddy Alcock's Locality Budget (£150). The Parish Council also donated £350 towards the Fireworks Event.

MSDC also 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 officially opened by Kathie Guthrie on 19th May 2012.

In the Community Centre, we have replaced the damaged windows in the Side Lounge with thermally efficient windows and renovated the hall floor. This was made possible with grants from Awards4All (£10,000), the Parish Council (£2,000) and Eddy Alcock from his Locality Budget (£1,000). The purchase of blinds and Audio Visual equipment later this month will allow this area to be used as a Conference area.

The Planning Application that was made for extending the Kitchen (and other areas), has been approved by MSDC and fundraising produced a net contribution of £7,880 which has again been designated for the refurbishment of the Kitchen. Many thanks are due to Louise Hammond and The Friends for all their hard work and support.

Our IT project was completed in this year and included upgraded computers for the staff and a centralised server to host email with remote access.

During this period we had 2 break-ins and a Ram Raid, and, on our Insurers advice, we now have locked gates and anti-ram bollards restricting access to the back of the premises and to our oil tank. We also took the opportunity to extend and re-model the Reception Office. Our thanks to both our Customers and Staff for bearing with us whilst these works were in progress.



Plans for March 2013 onwards

For 2013/14 we have just heard that we have been granted a further one year SLA from Mid Suffolk District Council for £25,000. 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 2013/14.

In 2012 we applied for a grant to replace the lighting throughout the Centre with energy efficient (LED) lights & motion sensors and Dusk to Dawn security lighting. We were successful with this application and were awarded £39,213 from Sport England's Inspired Facilities Fund. This project is progressing well and due for completion early June 2013. This will considerably reduce our £17,000 annual bill for electricity and also light bulbs.

New window blinds and Audio/Visual equipment will complete the renovations project in the Side Lounge.

A new Funder has been identified and our Tender document is currently being prepared to obtain match-funding for the Kitchen refurbishment.

Our Boilers are giving us increasing cause for concern, as they are coming to the end of their life. We are investigating the possibility of replacing them with a BioMass Boiler—options are currently under discussion.

Summary

Thanks are due to our team; fellow Trustees - Martin, George, Dennis, Bernie, Mark and Doug; also to everyone who continues to provide much needed advice and support, the Friends who put such a lot of effort into fundraising 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.

Our 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 2012- April 2013

General

Welcome to a look back over the past year here at Debenham Sports and Leisure. 2012/13 has been another challenging year with many positives to report.

We reported in 2011/12 that in excess of 95,000 visits were made to our Sport and Leisure complex to undertake chosen activities and attending various events. In 2012/13 we are pleased to see that we increased these numbers again, with particular focus on the use of the Community Centre.

We continue to invest in our staff and are pleased that with support from our training provider the NVQ programme has been funded for another year enabling staff to attain Level 3 qualification in Leisure Management, Customer Service and Fitness Instructor.

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 support.

Several Grant applications came to fruition in the year, enabling us to undertake major repairs and essential maintenance work which included the Side Lounge windows and the Community Centre floor.

We would like to thank our grant providers for the support they have provided throughout 2012/13 and look forward to working with them once again this year.

Unfortunately in 2012/13 we had to deal with two break-ins and a "Ram Raid" which caused substantial damage to the buildings and internal structures. Repairs were carried out without disruption to our customers, although our staff's cheerful disposition was tested to the limit by working in a portacabin in the snow during the building process.

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

Sports

Debenham Sports and Leisure is well located to serve the population of Debenham and many of the surrounding Villages. Comparable facilities are available South East of Debenham at Stowmarket Leisure Centre and Stradbroke Leisure Centre provides a limited number of activities to the North East. This makes Debenham a great choice to undertake many sporting activities.

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.

We were extremely pleased to receive a grant from Mid Suffolk District Council, which enabled us to undertake a complete refurbishment of the Sports Hall floor, bringing it in line with current Sport England guidelines on markings and creating a great surface to play on.

Debenham Sports & Leisure



Debenham High School relies on the availability of the Centre to provide their Physical Education curriculum. The school has exclusive access to the Sporting facilities throughout the school terms. Other customers still have access to facilities such as the Fitness Suite and Squash Courts during these times.

Clubs and Groups currently using the Sports Complex

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

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.

Unfortunately one of our long running Martial Arts activities, Kick Boxing, decided to relocate its activity due to dwindling numbers. We were sorry to see this popular Martial Art go as it provided a great activity for a wide age range.

Overall a good year from our Sporting Activities.

Leisure

Our Community Centre is the hub of the Village providing a wide and varied programme of events year on year. We work hard to meet every individual's need to ensure each and every event or activity is a success. The Community Centre has been well attended throughout 2012/13 which has fed through to show a good increase on income compared to 2011/12.

Debenham Sports and Leisure enjoyed in excess of 100,000 visits in 2012/13, an increase of over 5000 for the year 2011/12. The groups set out below are the regular users of our Community Centre. The numbers have increased by around 6% on the year 2011/12 mainly through the Brownies and Irish Country Music choosing our venue for their entertainment and benefit. The main users are:

Debenham Sports & Leisure



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	80	20 - 60+	Weekly
Brownies	40	7 - 10	Weekly
Zumba	50	18 - 50+	Weekly
Yoga	12	40 - 60+	Weekly
Scouts	40	10 - 14	Weekly
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
Debenham Players	700	All Ages	Annually

We are pleased that our existing customer base continued to undertake their chosen activity in the Community Centre. These cater for approximately 65% of the total number of visits to our Complex. We also had a very good year hosting one-off events such as Weddings, Conferences, Special events, Parties, Discos, Theatre Productions and many more, which brings the total visits to well over 105,000.

We were disappointed to see the Irish Music Club return to Eye as it was a very welcome addition to our event programme. We do appreciate the reasons for returning to Eye and wish the club every success and much enjoyment.

Our 14th Bonfire and Fireworks Spectacular equalled our 2011/12 event attracting over 1400 visitors. The fireworks were once again spectacular and we extend our thanks to all who volunteered to ensure this event remains a great night out at little cost. We would also like to thank George and the Dragoman team for both the fireworks and barbecue, which once again were wonderful on both counts.

The Community we serve has made great use of the facilities, events and activities over the past year. Without this support we could not operate. The income derived from our activities and events is always reinvested in your Sports and Leisure complex, ensuring a lasting legacy for all to enjoy in the years to come.

Our dedicated team of staff have worked extremely hard throughout 2012/13 to make your visit here both enjoyable and memorable and I commend them for their efforts.

**Consolidated statement of financial activities for the year ended
28th February 2013**

	Note	Unrestricted Funds 2013 £	Restricted Funds 2013 £	Total Funds 2013 £	Total Funds 2012 £
Incoming resources					
- from generated funds:					
<i>Voluntary income:</i>					
Grants	2	25,300	29,236	54,536	29,397
<i>Activities for generating funds:</i>					
Bar and associated income	3	110,206	-	110,206	107,120
Fundraising events and activities		16,690	-	16,690	17,737
- from charitable activities:					
Community centre income		48,771	-	48,771	42,829
Sports and leisure centre income		95,365	-	95,365	100,762
Miscellaneous income		3,692	-	3,692	3,483
Total incoming resources		300,024	29,236	329,260	301,328
Resources expended					
<i>Costs of generating funds</i>					
Bar operating costs		104,007	-	104,007	100,867
Fundraising expenses		8,810	-	8,810	7,066
<i>Charitable activities</i>					
Centre operating and activity costs	4	171,944	37,810	209,754	188,578
<i>Governance costs</i>	4	2,093	-	2,093	2,798
Total resources expended		286,854	37,810	324,664	299,309
Net incoming resources and movement of funds for the year					
Fund balances at 1 March 2012		13,170 (103,446)	(8,574) 385,781	4,596 282,335	2,019 280,316
Fund balances at 28 February 2013		(90,276)	377,207	286,931	282,335

Consolidated Balance Sheet at 29 February 2012

	Notes	Group	
		2013	2012
		£	£
Fixed assets			
Tangible assets	7	424,537	448,885
Investments	8	-	-
		<u>424,537</u>	<u>448,885</u>
Current assets			
Stock	9	5,158	5,267
Debtors	10	3,787	8,692
Cash at bank and in hand		38,914	26,618
		<u>47,859</u>	<u>40,577</u>
Creditors: amounts falling due within one year	11	(43,474)	(46,999)
		<u>4,385</u>	<u>(6,422)</u>
Net current assets/ (liabilities)			
Creditors: amounts falling due after more than one year	12	(141,991)	(160,128)
		<u>286,931</u>	<u>282,335</u>
Net assets			
Funds			
Unrestricted	13	(90,276)	(103,446)
Restricted	13	377,207	385,781
		<u>286,931</u>	<u>282,335</u>
Total Funds			

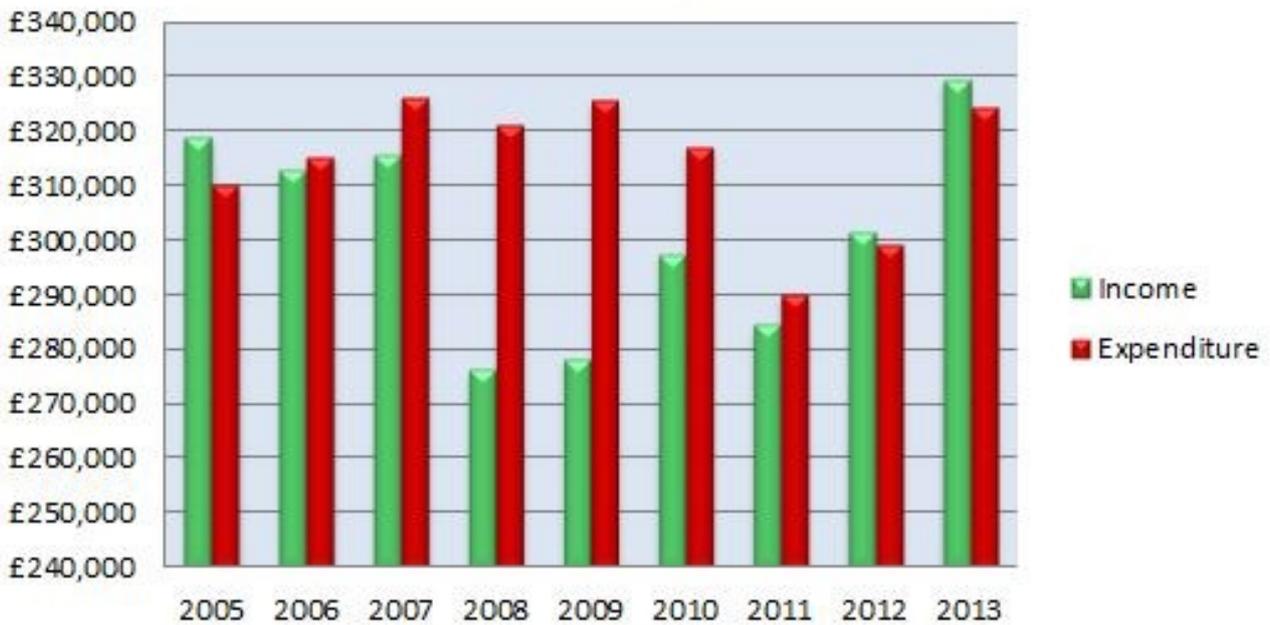


Financial Statements

The summarised financial statements above have been extracted from the full annual report and accounts approved by the Board of Trustees on 2nd May 2013. The accounts have been independently examined by C L Bassett of Izod Bassett, Chartered Accountants.

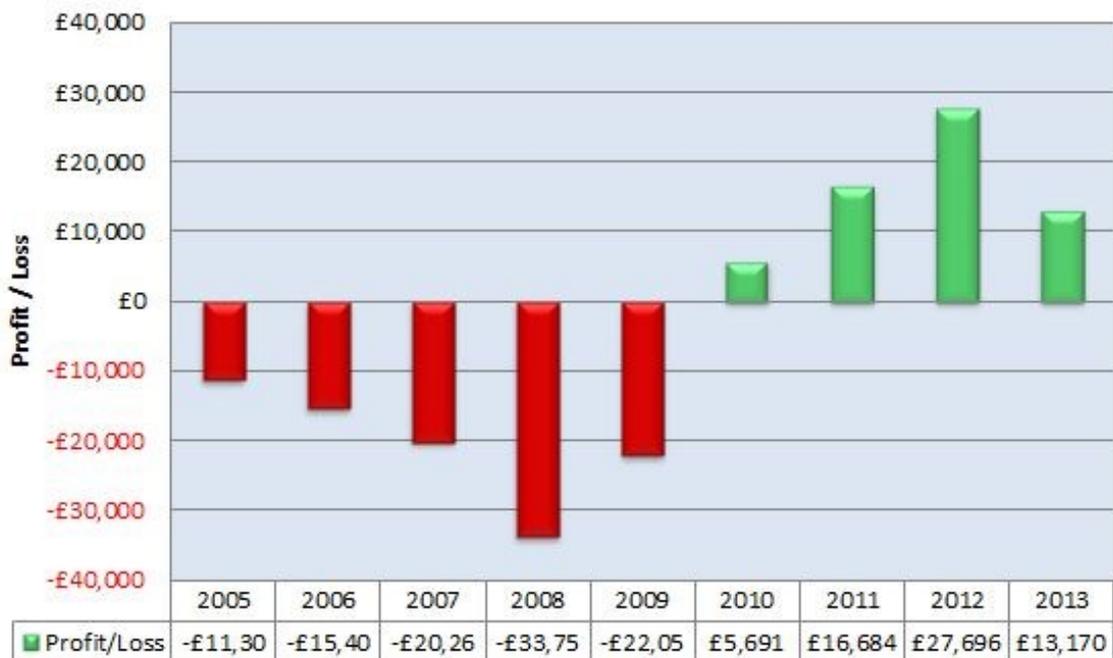
These summarised financial statements may not contain sufficient information to allow for a full understanding of the financial affairs of Debenham Village Hall & Playing Field Trust and its trading subsidiary, Debenham Community Centre Limited. For further information the full Annual Report, Independent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





Trustees

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

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 - Suzie Morley, Jodie Burrows
Business Plan - Under discussion

Managers

General Manager & Designated Premises Supervisor - Steve Spurling
Business Manager & Book-Keeper - Sue Thurlow
Bar Supervisor - Mick Sizzey
Support Services Supervisor—Stewart Woods