

## Seend Trust and Community Centre – summary of key events 2023/24

### Maintenance and improvement of facilities

- **Essential electrical and boiler maintenance has been the focus during this last 12 months.** Looking ahead, the plumbing is now starting to need more urgent attention to allow better heating control in the winter along with looking at energy efficiency measures such as lighting.
- Grass cutting continued (thanks to Michael Johnson) and outside area kept tidy (thanks to Tessa, John, Fritz and many others) We also have had a new member join our Friday maintenance team, Paul **Emery**, from Seend Cleeve.
- Maintenance tasks include renovating and painting exterior woodwork and gutters, repointing the patio.
- We have updated the ticketing system used for online events – Ticket Tailor & Ticket Source
- New tables were purchased for the Peter Fisher Hall.
- A new signboard in the car park was designed and constructed by Frank Teasdale. This presents a more professional and welcoming view of the Centre to visitors, hirers and the general public.
- New office equipment and tills were installed. Some kitchen equipment has been replaced, coffee machines for 1<sup>st</sup> Friday
- We have erected the new honour boards for the skittles teams.
- We are just in the process of purchasing our own Juke Box & Pool Table.

### Finance

- Huge thanks to David Purdy for handling the finances over the last 12 months and providing a smooth handover to the new finance team.
- We have now employed a part time bookkeeper to handle the day to day financial transactions & payroll etc which is an endless task for a volunteer, many of you will know Elaine Davies who has connections to the village and local area – she is a great addition to the team.
- In addition to this we have now managed to secure a Treasurer so welcome Geoff Burgess to the committee as Treasurer. Geoff is a local gentleman with great financial acumen across several businesses in his working career and across other clubs and groups.

- With the majority of the bookkeeping outsourced we can now focus on looking at grants to help maintain and improve the overall facilities.
- Bar trade has continued to recover this year and, thanks to Tom Redman's skilled negotiations with suppliers, gross profit has increased. Both the Club and the Trust now have £50k cash in the bank, (many years ago, £50k was a minimum threshold Max Bolton recommended should be kept at all times as a safety buffer in case of emergency – however this figure should probably be more like £55-60k given inflation over the last few years).

### **Events (both in-house and external)**

- Regular private users are returning, Dance, Pilates, Alzheimers etc
- Summer Barbecues
- First Friday Coffee mornings
- Nosh and Natter lunches
- Beer Festival (May 2024)
- Summer breakfasts
- Charity Events for RBL and other local associations
- Oktoberfest returned! (October 2023)
- Festive events, a new Theatre production and regular events, Bingo, Wine Circle
- New Years Eve Party (Dec 2023)
- Ceilidh (January 2024)
- Pantomime (half term February 2024)
- Mick Jogger and Rolling Stones (April 2024)

### **People**

- Tom Redman continues to be our resident Bar Manager and still continues to be very proactive in organising a keen programme of events to suit all tastes as well as keeping a laser focus on product purchasing, stock control and also handling staff recruitment and training. He has taken on a more wide ranging management

role including renewing our energy contracts to ensure we have keen pricing, and other administrative tasks.

- We were pleased to welcome back in October Steve and Karen Cubberley who immediately stepped up, taking responsibility for various committee tasks and helping out at Oktoberfest and other events. We are also pleased to welcome Jennifer Botham, who has bucket loads of fresh ideas for the committee, and Geoff Burgess as Treasurer. However we really need to keep up the quest for new committee members as well as ad hoc volunteers. Please spread the word.
- As you are aware I am still Acting Chair – a position I agreed to take on for 6 months has now continued to over 24 mths. No signs of a replacement stepping forward yet!
- We are also thankful that the cleaner position, left by the retirement of Rose Dick, has been fulfilled by a local village member, who also works as bar staff, so welcome to Matt Bridges.
- This has continued to be a challenging 12 months, albeit slightly less taxing than 2023, but hopefully with a few new positions filled, we can now start to move forward with more activity.

Thanks are due to everyone on the Committee, and all that continue to help us from the sidelines. But we cannot do it all alone. We rely on lots of other people, not only for suggestions for improvements and events, but more particularly in providing the help to make them happen and supporting them by attending.

Jen Dalton  
Acting Chairman, Seend Community Centre Management Committee

May 2024