

**Gedling Youth and Community Hub (522200)**  
**Annual General Meeting Minutes**  
**23 July 2026 7:30pm at GYCH 13 Shearing Hill, NG4 3GY**

**In Attendance:** Francis Rodrigues (Chair), Natelle Morgan-Brown (Secretary), Nicki Ferrin (Treasurer), Claire Liptrot (Trustee), John Edwards (Trustee), Martyn Ferrin (Trustee), Max Barrie (Trustee), Johnathan Watt (Trustee), A.Green, R.Coughtley, S.Copeland, L.Copeland,

**Apologies:** J.Rodrigues, M.Rodrigues, S.Middlecote

**Absent:** N/A

### Agenda

1. (Optional) Connecting over refreshments
2. Welcome and Apologies
3. Minutes of 2025 AGM
4. Chairs annual report (Francis Rodrigues)
5. Treasurers annual report (Nicki Ferrin)
6. Election of Trustees/Officers
7. AOB

### Minutes

#### **1. (Optional) Connecting over refreshments**

A few attendees arrived prior to the meeting start and were welcomed in for refreshments and conversation.

#### **2. Welcome and Apologies**

FR opened the meeting, thanking people for attending. FR explained that the AGM had been purposefully delayed (in line with the constitution) to give Trustees more time to secure funding options.

#### **3. Minutes of 2025 AGM**

2025 AGM minutes were previously emailed post meeting, and printed copies are available for attendees to view today. List of attendees updated (addition of S.Copeland and L.Copeland as advised by S.Copeland). Minutes accepted as a true and accurate record.

#### **4. Chairs Annual report**

*See Appendix 1 below for full report.*

Overview: FR reflected on the community events over the past year including recent sash window restoration and lime mortar application workshops run by Jason Mordan (Notts County Council, Historic Buildings Senior Practitioner) and funding position including National Lottery Heritage Funding. We have recently applied for permission to prune the large tree on the front driveway which is subject to Tree Preservation Order in preparation for the imminent contract building works.

**Gedling Youth and Community Hub (522200)**  
**Annual General Meeting Minutes**  
**23 July 2026 7:30pm at GYCH 13 Shearing Hill, NG4 3GY**

S.Copeland generously offered to donate some (free) materials suitable for the restoration workshops – Action FR/RB to co-ordinate a collection of these.

Question: Will the building contractors (Ackroyd) also treat the roof/rafters for woodworm? – No that hasn't been part of the schedule of works or quote. Action – FR will speak to Ackroyds for info and quotes or source alternative (DIY) approach.

Question: why was the NLHF over budget by £75k? – FR advised this is mostly due to the rising costs of inflation and building materials between the time of the bid and confirmation of funding.

Question – who is Ruth Buttery? We've never met her – NF and NMB confirmed RB is our appointed Project Manager who was hired through a diligent recruitment process overseen by NLHF in September 2025. Ruth has been supporting to plan and deliver various community events and identify potential funding streams. Those interested in meeting Ruth are welcomed to attend community events. Action – NMB/RB to consider how to platform RBs role on socials.

Question – what events are coming up over the next year? – we have been doing a Christmas event and summer event every year alongside regular skills workshops and fundraising activities. We are regularly planning events which are shared across socials (Facebook, twitter), our website and locally (via the info board, hand delivered flyers, newsletter and/or in local shops).

## **5. Treasurers annual report**

*See Appendix 2 below for full report.*

Overview: The Hub remains in a strong financial position, with substantial grant funding secured and over £1,000 earned in interest while NLHF capital project spending has been delayed; only £16,000 of project funds had been spent by March 2026, mainly on professional fees e.g. Project Management. Looking ahead, the priority is delivering the roof project within budget, but rising water charges, which are largely made up of standing charges rather than actual usage, could create significant financial pressure and require additional income generation.

Question – the evaluation fee seems high; why was this necessary? – NF clarified the fee total amount (see full report below). Fee is being paid to our project evaluator The Audience Agency. By the terms of our NLHF grant we have to appropriately evaluate our activities. The Audience Agency are a well-heeled organisation and were approved by NLHF relationship managers.

Question – why was the water bill so high? – NF confirmed this figure is standing charge plus high usage last period which included summer 2025. NF advised she has been in regular conversation with Severn Trent who have attended site to confirm there are no leaks. FR advised possible usage was watering garden or taps being left on (when hub was broken into last year, they left the taps on).

Question – Project Management fee seems high – NF advised this is the rate of pay for freelancer Ruth Buttery Project Manager as is at a fair rate. The fee was built into the NLHF fund budget and is a compulsory term of the funding, so it is accounted for in financial projections.

Question – what is the full potential cost and funding plan for the subsequent capital building stages? – FR advised the Trustees are actively considering plans for this. There is an option for reapply for NLHF funding which

**Gedling Youth and Community Hub (522200)**  
**Annual General Meeting Minutes**  
**23 July 2026 7:30pm at GYCH 13 Shearing Hill, NG4 3GY**

would be a lengthy process as it includes a discovery phase. We could also diversify funding options to apply elsewhere – RB is supporting with the funding strategy so we're hopeful to have some future options.

Question – have you considered putting a funding bid in for Carlton Town Forum? – FR yes, an application is being prepared to fund aspects of the community garden.

Question – it's essential to get the building watertight ready for winter. What is the building contractor's timeline? – FR advised the preferred contractor, Ackroyds, have presented a full timeline and programme to steering group of around 8 weeks completion time, given good weather.

#### **4. Any Other Business**

Question – is a new sink being fitted in the kitchen? – FR advised we consulted Gedling Borough Council Health Inspector recently on our refreshments process for events. They supported us to identify areas for development and better hygiene practice. There is hope to find and install a new (second hand) kitchen sink unit as the one in place has rotted. Hopes are to find and install one low cost although this is low priority at the moment.

#### **6. Trustee Elections**

FR thanked all Trustees for their support and dedication over the past year. All retired at this point as per constitution.

FR confirmed trustee nominations received prior to the meeting: Francis R as Chair, Nicki F as Treasurer, Natelle, John E, Claire L, and Martyn F. Claire L offered to act as Secretary on a temporary basis for now (due to CLs commitments). All nominations seconded as per constitution and appointed.

#### **Appendix 1 – Chairs Annual Report**

Over the last 12 months the Trustees and our brilliant volunteers have continued to hold events at the Hub for various groups from young people and families such as Trains Trails to Bug Hunts and Easter Egg Trails. Also growing put Community Garden which is still a work in progress. In addition, we have run courses on sash window restoration and lime mortar workshops for groups who have travelled from as far away as Sheffield and Leicester. From these we have received donations. Much of the time has been taken up with appointing a contractor to reroof our building that will make it watertight and fully usable again for our community.

After we were awarded the NLHF Grant of £173,266 we also received a Community Infrastructure Levy. (CIL) of £75,000 = £248,266.

We carried out a tendering process which resulted in 5 building contractors applying. Of these only one came close to our budget after allowing for Paying our Heritage Project Manager & Simon Middlecote our Architect.

We worked with the support provided free by the NLHF Kate Dixon. We were short in our budget and reconsidered our scope of works to enable the Trust to complete the first stage of our regeneration project successfully.

Following further discussions with our NLHF Investment Manager we were advised to submit a Grant Increase Application (GIA) to overcome the shortfall in our budget. This was agreed at £76,000. We submitted this earlier

**Gedling Youth and Community Hub (522200)**  
**Annual General Meeting Minutes**  
**23 July 2026 7:30pm at GYCH 13 Shearing Hill, NG4 3GY**

this month and will know by the end of the month if it's been successful but early indications are that it will be awarded.

This will allow us to appoint our preferred contractor, Ackroyds after carrying out a retendering exercise & commence work in August. Completion by 31<sup>st</sup> of October is our goal but, if necessary, an extension of this date is negotiable.

The above has taken several months to bring to fruition hence the delay in deferring our AGM. Arranging Teams and on-site meetings does take time. The trustees on our steering group include Francis Rodrigues, Claire Liptrot and Nicki Ferrin have held many updates meeting along with Simon Middlecote Architect, Jason Mordan, Snr Historic Buildings Officer Notts County Council and Kate Dixon (NLHF Support) & Joe Harrision-Moran- (NLHF Investment Manager) - we are very close to starting the capital works for phase one.

### **Appendix 2 – Treasurers Annual Report**

The grants from the National Lottery and Gedling Borough Council came in June 2025 we have not as yet been able to spend this money to any great extent. In the summary below I have separated the 'Business as Usual' (BAU) activity from the project activity. The summary below shows funds in the bank accounts. I (NF) hold an additional £50 in cash to be used for floats at events.

#### **Project**

Only £16k had been spent as of 31<sup>st</sup> March. This is £4.5k Architect fees, £9.8k Project Manager fees and £2.2k Evaluation fees.

#### **Income**

The <https://www.gedlinglotto.co.uk/> Gedling Lotto continues to be our main income, we earned £1280 pounds this year, the same as last year. We also received £300 in room hire for storage at £150 per month. If this carries on this will be a great, stable source of income at £1800 pa.

Fundraising £541 - U3A visit £130, Heritage open day £215 generated, and Christmas event bought in £196 Other Income £615 - Barclays apology payment £200, Eon refund £200 and general donations £415.

One bonus of not spending the grant money yet is that we are earning interest on it. I didn't invest it elsewhere as wasn't expecting to have it this long and of course wanted to keep the money safe and visible so only put it into the Barclays deposit account. This is only around 1.3% but we did earn over £1k in interest on it which was unexpected income.

#### **Expenditure**

We had total expenses of around £5.5k this year mostly driven by the large water bill £1.2k and the buildings insurance £2K, we didn't make any large purchases this year, only £165 for the NLHF project funding banner (as not in project expenditure – this is encouraged by funder) and £38 for the inflatable xmas event Santa.

**Gedling Youth and Community Hub (522200)**  
**Annual General Meeting Minutes**  
**23 July 2026 7:30pm at GYCH 13 Shearing Hill, NG4 3GY**

**2026-27**

Project – Hopefully roof project will go ahead as planned and funding will be spent including additional £76k. We have completed a cash flow forecast as best we can with current knowledge and predict we may go £3k overdrawn around December. I will be contacting Barclays to see if we can have a short overdraft / loan to cover this.

BAU - I expect that we will have at least £3k income generated from the Lotto and the Room hire and hopefully with the roof completed we will be able to hire out more rooms and do more events going forward.

Water – We are trying to fathom the extremely complex water bill. It appears that that most of our bill is actually standing charges – for period 1<sup>st</sup> April 26 to 1<sup>st</sup> July we have been charged £165 of this only £16 was actually water used. The rest was standing charges for supply, sewerage and water drainage. We were only paying £185 per month in 2025-26 so only around £390 per quarters going to paying off the outstanding debt. This has now increased to £306.03 so our annual water bill will be £3672.36 for 2026-27 (against £165x4 = £660 usage- almost £3k over.) Our debt isn't that much so we will be challenging. However, we will need more income next year.

-----END-----