



AUDLEM & DISTRICT * for local people

COMMUNITY ACTION * by local people

Tel. 01270 747163

Company No: 7547410 Charity No: 1144074 1, Heywood's Ridge, Audlem CW3 0EF

MINUTES OF 2018 AGM
Held on Friday 29th June 2018
At The Lord Combermere, The Square, Audlem

TRUSTEES PRESENT

Roger Millns, Phil Lloyd, David Higham, Rose Consterdine, Chris Knibbs,
Staff: Tracey Humphries, Lynn Morear

In addition, 36 Members, Carers, and Volunteers were in attendance and signed the attendance list

1. INTRODUCTION AND WELCOME

Roger Millns (Chairman) welcomed everyone to ADCA's 7th AGM. Carol Hill and Alex Grimshaw from Cheshire East Council was welcomed and thanked for attending. Allan and Jo Brown of the Lord C. were also thanked for all their support to ADCA and it was agreed to present Jo with some flowers as a tangible expression of our thanks. Andrew Bradshaw was also welcomed to the meeting and thanked for his continued support in reviewing, preparing and submitting the year-end accounts.

2. APOLOGIES

(Trustees) Frances Mary Christie, Barbara Walley, Ronni Briggs, Pam Simmons, John Tilling.

(Staff) Helen Dovey **(Volunteers)** Pat Clarke **(Carers)** Anne Owen

3. MINUTES OF LAST AGM MEETING

Minutes of the 2017 AGM meeting had been circulated at the last Trustees' meeting.

APPROVED AS A TRUE COPY BY ROSE CONSTERDINE, SECONDED BY PHIL LLOYD, AND SIGNED OFF

4. CHAIRMAN'S REPORT

Copies of the Chairman's report were circulated. Roger said that, in a year of change and development for ADCA, new staff members Tracey Humphries and Helen Dovey had made a vital contribution to ADCA's work. This was alongside Lynn Morear, who had taken on greater responsibility with the multi-tasking support of her husband Neil. In recognition of their exceptional efforts they were presented with a special certificate and drinking utensil as the "ADCA Team of the Year".

Roger also expressed his thanks to David Higham for all his hard work since ADCA was founded. David is stepping down as Secretary and Trustee this year to enable him to give time to his new responsibilities as Vice Chair of Audlem Parish Council, for which we wish him well.

A full copy of the Chairman's Report, including on Achievements and Performance and on ADCA's Future Direction and Plans" is attached to these minutes. (*Note: Thanks were also given to CVS Cheshire East, inadvertently omitted from the written report, for their support and practical help to ADCA at a time of great change for charitable organisations in the county*).

Also attached to these minutes are a new Public Benefit Statement, which ADCA is now required to produce for the Accounts, and a statement of the charity's Core Values. Both were explained and read out to the meeting and unanimously agreed to be adopted.

THE CHAIRMAN'S REPORT WAS PROPOSED BY SHEILA JONES AND SECONDED BY CAMPBELL WARD AND ACCEPTED UNANIMOUSLY

5. REPORT ON ACTIVITIES FROM STAFF MEMBERS & VOLUNTEERS

Tracey and Lynn gave verbal reports to the meeting.

Tracey thanked everyone for the welcome she had received since joining ADCA last August and thanked all the volunteers, without whom it would not be possible to offer the services ADCA does.

The move to the Annexe in November had presented several challenges, not least the need for additional volunteers to cover all areas of the Tuesday Club, given the extra space the Annexe offers us. The Opening Ceremony was an excellent event, as was the Tea Dance at Hankelow. Tracey said that Helen Dovey's appointment as Chef had been excellent, saying she had been "absolutely wonderful" in working hard to produce excellent menus for the members. She also thanked Helen Lloyd and Pat Clarke for all their efforts to re-locate the Medical Transport Service successfully to the Annexe Office.

The new Wednesday Club at Hankelow, started in December, had seen numbers increase and the all-age format with a light lunch had proved successful, as had the move to publish a monthly programme of activities available at the Club, featuring visiting speakers, an IT help class and a walking group led by Chris Knibbs.

Finally Tracey thanked Roger for all the hard work he puts in to ensuring ADCA is compliant in all areas of its work and to raising funds. Roger mentioned that one of ADCA's volunteers, Ralph Warburton, had received the British Empire Medal earlier this month, in part for the voluntary work he does with ADCA.

Lynn reported that changing the Carers Day meetings from Tuesday to Wednesday had proved beneficial. Carers' outings had been arranged to

Alvaston Hall (Spa Day) and to a lunch at the Lord C. Last autumn there was a bowling course at Audlem Bowling Club, with enjoyable sessions run by Campbell Ward, and these will be repeated this year. The recent Carers' Information day in the Annexe had been well attended too, but as Roger had reported a key part of her role in 2017-18 had been to help over 40 individual carers through the process to apply for the grants from the new Living Well Fund.

6. TREASURER'S REPORT

Phil Lloyd thanked Andrew Bradshaw of Bradshaws Limited, ADCA's Accountants, for once again kindly perusing the financial records and producing the Report Accounts for the year ending 31 March 2018.

Andrew circulated the R&A, and gave an overview of the key elements, which included a Statement of Financial Activities and an itemised Balance Sheet. The figures showed an increased income of nearly £39,000, but also increased expenditure of over £44,700, nearly half of which was attributable to employment costs. With no direct funding for the charity's services to carers in 2017-18 (£8,927 had been received in the previous year), ADCA's reserves had been depleted from over £20,000 to under £15,000 and the Trustees had agreed it would be necessary to rebuild these reserves towards the target of £20,000 as soon as practicable.

Roger added to Andrew's summary that the unit cost to the County Council for each person supported by ADCA was very low: we continue to offer a cost-effective service and good value for money, he said.

APPROVAL OF THE REPORT AND ACCOUNTS WAS PROPOSED BY HELEN DUNLOP AND SECONDED BY DAVID HIGHAM AND AGREED UNANIMOUSLY.

7. RE-ELECTION AND ELECTION OF TRUSTEES

Roger reported that Ronni Briggs had asked to stand down as a Trustee, though she would continue to help ADCA where possible, including through Befriending. David Higham was standing down as Secretary and Trustee, though it was hoped he would still volunteer with ADCA once he is restored to full health.

The three Trustees up for re-election were

Barbara Walley

Proposed by June Eagle and seconded by Kathleen Fedouloff

John Tilling

Proposed by Phil Lloyd and seconded by Campbell Ward

Roger Millns

Proposed by Ann Mayer and seconded by John Jones.

Kathleen Fedouloff had been asked and agreed to become a Trustee and Secretary, to succeed David Higham.

Nominated by Sheila Jones and seconded by Jane Maxwell.

ALL TRUSTEE NOMINATIONS WERE SUPPORT UNANIMOUSLY BY THOSE PRESENT

June Eagle gave a vote of thanks to staff and volunteers for their continued hard work and said how much the members appreciated their efforts and looked forward to their days with ADCA.

8. AGM CLOSE

The meeting was declared closed at 11.37am (22 minutes beyond schedule, but it was agreed there had been a lot to update members and volunteers on).

The AGM was followed by a buffet lunch for the volunteers who were able to stay on at the Lord Combermere.