

## Minutes of 8<sup>th</sup> Annual General Meeting

Friday 28 June 2019 • Annexe Small Hall • 10:30am

### PRESENT

**Trustees:** Roger Millns (Chair); Phil Lloyd (Treasurer); Kathleen Fedouloff (Secretary); Rose Consterdine; Pam Vickers; Frances Mary Christie.

**Co-opted members:** Geof Clarke; Neil Morear

**Staff:** Tracey Humphries; Lynn Morear; Helen Dovey

Andrew Bradshaw of Bradshaw's Limited (ADCA Accountants)

In addition 34 Members, Carers and Volunteers were in attendance and signed the attendance list.

### 1. Introduction and welcome

Roger Millns (Chair) welcomed everyone to ADCA's 8th AGM, including Councillor Rachel Bailey from Cheshire East Council, Ann Harrison from Audlem Charity Shop and Bridget Robson from Cheshire East Carers Hub.

### 2. Apologies

**Trustees:** Pam Simmons; Chris Knibbs; Barbara Walley. Frances Mary Christie and John Tilling apologised for early departure.

**Others:** David Higham. Aoife Middlemass (CVS). Deb Lindop. Pat Clarke.

### 3. Minutes of 2018 AGM

Minutes of the 7<sup>th</sup> AGM on 29 June 2018 had been circulated in advance to the Trustees.

The Minutes were **proposed** as a true copy by Phil Lloyd **seconded** by Geof Clarke, and **signed off** by Roger Millns.

### 4. Chairman's Report

Copies of the Chairman's Report (**appended**) were circulated. Roger apologised that his report was more than one page because so many important things had to be covered, but still managed to keep within his 10-minute limit.

#### **Reflections on the year**

During the course of the year ADCA had to contend with shrinking funds in the midst of increased demand for services, to which we responded by reducing services and ramping up fund-raising efforts. An emergency grant from Cheshire East Council of £5,000, and the end of year news of the success of our bid for a New Homes Bonus grant of £42,300 for a Partnership Project (with the Public Hall, Wheelybus, Broad Lane Coffee Club and Nantwich Methodist Church) has enabled the re-instatement of services and ensured ongoing funding.

The staff team, Tracey Humphries, Lynn Morear, and Helen Dovey were thanked for their great support during this trying time, as were the ADCA Committee.

Thanks were expressed to CVSCE for their support and advice on ADCA's challenge to Cheshire East Council over the loss of core funding. The Council is now considering changes to its grant making policy to make it easier for small rural charities to apply.

Particular gratitude was expressed to the Public Hall/Annexe Committees, the Wheelyboat/Bus team, Audlem Charity Shop, Jo and Allan at The Lord Combermere, Andrew Bradshaw, Carol Hill, Hankelow Methodists and local parish councils, all of whom helped enormously, as have many generous individual donors and supporters.

ADCA was successful in the 'Participatory Budgets' bid in winning a £9,360 grant for Carers Breaks. Volunteer actors are sought for the next round!

### ***Achievements and performance***

During the year new members have joined all ADCA's clubs, new carers have come for support, and new volunteers have come forward to help with driving, support, and meal preparation. The Medical Transport and Befriending Service are an important part of our work. ADCA continues to provide services to more and more people – very cost effectively. The social value of our total volunteer hours is in the tens of thousands of pounds (reckoned at the standard level of £11 per hour).

Our services transform lives.

### ***Future direction and plans***

ADCA has proved itself resourceful and resilient. We have introduced new activities, and more integrated all-age activities. We continue to work closely with CEC and CVS. A key objective is to move away from reliance on contracts for funding towards more charitable fund raising, small grants, and member contributions. We have already begun to do this and will continue to find innovative ways of raising money to maintain and expand our services. In pursuit of this objective, it is PROPOSED that we increase our level of reserves to £28,000.

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Following the Chair's report, Rodney Cotterell reported briefly on the success of the Wheelybus and collaboration with ADCA. Campbell Ward expressed appreciation of ADCA's involvement in the Public Hall. Stella Molden expressed appreciation of carers for Lynn's unfailing support.

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The Chairman's Report was **proposed** by Kathleen Fedouloff, **seconded** by Tracey Humphries, and **accepted unanimously**.

The Staff Award for Chef of the Year was awarded to Helen Dovey for nutritious, adventurous and very tasty cooking – all within the budget.

## **5. Staff Report on Services and Volunteers**

**Tracey Humphries, Coordinator**, thanked everyone in ADCA for their support during her first two years, through some difficult times, but with lots of fun.

The **Tuesday Day Club** currently has 22 members, 16-18 attending weekly. The plan is to increase the list to 25 so as to raise average attendance to 20. Nearly equal numbers of men and women now attend.

The **Wednesday Lunch Club** in Hankelow has 25 members on the list, 18-20 attending weekly, but somewhat unpredictably. Helen copes brilliantly with that and everybody gets fed.

ADCA members were able to participate in a number of local events, including the successful Hankelow Fete, the Music Festival, Party on the Park, and the Transport Festival.

Tracey expressed her thanks to Lynn and Neil Morear for all the hard work they do for ADCA, especially the highly successful Christmas Fair, the excellent Bingo night, the new Friday Fun Games and all the outings arranged for members and for carers. She thanked all the volunteers – those who help in the clubs, and the drivers who make it possible for members to attend, and the befrienders. We are seeking more volunteers to become drivers and befrienders. Finally she thanked the Fund Raising Committee and all the Trustees, especially Roger, Phil and Kathleen, for their efforts over the year.

Tracey noted the passing of several members – John Hibbert, who had had a lovely last day at the Tuesday Club; Dorothy Farrington, who always had something to contribute to the group; and Trish Butterworth. She also mentioned our longest-standing male club member, Stan, who has now moved into residential care and can no longer attend.

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**Lynn Morear, Assistant Coordinator**, circulated a written report so that she could prepare and distribute tea and cakes to the meeting.

The **Friday Coffee Club** has 18-20+ regular attendees and several new people have joined over the year. Several children have participated in school holiday periods, joining in all-age activities. The **Friday Fun Games** are proving popular and it is planned to run them weekly during the summer holidays.

The **Carers Group** is going well. Members are signposted to the Cheshire East Carers Hub when they need extra help. Members have been helped to claim funding for respite activities. A number of Carers' Breaks were arranged during the year, including garden visits and canal outings, and were enjoyed by all.

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Tracey Humphries read out Jessie's poem 'The Purple Shirt'.

Roger presented bouquets to Tracey, Lynn and Helen in appreciation of their work.

June Eagle expressed thanks on behalf of all members for the wonderful services provided by ADCA, connecting them to fun and social life, and for the support of staff and volunteers.

## 6. Treasurer's Report

Phil Lloyd thanked Andrew Bradshaw of Bradshaws Limited, ADCA's Accountants, for again kindly perusing the financial records and producing the Report & Accounts for the year ending 31 March 2019.

PL reported that it had been a tricky year – needing much patience and persistence. He then asked Andrew Bradshaw to present the Accounts.

Andrew circulated an edited version of the Report and Accounts 2019 showing the Statement of Financial Activities, Balance Sheet, and Notes 3 to 17 of the Notes to the Financial Statements.

He drew attention to the following figures:

Total Income received: £54,554

Total expenditure on charitable activities: £46,102

Andrew explained the breakdown of the figures and went over the Balance Sheet. Cash reserves: £21,819. Net reserves have gone up from £15,000 to £22,000. The charity is in a good position at the year end.

Andrew expressed his thanks to Phil and Roger for their assistance in preparing the Report & Accounts.

The Report and Accounts were **proposed** by June Eagle, **seconded** by Shirley Collinge, and **accepted unanimously**.

## 7. Re-election and election of Trustees

Three Trustees were up for re-election:

**Phil Lloyd** – proposed by Andrew Knight; seconded by Sheila Jones.

**Rose Consterdine** – proposed by Shirley Collinge; seconded by Neil Morear.

**Pam Simmons** – proposed by Rose Consterdine; seconded by John Jones.

Co-opted Committee Member **Geof Clarke** was nominated a Trustee – proposed by Tracey Humphries; seconded by Lynn Morear.

All Trustee nominations and re-elections were **accepted unanimously**.

Roger reported the need for more people to work on publicity and promotion.

## 8. Close of AGM

The meeting was declared closed at 11:45.

*Kathleen Fedouloff - Secretary*

## CHAIRMAN'S REPORT FOR 2019 AGM

### REFLECTIONS ON THE LAST YEAR

This was another busy and successful year for all of us in ADCA! It seemed at times that we had to deal with continuing to expand our activities for more members and carers but with less money coming in.

Trustees, staff, volunteers and members all rallied round in autumn 2018 when we had to reduce services and increase fund raising to ensure we could continue on a sound financial footing. It all came good in the end with an emergency grant from Cheshire East Council of £5,000 in March 2019 and the major news at the year-end that we had been successful in our bid for a New Homes Bonus grant for £42,300 in total for our Connected Rural Communities Partnership with the Public Hall, Wheelybus, Broad Lane Coffee Club and Nantwich Methodist Church. I want to express a personal thank you to Tracey, Lynn and Helen for their great support during this time as well as to the ADCA Committee especially to Phil and Kathleen for their diplomatic and formatting skills as well as wise words.

A major thank you is due to the CVSCE for their great help in advising us with our challenge to Cheshire East Council concerning their onerous new contracting policy for Early Help Services which favoured large providers and which led to ADCA losing its core contract after seven years of excellent, 'exemplar' service provision for the Council. As a result of our discussions, including great help from our local councillor, Rachel Bailey, the Council is now considering changing its grant making policy to enable small rural charities to obtain core funding without having to jump through too many unnecessary contracting hoops.

We must also thank our friends in the Public Hall/Annexe Committees for their continued great help and support through these difficult times for ADCA. Thanks also to Wheelyboat/bus team for their enthusiasm and support to us. Audlem Charity Shop, Jo and Allan at the Lord Combermere, Andrew Bradshaw, Carol Hill, Hankelow Methodists and local parish councils have all helped us enormously, as have many individual donors and supporters, and we are very grateful to them all.

And so on to the 'Participatory Budgets' approach! Another tortuous process of obtaining the £9,360 Carers' Breaks Grant when we all had to troop off to Sandbach to compete with 13 other charities for a share of the overall money available. Luckily our presentation skills helped us sneak in at 8<sup>th</sup> out of 10 successful bids. We are looking for new volunteer actors for the next time we have to go!

### ACHIEVEMENTS AND PERFORMANCE

By meeting together with friends, sharing good times and some sad times, having fun and arranging lots of trips out as well as joining in village events, ADCA continues to make a difference to all our lives. We have new members at all of our clubs, many new carers who we can help, support and arrange activities for and new volunteers to help with driving, support and meal preparation. Our Medical Transport and Befriending Services continue to be an important part of what ADCA does. ADCA also continues to provide services to more and more people and we do so in an extremely cost effective way. We are very proud of our track record in effectively combatting loneliness, improving health and wellbeing, and facilitating access to a range of community activities and health services. Our services transform lives with hope, fun, friendship and practical help – as these members' comments testify:

- 'The clubs ADCA provide are a lifeline. They have made me look ahead. Made me feel alive again. These are our happy hours!'

- The Carers Support Group is a great source of support, gives peace of mind and practical advice and help
- 'The Friday Coffee Club gave my mother an enjoyable social life beyond the family in what turned out to be the last year of her life. I can never thank ADCA enough.'

## **FUTURE DIRECTION AND PLANS**

In the last 12 months, ADCA has proved itself a resilient and resourceful local charity which supports over 200 people each month including members, carers and volunteers. We continue to respond to changing needs and have used the Annexe facilities more and more, as can be seen by the introduction of the 'Fun & Games' afternoon and increased other 'all ages' activities. ADCA also must continue to work in close partnership with other local charities/churches, parish councils, CVSCE and Cheshire East Council. We will also continue to support our amazingly skilled and resourceful staff team.

A key objective for ADCA is to continue to shift the source of our funding away from reliance on harder to obtain contracts towards more charitable fund raising, members' contributions and small grants bids. We have already begun to do this effectively in the past year and will continue to do so with innovative ways of raising money to enable us to maintain and expand our services, in order to establish an essential financial reserve at the new, higher figure of £28,000. This increase is because Charity Commission advice is to maintain in reserves at least 6 months' running costs and because we may well have to find funds to maintain our services for a period if sources of contract funding end while we seek alternatives. We have had to do this on two occasions in the recent past.