

Minutes of 9th Annual General Meeting

Friday 20 November 2020 • Zoom Meeting • 1.30pm

PRESENT

Trustees: Roger Millns (Chair); Phil Lloyd (Treasurer); Kathleen Fedouloff (Secretary);
Rose Consterdine; Frances Mary Christie; Geof Clarke; John Tilling; Chris Knibbs
Staff: Tracey Humphries; Lynn Morear; Helen Dovey

Andrew Bradshaw of Bradshaw's Limited (ADCA Accountants)

Members/Carers/Volunteers: Sheila Jones; Joe Hoyles; Christina Lawson; Sue Hodgkins; Jane Ikin

1. Introduction and welcome

Roger Millns (Chair) welcomed the Trustees, Staff, Volunteers and Carers to ADCA's 9th AGM, being held via Zoom in the exceptional circumstances of the Covid-19 pandemic. He also welcomed Andrew Bradshaw.

2. Apologies

Pam Vickers; Barbara Walley.
Steve Boyes (APC)

3. Minutes of 2019 AGM

Minutes of the 8th AGM on 28 June 2019 had been circulated in advance to Trustees.

The Minutes were **proposed** as a true copy by Geof Clarke, **seconded** by Sheila Jones, and **signed off** by Roger Millns, subject to an amendment being made by the Secretary to the Treasurer's Report to correct an omission, as follows:

"An increase in the level of reserves to £28,000 (as put forward in the Chair's Report) was **proposed** by Phil Lloyd, **seconded** by John Tilling and **accepted unanimously**."

4. Chair's Report

Copies of the Chair's Report (**appended**) had been circulated in advance to the Trustees.

Roger admitted some difficulty preparing the report because of how hard it is to remember what happened before March 2020, when the pandemic struck.

Reflections on the year

During the course of the year 2019-20 ADCA supported an increasing number of people, while also working hard to improve ADCA's financial position.

Roger thanked the Trustees for their unfailing support, mentioning Phil Lloyd and Kathleen Fedouloff for their invaluable contribution to funding bids (many of which were successful), updating ADCA policies and improving ADCA communications. He also thanked them for their help with ADCA's later Covid response.

The staff team, Tracey Humphries, Lynn Morear, and Helen Dovey, were thanked for everything they had done, and presented with chocolates and plants in appreciation.

Roger thanked the ADCA volunteers, old and new, without whom we could not continue.

A moment was taken to remember Rodney Cottrell, whose Wheelyboat and Wheelybus projects have so enhanced what ADCA can offer its members and carers.

The funding and other support we received from Cheshire East Council, and the help with grant applications and governance we received from Community Voluntary Service (CVS) was gratefully acknowledged.

Audio recordings from three longstanding ADCA members expressing their appreciation of what ADCA does for them were played to the meeting.

Sue Hodgkins expressed her personal gratitude to Helen Lloyd for introducing her to ADCA, and for her invaluable help with the ADCA database as the Coronavirus Home Support Service developed. Sue also said that everyone who received help was extremely appreciative. Helen Dovey seconded that.

Achievements

Roger went on to list ADCA's achievements during the year, which included successful grant applications to the National Lottery Awards for All, and the New Homes Bonus. A video presentation prepared by Carers Group members was successful in gaining funding from Cheshire East Carers Hub for our Carers' Breaks programme. As things turned out, these funds were used differently than planned because of Covid.

The New Homes Bonus brought in funds not just for ADCA, but for the Wheelybus, Audlem Information Point, and two Nantwich Coffee Clubs. This was a partnership bid in which ADCA took the lead role in bringing local organisations together.

Charitable fundraising was significantly ramped up with the help of a new sub-committee, with successful events helping to increase our reserves to £28,000.

All this formed the basis for ADCA's Covid response, which has led to us supporting more than 300 people, many completely new to us. We have supported more carers, and been able to offer more breaks, and provide individual one-to-one support, helping people to stay safe in their own homes.

Future direction and plans

Roger concluded his report affirming that ADCA will continue to respond flexibly to the pandemic and seek to support as many people as possible across our wide rural area with an increased range of home support services. ADCA will reopen our clubs and activities as soon as we are able to do so. We will continue to bid for funds to continue our work in 2021.

The Chairman's Report was **proposed** by Geof Clarke, **seconded** by Phil Lloyd, and **accepted unanimously**.

5. Staff Report on Services and Volunteers

Tracey Humphries, Development Coordinator, began by noting that this was her third AGM with ADCA, and expressing her profound gratitude to Lynn and Neil Morear, Helen Dovey, and all the volunteers who support her in her work.

ADCA clubs went well across the year, with new people joining both the Tuesday Club and the Wednesday Group in Hankelow. She noted that the latter group attracts a number of younger attendees. The largest attendance was 28 people – a challenge for Helen.

Members attended a number of events and outings – the Quiet Garden in Nantwich; the Music Festival in May; an excellent Party in the Park and Hankelow Fete in June; the Transport Festival in July; the RNLI Festival in September (where the Morear clan ran a raft to raise money for ADCA); and Groovin' on the Green at Hankelow.

Lots of fundraising was done at these events and special thanks are due to Lynn, Neil and Geof and many volunteers for their heroic efforts with the Cowpat challenge. We also supported Broad Lane and the Nantwich Methodist church in their fundraising efforts and in organising their coffee groups.

Respects were paid to ADCA members who had died during the year - Dorothy Hughes and Mary Protheroe are sadly missed.

Finally, Tracey thanked Roger, Phil and Kathleen, and all the Trustees, for their support to the services team.

Lynn Morear, Assistant Coordinator, reported on the success of efforts to get Tuesday Club members to more village events. With the help of the Wheelybus, members were able to attend the Hankelow anniversary celebrations, a performance of 'Annie' in Audlem Methodist Church Hall, the Art Exhibition and the Poetry Slam during the Music Festival, and enjoy whole day canal boat outings with the Lyneal Trust in Ellesmere, as well as the other events reported by Tracey. Other highlights were the Scarecrow Competition (the members won a prize) and the annual Christmas meal and traditional visit from Santa. The community police team were regular welcome visitors. Lynn noted how writing all this down brought home to her how much members are missing in the current year because of Covid.

Members of the Friday Club enjoyed some of the same events, plus a 'Fish & Chips' lunch and a brass band concert.

The **Carers' Support Group** was well attended throughout the year, and members were able to participate in a canal boat day-trip, take a self-care course, sip afternoon tea, go bowling on the green, relax with a spa day, learn Christmas bauble-making and have a slap-up Christmas lunch.

The **Friday Fun** games, originally set up specifically for carers and those they care for, quickly became a popular fixture, attracting a good mixed attendance from ADCA members and local residents.

Roger asked what has been learned during the Covid experience that we need to take forward into the future.

Tracey Humphries said that one-to-one support conversations over an extended period had revealed that, although ADCA regularly consults members on matters affecting them, the importance of talking things through in depth has been underestimated. Although activities were sorely missed, deeper connections were built through these conversations, and we should build on this. It also became clear that a number of people are not actually as self-sufficient as they appear, and need more support.

The Covid experience has also highlighted the important role ADCA plays in the community and has considerably raised our profile, bringing in many new members and volunteers.

Lynn Morear said that direct support to carers and provision of home-based 'breaks' and 'treats' during lockdown had allowed more carers who don't or can't attend the Carers' Support Group, or avail of our usual breaks programme, to access support from ADCA and feel more connected.

Roger Millns said that it had become clearer than ever how important the food we offer members is, and that the high quality of Helen's cooking is what makes it work.

Helen Dovey said she had realised that the reason she enjoys working in the Hankelow kitchen so much is because she can see and personally interact with members much more there than is possible in the Annexe. She expressed her thanks to the kitchen volunteers, and to Jayne Scott in particular. She hopes to be able to make some good Christmas food and to welcome more new members.

6. Financial Report and Accounts

Phil Lloyd (Treasurer) reported that ADCA had substantially recovered from the financial difficulties faced in the recent past, thanks to Roger Millns' focus on pursuing fundraising bids and to all the other fundraising efforts that had been made. He made particular reference to the Spot the Cowpat competition, first suggested by Geof Clarke and keenly promoted by staff and volunteers, which significantly raised awareness of ADCA in the community and brought in £1600. Sadly, the Grand Dinner Dance planned for March 2020 had to be cancelled because of the pandemic.

Phil 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 2020, and asked him to present the Accounts to the Trustees.

Andrew Bradshaw expressed his thanks to Phil and Roger for their assistance in preparing the Report & Accounts and reminded the Trustees to keep in mind that figures in the Report are for the year to March 2020 – *before* coronavirus.

He drew attention to the following figures:

Total income received: £62,479 (including £10,000 from Awards for All, which arrived earlier than expected and is intended to fund agreed activity from April 2020-21)

Total expenditure: £55,866 (salaries, food and rent being the major costs)

Andrew explained the breakdown of the figures and went over the Balance Sheet. Net assets have risen from £22,000 to £40,000.

Overall 2019-20 was a successful year, but the arrival of Covid at the last minute will have an impact on the accounts for next year.

Chris Knibbs drew attention to Note 13 of the Notes to the Financial Statements and pointed out that the total shown for Unrestricted Funds is incorrect. Andrew identified an entry error for Current Assets, showing as £40,809 when it should be £40,800. This will be corrected before the Report and Accounts are submitted to the Charity Commission.

Chris also commented on Note 5, asking why no figure was shown for training costs. Phil Lloyd responded that all training given during the year had been provided free.

Roger Millns reminded the Trustees that the Balance Sheet figure for free reserves (£38,714) includes the £10,000 sum from Awards for All, so the free reserves for the year must be seen as £28,714.

Roger presented the Trustees' proposal (Committee Meeting of 16 October 2020, review of Risk Management Policy) to **increase the level of reserves to £36,000**.

He asked Trustees to consider whether this raise is in fact needed, in light of the funds that came in from the New Homes Bonus and other sources. Andrew Bradshaw said that in his view £28,000 is still a reasonable figure for a charity like ADCA. John Tilling pointed out that a reserves target is an 'aspiration' from an accounting point of view, and differs from what we might include in a funding bid and said that £36,000 is a good figure to aim for. Chris Knibbs said that the more we can future proof ourselves, the better.

It was **AGREED** to proceed to increase the level of reserves from £28,000 to £36,000.

The Report and Accounts (subject to correction of error) were **proposed** by Roger Millns, **seconded** by Phil Lloyd, and **accepted unanimously**.

7. Re-election and election of Trustees

Roger Millns expressed the thanks of all the Trustees to Barbara Walley and Rose Consterdine for their long service to ADCA, and showed photos of them receiving their thank you gifts.

Two Trustees resigned: **Rose Consterdine** and **Barbara Walley**.
Co-opted Committee member **Neil Morear** resigned.

Two Trustees were up for re-election:

Frances Mary Christie – proposed by Phil Lloyd; seconded by John Tilling
Chris Knibbs – proposed by John Tilling; seconded by Geof Clarke

Two new Trustees were nominated:

Lorna Matthews – nominated by Roger Millns; seconded by Frances Mary Christie
Sue Hodgkins – nominated by Phil Lloyd; seconded by Frances Mary Christie

The Trustees recommended establishment of two new committee posts to improve governance and spread the load of responsibilities. These are **Vice Chair** and **Assistant Treasurer**.

Phil Lloyd was nominated for Vice Chair by Roger Millns; seconded by John Tilling
Sue Hodgkins was nominated for Assistant Treasurer by Phil Lloyd; seconded by Frances Mary Christie

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

Roger explained that we are still looking for new Treasurer, and to simplify how we keep accounts and monitor how we use funds, and asked if we can co-opt a Treasurer by April if no one comes forward.

Co-option of a Treasurer was **proposed** by Phil Lloyd, **seconded** by Roger Millns and **accepted unanimously**.

Phil Lloyd commented that we may need to consider an honorarium for the role of Treasurer. Chris Knibbs suggested it might be helpful to develop a person specification for the role.

8. Close of AGM

Kathleen Fedouloff reminded Trustees and Committee members that the next Committee meeting will take place via Zoom on **Wednesday 2 December** at 1.30pm. Specification of the Treasurer role will be included on the agenda.

The meeting was declared closed at 2.55pm.

Kathleen Fedouloff - Secretary

CHAIR'S REPORT FOR 2020 AGM

REFLECTIONS ON THE LAST YEAR [Year ended March 2020]

During 2019/20, ADCA continued to provide a full range of services to older people, vulnerable adults and carers based on our very strong team of Trustees, Staff and Volunteers. We also continued to receive strong support from our community partners within Audlem and District, including local Parish Councils, Audlem Public Hall, Overwater Wheelyboat Services, Cheshire East Council and Community and Voluntary Services Cheshire East, for which we sincerely thank them. We are extremely grateful to everyone who has donated to ADCA during the year.

All this stood us in good stead when, at the end of our financial year, during March 2020, the coronavirus pandemic struck and we went into lockdown. All our lunch clubs, coffee clubs, carers' breaks, meals out and attendance at community events came to an abrupt end. We quickly established our Coronavirus Home Support Service and, at the time of writing this report in November 2020, it has supported over 300 people across the wider rural area with home shopping, prescription collection and telephone support.

But back to the year up to March 2020. Our growing number of members and carers continue to tell us how much they enjoy the social activities, meals, trips out, transport to health appointments and befriending support provided by our marvellous staff, Tracey, Lynn and Helen, and all our Volunteers. We also had continued local support from Audlem Charity Shop, The Lord Combermere, Bradshaws Limited (our accountants) and Hankelow Methodist Chapel.

ACHIEVEMENTS AND PERFORMANCE

During the year our grant funding bids continued to be successful, including from National Lottery 'Awards for All', from Cheshire East Council's New Homes Bonus, and from Cheshire East Carers Hub for continued funding for our Carers' Breaks [following a 6-minute video presentation by 10 of our carers!]

We also significantly increased our charitable fundraising via our newly established Fundraising Committee. All this enabled us to increase our vital financial reserves to the level of £28,000 at year end. This will help us to deal with any unforeseen eventualities in future! We successfully implemented the New Homes Bonus schemes with our partners, Overwater Wheelyboat Services, Audlem Public Hall, Broad Lane Coffee Club and Nantwich Methodists Older People's Clubs. This led to greatly increased use by ADCA and other local groups of the Wheelybus, the establishment of the Audlem Information Point in the Annexe foyer and support to increase attendance at clubs for older people at Broad Lane and in Nantwich. These achievements demonstrate that ADCA can be a leader in community development and can assist other local groups with much needed fundraising.

ADCA can also be justifiably proud of our track record in effectively combatting loneliness, improving health and wellbeing, and facilitating access to a range of community activities. Our carers' services also greatly assist local carers to continue in their caring roles. And last, but no means least, I need to emphasise that a very important part of what ADCA's staff and experienced volunteers also provide is individual support and advice to members and carers on a one-to-one basis. This support enables people to better navigate the local health and social care services and enables people to stay safe and secure in their own homes.

FUTURE DIRECTION AND PLANS

From April 2020 onwards, ADCA will continue to respond positively to the pandemic and seek to support as many people as possible across our wide rural area with an increased range of home support services. ADCA will reopen our clubs and activities as soon as we are able to do so.

Roger Millns, Chair of ADCA