

Minutes of 10th Annual General Meeting

Friday 25 June 2021 • Zoom Meeting • 10.30am

PRESENT

Trustees: Roger Millns (Chair); Phil Lloyd (Vice Chair; Treasurer); Kathleen Fedouloff (Secretary); Frances Mary Christie; John Tilling; Sue Hodgkins; Lorna Matthews.
Peter Murray (co-opted)

Staff: Tracey Humphries; Debra Davies.

Andrew Bradshaw of Bradshaws Limited (ADCA Accountants)

Members/Carers/Volunteers: Ann Jones; Gill Lowe

1. Introduction and welcome

Roger Millns (Chair) welcomed the Trustees, Staff, Volunteers and Carers to ADCA's 10th AGM, being held via Zoom as Covid restrictions continue, and welcomed Andrew Bradshaw.

2. Apologies

Geof Clarke. Chris Knibbs. Lynn Morear. Jayne Scott. Helen Dovey.

3. Minutes of 2019 AGM

Minutes of the 9th AGM on 20 November 2020 had been circulated in advance to Trustees.

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

4. Chair's Report

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

Reflections on the year

Roger declared that ADCA's 10th year of operation was unprecedented in every way and that our success in navigating it is a tribute to the resilience and hard work of all our staff, volunteers, members and carers. We have acquired new partner organisations, and successfully applied for emergency grants to continue operating our services. About 65 new volunteers came forward. Many people made small and large donations. This year we welcome a new Treasurer, and two new members of staff to run the Broomhall & Sound Club. We are reaching many more people across the area and have made contact with a number of people living with dementia who are now beginning to make use of our services.

Our response to the pandemic has been publicly recognised by Cheshire East Council, and we have been awarded grants from Cheshire Community Foundation, the National Lottery and the Police & Crime Commissioner. The Chief Executive of the Council has asked to visit ADCA. Given everything that has happened, our finances are in good shape.

Future direction and plans

ADCA clubs are opening up slowly, within the Covid guidelines. Loneliness and vulnerability have been intensified during the pandemic, and the need for more support, including for people with dementia and their carers, has received strong community support. Our plans include more suitable physical activities, and increased home befriending support. A new fund raising sub-committee has been set up to focus on income generation. We hope to restart our own major fund raising events when restrictions are lifted. A 10th anniversary celebration is planned for the summer.

An audio recording from longstanding ADCA member June Eagle expressing her appreciation of what ADCA does was played to the meeting.

The Chair's report was delivered in under 10 minutes.

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

5. Staff Report on Services and Volunteers

Tracey Humphries, Development Coordinator reported on the challenges for staff and volunteers during the year, and the impact of having to make constant adaptations as guidance changed. An impressive number of volunteers came forward and it took two weeks to do the 40 DBS checks required to authorise them to participate in the Home Support Service.

Tracey and Lynn Morear (Assistant Coordinator) split the work of running the clubs between lockdowns between them, with Tracey managing volunteer rotas and the Wednesday group, while Lynn managed the Tuesday group and carers support.

Tracey commended Lynn Morear for the amazing work supporting members and carers above and beyond her duties.

Risk assessments were carried out for all club venues, and are regularly repeated as requirements change. Clubs were opened whenever possible, with smaller numbers (up to 10 members, one staff, one volunteer) attending on a rota, so everyone had a chance at least once a fortnight. Members were very keen to return to groups whenever possible, between lockdowns.

Over Christmas it was not possible to take members out for Christmas lunch, so instead Helen Dovey cooked Christmas meals for the Tuesday and Wednesday groups, and held Christmas parties for all of them, with Mrs Santa delivering presents, and a Christmas Fairy. The members loved this.

People using the Home Support Service were full of praise— one woman made a video of her help arriving. Detailed records were kept of everyone we helped, and they included over 100 people who had had no contact with ADCA before Covid – this has led to more people wanting to be members.

Lynn Morear organised a number of home meal deliveries for members and carers in partnership with The Lord Combermere, Ayaan's Indian takeaway, the Village Chippy, and Farm Made Tea Room. This was appreciated by all, and significantly by carers unable to leave home for carers breaks and treats. We now recognise that this is something we need to do more of.

When lockdown ended we lost some volunteers as they went back to work and demand for the Home Support Service decreased. Members and volunteers were taken for testing, and staff and volunteers were trained in giving Lateral Flow Tests, which we continue to do regularly. This is time consuming, because of the need to keep detailed individual records. No positive results have appeared to date.

We ran transport to the Vaccination Centre in Nantwich and all our members are now fully vaccinated.

Tracey offered special thanks to Phil Lloyd for the amount of time he put in with her – 6 days a week for quite a long time.

Tracey also thanked Sue Hodgkins for her work in coordinating the transport and the volunteers, and taking on the role of Assistant Treasurer.

Roger also thanked Tracey, Lynn and Phil for their sterling work.

Roger said this has been a stressful time for all of us, because of the need to keep members and carers SAFE and keep the balance right between protecting people from infection and reducing anxiety and depression through social interaction. We have more members in their 90s now.

Gill Lowe commended the whole ADCA team for everything they've done this year. Her words were echoed by Ann Jones and Frances Mary Christie.

Roger said we are now supporting more than 90 carers, and are hopeful of receiving a fresh Carers Break Grant.

Debra Davies (new Assistant Coordinator) reported that she and Jayne Scott (chef) were both very happy to be part of the staff team. The Broomhall & Sound club is starting up slowly, and they have done lots of local promotion, including pulling people in off the street. This very week 11 people attended, which is the limit under current Covid restrictions.

We have allowed people to drop in for coffee and see what the group is about, before deciding whether to join. This has been successful, and we are confident that the group will grow. There has been good support from the Chapel, Norman has made a herb box. Jayne has catered for all the different dietary needs in the group.

Tracey said there were quite a few men in the group at first, but now more balanced. We have had a referral from Wrenbury Together, who has become part of the group. She commended Deb and Jayne for how they have handled the start-up.

Roger confirmed that we will continue to apply our Covid protocols, and review again in July to see when we can increase group size again, gradually, and eventually move the Tuesday Club back to the Annexe – possibly in September.

6. Financial Report and Accounts

Phil Lloyd thanked Sue Hodgkins for taking on the role of Assistant Treasurer.

He reported that Andrew Bradshaw had told him that ADCA have done well this year, and this is partly due to the extra donations that came in, as well as grants. He expressed his gratitude to Andrew for all his help and patience.

Andrew Bradshaw expressed his thanks to Phil and Roger for their assistance in preparing the Report and Accounts, providing all the details necessary to complete the Financial Statements. He apologised that it is such a long document.

He drew the Trustees' attention to the following figures in the Statement of Financial Activities (Page 9):

Total income received: £74,612. A good outcome.

Total expenditure: £61,370. Significantly higher this year.

Grant Funds received that could not be spent on the designated activities are being carried forward and will help the restart of full services.

Andrew explained the breakdown of the figures and went over the Balance Sheet (Page 10). Net assets have risen from £40,131 to £52,802. Note 13 on Page 16 gives details of net assets and designated funds.

Note 3 on Page 13 gives details of all sources of the total income, including grants of £42,707.

Note 5 on Page 14 gives details of costs of charitable activities, and of income received through the furlough scheme.

Overall, 2020-21 was a good year financially for ADCA.

Roger Millns pointed out that £20,000 grant spending was deferred, and we will be spending these funds later than originally planned.

The Report and Accounts were **proposed** by John Tilling, **seconded** by Lorna Matthews, and **accepted unanimously**.

John Tilling asked whether more detailed breakdown of expenditure would help when making grant applications focused on a specific set of activities. Peter Murray responded that a new layout for accounts is being developed, which will drill down by activity. Roger Millns commented that this level of detail is very rarely requested now for grant applications, though it could be useful for Trustees.

7. Re-election and election of Trustees

Roger Millns expressed thanks to all Trustees.

Three Trustees were up for re-election:

Roger Millns – proposed by Gill Lowe; seconded by Ann Jones.

John Tilling – proposed by Frances Mary Christie; seconded by Roger Millns.

Kathleen Fedouloff – proposed by John Tilling; seconded by Phil Lloyd.

One new Trustees was nominated:

Peter Murray (who will take up the role of Treasurer) – proposed by Roger Millns; seconded by Phil Lloyd.

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

Roger said that our current Articles of Association were based on a model given to us by Cheshire Community Action and will be updated this year.

8. Close of AGM

Kathleen Fedouloff reminded Trustees that the next Committee meeting will take place on **Friday 8 October** at 1.30pm.

The meeting was declared closed at 11:30

Kathleen Fedouloff - Secretary

CHAIR'S REPORT FOR 2021 AGM

REFLECTIONS ON THE LAST YEAR [Year ended March 2021]

After an unprecedented year for everyone, the most important thing to recognise is the underlying strength of ADCA which has been built up over the last 10 years, the importance of our partnerships and the level of community support we have received during the pandemic. We really do have a very strong team of Trustees, Staff and Volunteers. We must also pay tribute to the resilience, determination and support we have received from our members and carers throughout this time. Celebrating your 90th birthday during lockdown is no easy feat.

We also continued to receive even stronger support from our community partners including the five local Parish Councils, Audlem Public Hall, Overwater Wheelyboat Services, Cheshire East Council, Community and Voluntary Services Cheshire East, Audlem Medical Practice, Boots Chemists and Brambles Cook Shop. A big thank you to everyone! This includes the many new volunteers – 65 in all – who came forward in April/May 2020 to assist with our new Coronavirus Home Support Service and our Volunteer Transport including Medical Transport. We also welcomed to ADCA, our new Treasurer, Peter, and Jayne and Debra as new staff members to support our expanded services.

ACHIEVEMENTS AND PERFORMANCE

Last year's Chair's report said that ADCA would respond positively to the pandemic in supporting as many people as possible across our wide rural area with home support services and that we would reopen our clubs and activities as soon as we are able to do so. Well, we have done all of that and much more!

We have established partnerships with Wrenbury Together and Broomhall & Sound Methodists and three Parish Council to the west of Audlem. ADCA now covers a wider rural area of 40 sq. miles. Our newly established Home Support Service has provided food shopping, prescription collection and telephone & doorstep support to an additional 160 older people and carers, alongside the 150 existing members of ADCA. We have also provided lunch and coffee club attendance for 9 new members, including more people with dementia, who have come to ADCA for support during the pandemic. Our Medical Transport Service has also continued to take people to vital health appointment including vaccinations.

ADCA has responded magnificently to the unprecedented challenge of the pandemic. We have worked hard together to keep everyone safe at home alongside the careful reopening of our clubs.

Our strong response to the pandemic has been recognised by Cheshire East Council who has continued to support us well and also by the continued grant support we have received from key donors including Cheshire Community Foundation, the Lottery and the Police & Crime Commissioner.

ADCA has maintained a good level of income during the year at £74,612 due to success in obtaining emergency Covid related grants alongside generous donations. Our expenditure of £62,413 means that a small surplus has made a significant contribution to our reserve figure at the end of the financial year which now totals £31,609. This is just below our revised reserves target of £36,000. This will assist us in the coming year to underpin the funding of our expanded services as we seek to maintain our new activities set up in response to increased needs across our area.

FUTURE DIRECTION AND PLANS

The challenge for ADCA is to maintain and develop our services across a wider area to help combat the loneliness and vulnerability of more, isolated older people and their carers which has been much intensified by the pandemic. This will include a greater element of vital exercise to enhance physical and mental well-being and improve people's resilience. We also plan to grow our Home Befriending Service provide additional personal support, especially to those who cannot easily leave their homes.

We aim to do all this as grant funding is harder to obtain and so will develop a robust Income Generation Strategy to increase fundraising, donations and sponsorships as a percentage of our total income. The challenge for ADCA is also to slowly reopen our existing lunch and coffee clubs, including our new ones at Sound, Hankelow and Aston to enable attendance by full numbers as lockdown restrictions ease. Oh and we will finally celebrate ADCA's 10th Anniversary during the summer with a knees-up in the playing field, perhaps including a brass band!

