

## Minutes of 11<sup>th</sup> Annual General Meeting

Friday 15 July 2022 • Annexe Small Hall • 1pm

### PRESENT

**Trustees:** Roger Millns (Chair); Phil Lloyd (Vice Chair); Peter Murray (Treasurer); Kathleen Fedouloff (Secretary); John Tilling; Sue Hodgkins (Asst Treasurer); Geof Clarke.

**Staff:** Tracey Humphries; Debra Davies; Laura Stevenson; Jayne Scott; Helen Dovey.

Andrew Bradshaw of Bradshaws Limited (ADCA Accountants)

**Members:** Ann Jones. Helen Dunlop. Peter Dunlop.

**Volunteers:** Andrew Knight

### 1. Introduction and welcome

Roger Millns (Chair) welcomed the Trustees, Staff, Volunteers and Carers, and Members to ADCA's 11th AGM, the first in person AGM since 2019, and welcomed Andrew Bradshaw.

### 2. Apologies

Frances Mary Christie. Lorna Matthews. Chris Knibbs. David Higham. Lesley Higham. Derek Winskill. Bill Higgs. Rachel Bailey

Rachel Bailey sent the following message: *"I would be grateful if you could register my thanks for such a wonderful ADCA Platinum Jubilee celebration, the thank you card (to my shame) is unwritten. Thanks too for the excellent work of ADCA, which I continue to showcase, not least as a reminder of just how innovation in rural areas meets the councils desire of 'Live Well Longer' but also brings a saving to their budget."*

### 3. Minutes of 2021 AGM

Minutes of the 10<sup>th</sup> AGM on 25 June 2021 had been circulated in advance to Trustees.

The Minutes were **proposed** as a true copy by Phil Lloyd, **seconded** by Peter Dunlop 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 commented on how well ADCA has responded to and started to recover from the pandemic, slowly opening up clubs, and holding five successful events in the Town Hall – our 10<sup>th</sup> Anniversary Celebration, Christmas Lunch, a Race Night, a Craft Fair (both booked again) and a Dinner Dance. And this year we had the Jubilee (full report next year).

Cheshire East Council have continued to support and encourage ADCA, for which we are most grateful.

Roger thanked all the staff and Trustees for their efforts during the year, and made particular mention of the support he had received during a period of ill health.

ADCA now works even more closely with the Town Hall, and will use its facilities more widely in the coming year.

### **Achievements**

Partnerships have always been important to ADCA, and this has been even more true in the past year. We have submitted a partnership bid to the National Lottery Communities Fund for three years' funding and are waiting on the result. We have established a new partnership with the Wingate Centre, and Nantwich Thursday Group for supporting people with dementia in the community.

It is wonderful to meet up in person again after all the Zooms.

### **Future direction and plans**

Our 3-year Development Plan has been published – our National Lottery Bid is based on this plan. We will be expanding and extending our services across this period, in line with our Core Purpose, where 'mutual respect and kindness' are our watchwords.

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

Andrew Knight expressed his appreciation for all the events ADCA puts on, and for the pleasure of meeting in person.

Roger read out a message from June Eagle: *"Thank you for letting me watch the Jubilee event online. I thought you, Roger, looked very smart and handsome. ADCA has given me so much over these ten years. I think of you all a lot and thank you for all you do in the village."*

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

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

### **Tracey Humphries – Community Services Manager**

ADCA clubs cautiously re-opened from April 2021, in Hankelow where distancing more practical than in the Annexe. Club rotation system introduced so members could attend at least fortnightly. New staff member (Laura Stevenson) was appointed while Tracey was on sick leave. Services have had to change because of Covid, changes in the village, and increasing demand.

The **Tuesday Club** returned to the Annexe in April 2022, and managed rotation continues to cater appropriately to individual need. There is increasing need for support for people with memory problems. A good relationship has been established with the Social Prescriber.

A **Walking Netball** programme, open to carers, members, volunteers, and the public, was due to launch in 2021 but had to be postponed due to Tracey's absence, and finally launched in April 2022.

### **Debra Davies – Assistant Coordinator**

**Broomhall & Sound Monday Club** had a slow start in 2021, but a recent influx of new attendees, has enabled the introduction of more activities, and also brought in new volunteers. Club members now also meet outside of club times.

**Audlem Tuesday Club** – New activities have been introduced, and the need for tailored support for individuals has become more apparent. There are not enough volunteers. Members are very appreciative of the sessions and the volunteers enjoy it too.

Roger thanked Deb for all the new activity ideas she has brought in. We recognise that we must manage the balance in the groups carefully.

### **Laura Stevenson – Carers Support Worker**

Realised from direct experience early on how a small intervention can have a huge impact, and this has helped shape approach to this role. In January helped organise and deliver afternoon teas for carers and members.

An EOLP session for carers in March highlighted the deep need for more **dementia support**, and a pilot group was set up with the help of some of the attendees from that session, which then led to formal establishment of the **Audlem Thursday Club** in May (beyond the scope of this report). Laura also provides individual support to carers who can't come to any of the groups or breaks.

Roger commented on how much ADCA staff and volunteers undertake **one-to-one befriending** and advice to individuals. We now report this information to funders and the council.

Roger thanked Jayne Scott for her wonderful work on the refurbishment of the Thornton Room, which now has a much softer, more welcoming feel thanks to her efforts, helped by the other staff.

### **Jayne Scott – Cook; Friday Coffee Club Facilitator**

All users of the Thornton Room comment on and enjoy the new-look Thornton Room. About 12 regulars attend on Fridays, and engage in a variety of activities, chosen by them. One member always specifically thanks Jayne for the club. One regular volunteer helps out, and two members also support the group.

### **Helen Dovey – Chef**

Feels very fortunate to have this role. Always worried about the budget, and tries to keep meal costs under £2 per head. The volunteers are indispensable and need to be thanked for their hard work. Always experimenting with new foods and flavours, aiming to increase vegetables and reduce meat, and ensure quantities are sufficient so that those with bigger appetites can have 'more' – nobody must go home hungry. Keeps an eye on whether people are eating enough, or patterns change, in case intervention is called for. It's nice to think that members have, at least, had a good meal.

### **Sue Hodgkins – Medical Transport Coordinator**

Taking the bookings is another way to have a chat with the person booking, and this can help to assess whether they need assistance e.g. just managing the bureaucracy of appointments. We are short of drivers and it is hard to recruit. Currently doing a weekly prescription delivery to Buerton. Noticeable that more people are coming into the office on Wednesdays and Fridays looking for general information.

**Tracey Humphries** concluded by thanking the Trustees for the work they do to support the staff, and for their efforts to keep staff in these wonderful jobs. Special thanks were due to Sue Hodgkins for taking responsibility for Medical Transport, along with contacting members and volunteer drivers to arrange transport to the clubs. It is clear that reminding people about their bookings ahead of time leads to fewer problems. Helen and Jayne were also thanked for all the lovely food they produced for members and carers during the pandemic – the January afternoon teas were a completely in-house endeavour.

Several long standing volunteers have stepped down this year – Sheila Jones, Christina Lawson, Margaret Lockwood and Carole Haq – and thanks are recorded to all of them.

## **6. Financial Report and Accounts**

The Statement of Financial Activities, Balance Sheet, and Notes to the Accounts had been circulated to the Trustees in advance.

**Peter Murray** introduced and welcomed Andrew Bradshaw, our Accountant. It was enlightening to gain insight into just how much work Andrew and his team do 'pro bono', for which we are extremely grateful.

**Andrew Bradshaw** drew the Trustees' attention to the following figures in the Statement of Financial Activities:

Income from Charitable Activities rose by **8%** from £64,940 in 2021 to **£70,170** in 2022.

Income from Charity Fundraising also rose significantly from only £2,634 in 2021 to **£13,019** in 2022.

Total income received: **£70,186**

Total expenditure: **£65,113**.

Andrew explained the breakdown of the figures and went over the Balance Sheet. Net assets have risen from £51,705 to **£57,875**.

Overall, 2021-2022 was a good year financially for ADCA, though hard going operationally. Andrew reminded the Trustees of the importance of having sufficient reserves, and to remember that reserves are not automatically cash – they can be assets.

**Roger Millns** said that, this year, we are carrying forward unspent sums, so are in a good position at the moment, as they are 'designated' funds, set aside for specific purposes. It is not the aim of the charity to make profits.

The Report and Accounts were **proposed** by Sue Hodgkins, **seconded** by Tracey Humphries, and **accepted unanimously**.

## 7. Re-election of Trustees

Roger Millns expressed thanks to all Trustees for their work during the year.

Two Trustees were up for re-election:

**Phil Lloyd** – proposed by Kathleen Fedouloff; seconded by Roger Millns.

**Geof Clarke** – proposed by Roger Millns; seconded by Phil Lloyd.

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

Geof thanked Phil for all his help, and mentioned the new Fundraising committee members, now including Michael Fedouloff. Plans are in place through to next March.

## 8. AOB

### **ADCA members no longer with us**

**Andrew Knight** asked that we remember the several long standing ADCA members we have lost over the past two years, and recited their names, right up to our oldest member who died very recently, just short of her hundredth birthday – Maureen Rutherford. **Tracey Humphries** relayed a reminiscence from ADCA member Nigel about a monkey that young Maureen once kept in a cage hanging half in, half out of her window at The Lamb pub, run by Maureen's parents.

## 9. Close of AGM

Kathleen Fedouloff reminded Trustees that the next Committee meeting will take place on **Friday 2 September 2022** at 1pm.

The meeting was declared closed at 14:35

*Kathleen Fedouloff - Secretary*

## CHAIR'S REPORT FOR 2022 AGM

### REFLECTIONS ON THE LAST YEAR [Year ended 31 March 2022]

Well, we all slowly emerged from the pandemic, some of us a bit frailer and looking a bit older! It was wonderful for our staff and trustees to be able to meet up again with many of our members, carers and volunteers from April 2021 onwards as we carefully opened up our activities. We welcomed new members and carers to our clubs and launched a new club in Broomhall and Sound Chapel. Thanks to continued grant support from Cheshire East Council, we were able to support more people living with dementia and their carers, providing respite for them in our clubs and appointing a new carers support worker.

Thank you to our hard working staff, including our three new staff members, Deb Davies, Jayne Scott, and Laura Stevenson, who are now bringing extra enthusiasm and creativity to ADCA. Tracey Humphries, our Community Services Manager and Helen Dovey, our Head Chef, continue to provide the backbone of our services. Our many volunteers, both long-standing and new, have continued to provide wonderful support and help throughout the year. A personal thank you to them all.

Sadly, we had to say goodbye to Lynn and Neil Morear, our highly valued long serving staff member and volunteer, who both retired from ADCA to explore pastures new. We gave them a good send off and will keep in touch. We wish them well.

I wish to express my particular personal gratitude to fellow trustees for their excellent work in their specific areas of responsibility as well as for supporting me during my period of ill-health – to Phil Lloyd our hard working Vice-Chair; Kathleen Fedouloff our wise Company Secretary and Carers' Lead; Geof Clarke our amazing Fundraising lead; Sue Hodgkins the Office supremo and medical transport lead and Peter Murray our hands-on Treasurer – and not forgetting our other trustees, Lorna Matthews, John Tilling, Frances Mary Christie and Chris Knibbs, who have all provided ongoing support in a variety of ways.

And yes, when we were allowed, we did party, celebrating our 10<sup>th</sup> Anniversary in the newly refurbished Town Hall in August 2021! It was wonderful to see everybody having a good time together again. That was followed by a Race Night fund-raiser in October and a Christmas Craft Fair in November, both so popular they are booked again for 2022. Finally, our stalwart volunteer Ralph Warburton organised a fantastic Dinner Dance in March, where we all showed up in our best bibs and tuckers and danced the night away. Thank you, Ralph!

Huge thanks must go to Geof and all the fund-raising team for their hard work planning and running these events and raising very much needed income for ADCA.

### ACHIEVEMENTS AND PERFORMANCE

ADCA couldn't do as much as we do without the valuable support of our community partners, including Audlem Public Hall and our local Parish Councils. In early 2022, we published our new Income Generation Strategy, aiming to continue increasing the proportion of our income we receive from charitable fundraising and to achieve longer term grant funding. And as the financial year came to an end, we were pleased to hear from the National Lottery that our substantial Reaching Communities three-year funding bid, in partnership with Overwater Wheelyboat Services, the Wingate Centre and Broad Lane Coffee Club, is now through to the final stage with a strong chance of success.

We have built up a good level of free reserves which stood at around £36,000 at March 2022, alongside about £20,000 of grant monies we have been able to carry forward for expanding our activities from April 2022 onwards. These include the Carers' Respite Breaks Grant and a new grant from April 2022 to support people living with dementia and their carers within a new weekly support group alongside home support. This grant has been obtained on a partnership basis with the Thursday Club Nantwich and the Wingate Centre in Wrenbury, who will be running similar groups in their areas. Both these grants are from Cheshire East Council, from whom we receive tremendous and much valued support through Deb Lindop, Jill Stenton and Julie Walker. We feel that we can now plan for the future with confidence.

We continue to receive very positive feedback from our grant funders, who tell us that the outcomes we achieve for the people we support are very good and strong.

We continue to strengthen our teamwork within ADCA by ensuring more regular face-to-face contact and action planning meetings alongside our quarterly committee meetings. The need for this was highlighted during the pandemic, when we recognized that our regular in-person communication had suffered.

## **FUTURE DIRECTION AND PLANS**

Our Development Plan will be published by June 2022 and will spell out how our services and activities will expand over the next three years. This plan was put together following extensive consultation in 2021 with our members and carers and the wider community.

We will continue to build on our strengths, based on implementing our core values, which state that:

‘ADCA aims to address the specific individual needs of older people who may be vulnerable and who may not have easy access to transport.

We believe that every one of our members, carers, volunteers, staff and trustees has the potential to make a valuable individual contribution to meeting the needs of others, both within ADCA and in the wider community, and we aim to facilitate this wherever possible.

We believe that all of us can be vulnerable at times, and we aim to protect and safeguard each other by working together with mutual respect and kindness.’

