

Minutes of 12th Annual General Meeting

Friday 22 September 2023 • Annexe Small Hall • 12.30pm

PRESENT

Trustees: Roger Millns (Chair); Gary Cliffe (Treasurer); Kathleen Fedouloff (Secretary); John Tilling; Sue Hodgkins (Asst Treasurer); Geof Clarke; Lorna Matthews; Chris Knibbs

Staff: Debra Davies; Laura Stevenson; Julia Watson.

Andrew Bradshaw of Bradshaws Limited (ADCA Accountants)

Members: Sue Shepherd; Shirley Collinge. Ann Jones.

Volunteers; Andrew Knight; Bill Higgs

Visitors: Michael Fedouloff. Peter Stone.

1. Introduction and welcome

Roger Millns (Chair) welcomed the Trustees, Staff, Volunteers, Members and visitors to ADCA's 12th AGM, and welcomed Andrew Bradshaw.

2. Apologies

Tracey Humphries.. Dez Winskill. Frances Mary Christie. John Tilling.

3. Minutes of 2022 AGM

Minutes of the 11th AGM on 15 July 2022 had been circulated in advance to Trustees.

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

4. Chair's Report

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

Roger Millns started by thanking everyone for helping to keep ADCA running and introducing new services under our Lottery Grant. It is clear that we are still 'in recovery' from the pandemic – people are still reluctant to come out and get involved, or are unwell. ADCA is urgently seeking new volunteers to help support staff, and new people to come forward as Trustees. Roger announced that this will be his final year as Chair.

Reflections on the year

ADCA's Platinum Jubilee Celebration and Concert in June 2022 was very successful and involved people of all ages. The age profile of ADCA members is rising, with many older members now in early to mid-90s, and many experiencing significant frailty. During the year we said farewell to Phil Lloyd, our Vice-Chair and a stalwart supporter of all our efforts through Covid, and to Peter Murray, our Treasurer, whose place has now been filled by Gary Cliffe.

Achievements

During the year we successfully launched a dementia support group – the Thursday Club – and now have new funding in place from Cheshire East and the NHS for this. We also set up a Walking Netball group as part of our plan to provide increased physical activity. Our Medical Transport continues to be a vital service to the community and urgently needs new volunteer drivers.

Our financial footing improved considerably, with a major National Lottery Grant coming through which will cover more than half of expected expenditure over the next two years. Roger thanked the Committee for their hard work on developing our bid. Grants were also received from the Police & Crime Commissioner, local Parish Councils, Audlem Charity Shop and other donors.

A major step forward during was the instigation of a project to develop a bespoke database to manage ADCA's member records.

The Public Hall Committee were thanked for their unfailing support and collaboration which is vital to ADCA's operations in the Annexe.

Geof Clarke was thanked for ADCA's other fundraising successes during the year, especially the Race Night and the Craft Fair. The Craft Fair is an important PR opportunity for ADCA, and also brings in volunteers.

Future direction and plans

ADCA is now focusing on consolidation, and looking for new Trustees and/or co-opted members to help stabilise us into the future.

Roger thanked everyone present for their support and urged everyone to continue to support each other into the future. The Trustees were thanked for their support and contributions during the year.

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

The Chairman's Report was **accepted unanimously**.

5. Report from Services

Roger Millns invited the staff and volunteers present to give brief reports.

LAURA STEVENSON (Carers & Dementia Support Coordinator) –

The **Thursday Club** helps 10 families living with dementia every week and offers carers respite from the stress of caring. 'Underspend' funds have been used to purchase specialised equipment, and to provide an outing to Llandudno. Raising awareness of dementia and its impact on families is very important. The club has an invaluable dedicated team of trained volunteers.

The bi-monthly **Carers Support Group** (open to all carers) now meets in the Shroppie Fly – new carers have joined the group.

DEBRA DAVIES (Deputy Community Services Manager) –

The **Broomhall & Sound Monday Club** started as a luncheon club, but is now more of a coffee morning. Very successful. Community Police Officers have given presentations, and sourced CCTV equipment for vulnerable people. About 15 people attend regularly. Once a month lunch is arranged at Nantwich Football Club, or another venue.

The **Tuesday Club** is run with Julia Watson. A full programme of activities is planned up to May; presentations have been given by volunteer visitors – free of charge, e.g. musical events; horse-riding; craft activities.

Roger Millns commented that numbers have had to be reduced to cope with increased frailties, now 14-15 each week, prioritised according to need. A waiting list now in operation. Referrals come from the local Social Prescriber and by word of mouth from others people.

CHRIS KNIBBS (Trustee)

Hankelow Wednesday Club has an average 20 people each week, and the group is very lively and proactive – more like a self-help group. There is concern about how meals will be managed now.

ANDREW KNIGHT (Volunteer)

Lots of people come to the **Friday Coffee Club** – everyone enjoys the company, and the games. 15 people most Fridays – all very relaxed.

Roger Millns drew attention to Jayne Scott's role in personally redecorating the Thornton Room to make it much more cosy and welcoming.

Debra Davies said it should be noted that it's not just about what happens within ADCA clubs and groups. Lots of members now meet **outside** the groups under their own steam. This is a significant social effect.

Roger Millns recalled the members who are no longer with us.

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.

Gary Cliffe introduced and welcomed Andrew Bradshaw, our Accountant.

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

Income from Charitable Activities **rose** from £70,170 in 2022 to **£89,826** in 2023.

Income from Charity Fundraising **fell** from £13,019 in 2022 to **£9273** in 2023

Total income received: **£89,881**

Total expenditure: **£98,337**

Andrew explained the breakdown of the figures and went over the Balance Sheet. Net assets have fallen from £57,875 to **£49,419**.

Overall, 2022-2023 was a good year for ADCA, in spite of many challenges.

Roger Millns said that, thanks to careful management, ADCA's 'Free reserves' are about the same – sufficient to cover six months' operation. Additional costs during the year included the database development project. The National Lottery Grant will keep us steady for the next two years. New grant applications will be made in due course.

Andrew reminded Trustees that reserves are not 'cash' – this is a financial calculation.

The Report and Accounts were **accepted unanimously**.

7. Re-election of Trustees

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

Four Trustees were up for re-election:

Frances Mary Christie – proposed by Kathleen Fedouloff; seconded by Roger Millns.

Chris Knibbs – proposed by Sue Hodgkins; seconded by Gary Cliffe

Lorna Matthews – proposed by Chris Knibbs; seconded by Kathleen Fedouloff

Sue Hodgkins – proposed by Frances Mary Christie; seconded by Kathleen Fedouloff

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

8. AOB

Car Parking charges

Roger Millns said that ADCA needs to respond as an organisation to Cheshire East Council's consultation on introducing parking charges for Audlem Car Park, as these will have a significant impact on ADCA operations. We will also attend the Parish Council village meeting on this matter. There is no 'official' drop-off point by the Thornton Room for the Wheelybus or for volunteer drivers bringing members to ADCA activities. He encouraged everyone to respond individually as well.

9. Close of AGM

Kathleen Fedouloff reminded Trustees that the next Committee meeting will take place on **Friday 3 November 2023**.

The meeting was declared closed at 13:20

Kathleen Fedouloff - Secretary

ADCA Chair's Annual Report 2022/23

REFLECTIONS ON THE LAST YEAR [Year ended 31 March 2023]

This year was one in which ADCA continued to recover from the pandemic and to aim to support the increased number of members and carers who use our services.

This approach was splendidly exemplified by the magnificent Platinum Jubilee Celebrations we held in the Town Hall in June 2022. 120 people of all ages from 8 to 96 enjoyed a marvellous afternoon tea along with performances by Audlem Voices, Audlem Brownies and Audlem Youth Theatre. The whole event was live streamed and recorded for posterity. Thanks go to all the staff and volunteers who organised the event and to Cheshire Community Foundation who funded it.

When ADCA started in 2011, our members were in the 70s and early 80s. Now we have several members in their 90s with several currently aiming for that milestone. This just goes to show how friendly, social activity along with excellent food [continued thanks to Helen and Jayne for this] certainly keeps people going. Similarly with our excellent volunteers who now number 45, including the ADCA Trustees who work hard behind the scenes in a number of vital roles.

During the year, we said goodbye to Phil Lloyd, our Vice-Chair and former Treasurer as he and Helen moved away to be nearer family. He will be greatly missed given his hard work in just about every area of ADCA's activity. Peter Murray, our Treasurer, also stood down at the year-end after two years of stalwart service. We have been fortunate in welcoming Gary Cliffe as our new Treasurer. His experience in the voluntary sector organisations is already providing very valuable.

ACHIEVEMENTS AND PERFORMANCE

Alongside our regular clubs in Audlem, Hankelow and Broomhall & Sound we also launched during the year our new Thursday Club for people living with dementia and their carers, with funding from Cheshire East Council which was based on a joint bid with Nantwich Thursday Club which runs a similar service. This has been a real success and thanks go to staff members Laura and Deb and the seven new volunteers who run it.

Our Medical Transport Services continues to be an important part of ADCA's services and has been sustained by Trustee Sue Hodgins, ably assisted by new volunteer Philomena Dolan and a faithful band of voluntary drivers. It now includes prescription collection as well as taking up to 15 people each month to GP and local hospital appointments.

Our Community Services Manager, Tracey, also started a successful Walking Netball club in the Town Hall which has brought women and men of all ages, including carers, to join in.

As ever, we continue to be grateful to all our funders, including Cheshire East Council, Cheshire Community Foundation, Police and Crime Commissioner, Masonic Charity Foundation, Coop Community Fund, Hatherton Parish Council and Audlem Charity Shop.

The funding highlight of the year was undoubtedly the receipt of a three-year Reaching Communities Lottery Grant from October 2022, which now provides about 50% of our total funding, thus securing ADCA's future for several years ahead. We achieved this through a partnership bid with Overwater Wheelyboat Services, Broad Lane Coffee Club and The Wingate Centre in Wrenbury.

We are also very grateful for the continued support given to ADCA by the Public Hall Committee, who have supported us throughout the up and downs of the last three years. We have them to thank for the continued excellence of the accommodation we use.

Our own charity fund raising continues to be vital. Thanks to Geof Clarke and his team, we had a successful Race Night, a Craft Fair and a Weekly Prize Draw, not only raising much needed funds but also enjoyably raising ADCA's profile, leading to recruitment of several new volunteers.

During the pandemic, we developed a small database as a means of keeping track of over 300 people who were using our Home Support Service and 80 volunteers. We recognised that this was not fit for purpose and the Committee commissioned a new database which would be fully compliant with data protection needs. We were fortunate to recruit Jonathan Taylor to undertake this work, which is now well on the way to completion. It will fully meet ADCA's operational needs while also ensuring data protection.

It has been busy year for ADCA as we have welcomed new members, carers and volunteers, while others have retired from their roles. Of particular note has been the increasing amount of individual support and advice which our staff and volunteers give to people who are experiencing challenges and changes in their lives. This now includes advocacy for carers and members in their dealings with statutory or other organisations

FUTURE DIRECTION AND PLANS

Partnership working with a range of local voluntary groups remains very important to ADCA, as does the need to recruit new volunteers and support our existing ones.

Similarly, we continue to need to find people with experience of health, social care or running businesses or charities to become trustees, especially to take on active leading roles so as to enable long service trustees to step back a bit!

Our overall aim now has to be to consolidate the range of services we offer. In particular, we need to consolidate our work with people affected by dementia, including leading on achieving 'Dementia Friendly' status for Audlem.

Finally, we must continue to work on ensuring our organisational processes and systems work effectively, efficiently and safely - including our new Database and our Human Resources and Financial processes.