

Minutes of the 40th Annual General Meeting held at Coopers Hill, Bracknell on 26th Aug 2010

The AGM of Age Concern Bracknell Forest was called to order at 1:55 pm on 26th August 2010 at Coopers Hill, Bracknell by Bob Pennell, Chairman.

1. Members Present

Mr Bob Pennell	Chair
Rev Jane Manley	Trustee
Mr Allan Emmett	Trustee
Mrs Sarah Frenett	Chief Executive Officer
Mrs Janet Thomas	Day Centre Volunteers
Cllr Mr C Thompson	Bracknell Forest BC
Ms C Cowap	Bracknell Forest Voluntary Action
Mr M Gilman	Bracknell Forest Voluntary Action
Cllr Mrs A Jones	Bracknell Town Council
Mrs Clair Harris	Berkshire NHS
Cllr Mrs R Kaye	Winkfield Parish
Mrs Cheryl Spence	Bracknell & Wokingham College

Attending

Cllr Ian Leake	Mayor of Bracknell Forest
Mrs Enid Leake	Mayoress of Bracknell Forest
Cllr Chris Turrell	Deputy-Mayor of Bracknell Forest
Mr Richard Stowell	Age Concern Berkshire

Apologies

Mrs Eve Marshall	Vice-chair
Mrs Kerry Edwards	Treasurer
Mrs S Collins	Day Centre Manager
Mr P A'Heerne	Winkfield Parish
Mr T Pearce	Bracknell Forest Over 50 Forum
Mrs S Grant	volunteer
Mrs C Mist	volunteer
Mr S Saitch	volunteer

2. Chairman's Opening Remarks

“ There have been significant changes since last year, including my appointment as chair in place of the familiar face of Barbara Knight. We owe thanks to Barbara because her term of office ended at the last AGM after six years of dedicated hard work and she then continued in an acting capacity while seeking a successor.

I have no clear record, but I know it was a troubled year with confusion over the constitution for meetings adding to the, then familiar, financial problems. Barbara resigned in November together with fellow trustee Maurice Alston, thus leaving the vice-chair, Eve Marshall, to lead the Executive Committee.

However, the Constitution had become a major issue and effectively halted progress while it was proposed to produce an alternative. I became concerned about the problem and found that the existing document was very difficult to understand, but did come clear after much reference to Charity Commission publications. I therefore proposed that it would be faster to go forward under the existing constitution, explained by reference to a translated version; and offered my services as trustee to help.

On June 4th, the Executive Committee formally agreed this approach, together with a new governance framework, which defines subcommittees and procedural regulations. The minutes of the five preceding meetings this year were re-adopted with terminology corrected to comply with the governing document; and I was appointed to fill the vacant post of Chair-person. Jane Manley had already been appointed to fill the vacancy created by Maurice's resignation.

Sadly, Eve was not present at the meeting because she had recently suffered a bad fall and is still recovering from an operation on her shoulder. "

3. Approval of Minutes

The minutes of the AGM of 22nd July 2009 had been revised to correct terminology and the discussions under Any Other Business. The minutes were unanimously approved.

4. Matters Arising from the Minutes

Regarding People Changes. Rachel Price was dismissed soon after the AGM because of insufficient funds, and as a result Sarah lacked support for the role as described. Bob and Sarah are working together to develop more effective administration.

5. Annual Report

Bob read out the contents of the Annual Accounts and Trustees Report, which had recently been submitted to the Charity Commission. Copies had been distributed to members present. The report is also published under "Be Involved" section of the website, www.ageconcernbracknell.org.uk, as are these minutes, the constitution, and regulations.

Organisation

The objective of Age Concern Bracknell Forest (ACBF) is to promote the relief of elderly people in and around the districts of Bracknell Forest in particular by the provision and operation of day care facilities for elderly people.

The Charity is not a limited company. It is insured by "Charity Assured" from AON, underwritten by Alliance; and the trustees are covered by a separate Trustee Indemnity Insurance.

The Members of the Charity are individuals or representatives of Voluntary Organisations and Statutory Authorities interested in furthering the work of the Charity. They meet four times per year to elect trustees and vote on important matters including changes to the constitution. The members bring knowledge and skills to ensure the work of the Charity is appropriate and effectively complements other efforts to serve the needs of the community.

The general control and management of the administration of the Charity is vested in Trustees, acting jointly as the Executive Committee. The AGM elects a Chair, Vice-chair, Treasurer and up to five other Trustees. The Executive Committee may also co-opt one or two additional Trustees subject to the constitution; and can appoint replacements to fill vacancies.

Day to day management of the Charity's affairs and line management of staff is delegated to the Chief Executive Officer, Mrs Sarah Frenett.

Day Care

The main activity is to operate the ACBF Day Care Centre at Forest Park, Bracknell. This provides day care for the elderly mentally frail and thereby provides essential respite for their carers. Clients are identified and referred by local GPs, Social Services and the Mental Health Team. The centre caters for 20 clients per day. The majority of clients are transported by minibus which is fitted with a tail lift for wheelchairs.

Sue Collins and her team of carers and volunteers have created a quite special homely atmosphere and therapeutic activities to engage and stimulate their clients. In fact, it was this and the enthusiasm and dedication of all concerned that persuaded Bob to do his best to help to protect the future of the Day Centre and activities of the Charity.

The centre hosted 4318 client/days during the year.

Demand to care for clients with Alzheimer's and dementia had increased over recent years, and this seems to be the most effective use of the secure centre. Accordingly, in July 2009, Sue had increased her team of carers with the addition of a part-time activities organiser.

One communal activity enjoyed by the clients and carers was to build scarecrows to be displayed during Ascot week. Thanks were due again to Barbara Knight for organising this fund raising activity which raised £1400.

Toenail cutting clinic

During the year, 1018 treatments were provided. The service, is hosted at the day centre and subsidised by grant from the local PCT. It is friendly and runs it like clockwork thanks to our receptionist Debbie Pickthall.

Advice giving events

A series of coffee mornings and open meetings, sponsored by Age Concern England, gave elderly citizens information and advice on home security and energy saving.

Over 250 senior citizens attended Care Day at the Coppid Beech Hotel to enjoy Christmas lunch, entertainment and advice on safety at home. This popular annual event is kindly sponsored by the hotel and the Thames Valley Police.

Bob was grateful to all of the volunteers who organise such events and particularly thanked Janet Thomas for her contribution.

Christmas hampers

250 Christmas hampers were delivered to elderly citizens of the Bracknell Forest area. This was half the number delivered in previous years due to funding difficulties.

Holidays and outings

Five escorted summer outings were provided, each taking 35-50 elderly persons to: Leonards Lee lakes and gardens; a train trip on the Watercress Line; a barge trip on the Kennet Canal; and visits to Arundel Castle and the Houses of Parliament.

27 senior citizens attended the pre-Christmas, "Turkey and Tinsel" holiday with entertainments and excursion at the Chatsworth Hotel, Eastbourne.

6. Financial Report and Accounts

Kerry Edwards was unable to attend, and had resigned her post with effect from this AGM, because her full time employment no longer enabled her to commit sufficient time. Kerry had made a substantial contribution to implement full paper records of all income and expenditure and computerise the accounts. She had also created a financial plan in the form of a monthly cash flow analysis.

However, the body of charity trustees proved to be not strong enough to manage a worsening financial situation, due to increasing cost of providing day care. Because of lack of funds, during the year:

- The office administrator was dismissed;
- Coopers Hill office was closed; and
- Operations were reduced including Christmas hampers, outings, and holidays.

The trustees were thankful for exceptional assistance in the form of additional grants from BFBC and Berkshire Community Fund, and a large donation from the Rotary Club of Bracknell.

That all amounted to a massive material loss, which is not obvious in the statutory accounts section of the Annual Accounts and Trustees Report, which says:

“ Total incoming resources were £202,965 (2009: £168,124); resources expended were £207,554 (2009 : £170,161) and the deficit for the year was £4,589 (2009: deficit £2,637). “

The problem Bob saw was that this form of accounts masks the actual material losses after which the net loss for the year was under £5,000 or a little over 2% of turnover.

The traditional format of annual accounts for ACBF aggregates items in a way that Bob believed to have masked the fact that over recent years, grants and fees were falling behind the escalating cost of Day Care. The cash flow statements similarly aggregate items over the Charity's various operations.

He felt that shared costs and overheads must be attributed to the various operations such as Day Care in order to appreciate their true cost. To date, that attribution has been done as a separate analysis, but not part of the normal accounting process.

7. The Year Ahead

Having regularised governance proceedings, the recovery process continues. Sarah has started a programme of staff training and revision of policies and procedures to comply with Department of Health national standards. Management and admin procedures will also be revised to make them more efficient. Currently, a bespoke IT system was being developed to manage client details and referrals process.

Subsequent to the annual report Allan and Bob met with Mira Haynes of BFBC to discuss the future of day care provision. This was based on Bob's analysis of all relevant expenditure for 2009-10 and closely agreed a similar estimate made by Kerry.

Mira discussed the situation with her healthcare colleagues and was pleased to inform us that Berkshire NHS Foundation Trust would provide ACBF with funding to assist with our budget shortfall for this financial year. The three parties will meet to agree plans for the future of Day Care.

ACBF is very grateful for this demonstrable support for the Day Centre at a time of difficulty for the whole public sector. The service needs to generate more income in the form of fees or grants and donations, but this alone provides a better opportunity to renew our activities than had existed throughout last year.

As well as recovering and consolidating the ability to deliver Day Care, the other charitable activities need to be re-thought and redeveloped. Plans were necessarily fluid and needed to be firmed up, but they were critically dependent on involving more volunteers. This is a time of opportunity for individuals to give something back to the

community or to gain from the experience of making a real contribution to the future of Age Concern Bracknell Forest.

ACBF needed new trustees, with relevant experience such as: management, planning, accounting, employment, benefits and healthcare. This could include people who cannot commit to be trustees but are willing to assist in committees or specific tasks.

ACBF also needed volunteer workers to assist the carers, man the office, help with book-keeping and other admin, provide transport for clients, assist in fundraising, and a variety of other tasks – whatever they could do to help.

Relevant information and news was being posted on the ACBF website under “Be Involved”. Bob hoped that those present could spread the word and help to find the people ACBF needed.

8. Election of Trustees

The current trustees were

Mr Bob Pennell	Chairperson (appointed June 2010)
Mrs Eve Marshall	Vice-Chairperson
Mrs Kerry Edwards	Treasurer (resigned with effect 26 Aug 2010)
Mr Allan Emmett	
Revd Jane Manley	(appointed January 2010)

Honorary Chair

Cllr Cliff Thompson proposed and Mr Martin Gillman seconded: *Re-appointment of Mr Bob Pennell*. The proposal was Carried.

Honorary vice-chair

On behalf of Mrs Eve Marshall, Mr Bob Pennell proposed and Cllr Cliff Thompson seconded: *That Mr Allan Emmett shall be elected Honorary Vice-Chair and Mrs Eve Marshall re-appointed as Member of the Executive Committee, on the understanding that the Executive Committee may decide to re-instate the original roles if and when appropriate.* The proposal was Carried.

Honorary Treasurer

There were no nominations and the post is now vacant.

Trustees

Cllr Cliff Thompson proposed and Mrs Clair Harris seconded: *Re-appointment of Rev Jane Manley*. The proposal was Carried.

Mrs Eve Marshall continues as trustee under the motion above.

There were no further nominations for additional trustees

9. Any Other Business

Cllr Cliff Thompson expressed pleasure to see the Mayor and Mayoress at the meeting and Cllr Chris Turrell seconded that. There was unanimous approval.

Cllr Cliff Thompson expressed disappointment that there were no press representatives present and suggested that a press release should be issued.

Allan Emmett reported that active measures were being taken to find a new Treasurer and Members were asked to suggest names.

Allan Emmett felt that the efforts of Bob, as Chair, should be recognised and that thanks to him for all his efforts in regularising the activities of the Charity should be recorded. There was unanimous agreement with this proposal.

The meeting was closed at 2:35 pm.

Next meetings

General Meetings are scheduled for: December 9th, February 24th, and May 6th