

Minutes of the 42nd Annual General Meeting held at Coopers Hill, Bracknell on 18th July 2012 at 12:30 pm

1. Members present

Mr Bob Pennell (Chair), Mr Allan Emmett (Vice Chair), Cllr Mr Cliff Thompson (Trustee), Mrs Tracey Hedgecox (Chief Officer), Ms Chris Cowap, Mrs Clair Harris, Mrs Coral Mist, Cllr Mrs Roberta Kaye, Mrs Janet Thomas

Attending

Cllr Mrs Jennifer McCracken (Mayor of the Borough of Bracknell Forest), Cllr Mr Alvin Finch (Deputy Mayor of Bracknell Town), Ms Kim Dawson (Day Centre Manager), Mike Allen (Age UK Berkshire), Mrs Madeline Diver (CAB), Andy Kimber (BFC), Mrs Jacqui Brown (BARA)

Apologies

Cllr Mrs Adrienne Jones, Ms Karen White, Mrs Cheryl Spence, Ms Linda Wells, Mrs Rhiannon Stocking-Williams, Mr Chris Bounds

2. Opening Remarks

Bob thanked all for attending and said that he wished to keep the formal part of the meeting short to allow time for discussion on the Older People's Strategy and for networking. Local press had been invited and reporters were very interested but the meeting coincided with their deadlines so he had been asked to make a press release.

3. Approval of Minutes

The minutes of the AGM 21 of July 2011 had been distributed by email and are published on the web site. The minutes were approved as read.

4. Matters Arising from the Minutes

There were no matters arising.

5. Financial Report and Accounts

Bob had not yet received back the audited accounts for the year although the accountant reported he had found no errors in our internal management accounting. Consequently the annual report for the Charity Commission had also not been made. He therefore circulated and presented from the Highlights document Appendix A.

The financial results were as in section 1 of Appendix A.

As the Mayor's Charity for the year, trustees had been very involved in the fundraising events. The Mayor and Mayoress had made several visits to the Day Centre and generally inspired our work.

At this point, Bob invited the honoured guests to say a few words about their own chosen charities for the Year.

Cllr Jenni McCracken was supporting Air Ambulance Thames Valley known as the "4th emergency service". This is a vital service that receives no government funding. After two months serving as Mayor she was exhausted but really enjoying her new role. The

Olympics and the Jubilee had meant that the number of events the Mayor is called on to attend had increased dramatically this year.

Cllr Alvin Finch said that the Mayor Cllr Mrs Shelagh Pile would have liked to attend but was unable to. She had elected to support the various small local organisations that may have difficulty surviving in the current recession.

Bob remarked that he hoped that Age Concern might do something to generally help the organisations which involve or benefit older people.

6. Annual Report

Kim Dawson presented section 2 of the Highlights document Appendix A.
Bob Pennell presented section 3 of Appendix A.

Bob also thanked Cheryl Spence in her absence for her help and continuing support with the NVQ training for the Day Centre Staff.

7. The Year Ahead

Bob Pennell presented section 3 of Appendix A.

Andy Kimber reported that he was compiling the strategy and had brought along some forms which he hopes that people within the organisations will complete and encourage other to complete because public opinion is important to the council. He endorsed what Bob had said and said that the councils strategy is for over 50s because that is the government guideline.

However you did not have to be 50 years old to complete the questionnaire and it was not necessary to strictly adhere to the questions which were aimed to stimulate ideas. He gave as an example the importance of the internet for being informed, keeping in contact with family, and shopping. Access to the internet is not mentioned in the questionnaire but may be relevant that old people should not be disadvantaged.

The trustees had studied an amended offer for friends of Age UK and found it would serve our interests. Bob Proposed and Allan seconded that "Age Concern Bracknell Forest should enter into the Age UK English Friends Agreement subject to the trustees duly protecting our local interests". The motion was carried.

Bob explained the intention to proceed with incorporation before April 2013 and briefly explained the process. Members will be invited to attend a general meeting to formally consent to the changes when details are clear.

8. Election of Trustees

The current trustees were

Mr Bob Pennell	Chair
Mr Allan Emmett	Vice-Chair
Cllr Mr Cliff Thompson	(appointed 23rd May 2012)

Mrs Eve Marshall had passed away on January 1st, and Mr John Tobin, Mrs Janet Thomas, and Mrs Diane Goodchild had resigned on February 23rd.

a. Re-election of Honorary Officers under clause 6c of the Constitution.

Re-election of Mr Bob Pennell as Chair. Proposed by Allan Emmett, seconded by Cliff Thompson. Carried

Re-election of Mr Allan Emmett as Vice-Chair. Proposed by Bob Pennell, seconded by Cliff Thompson. Carried

b. Re-appointment of Executive Committee Members under clause 7d of the Constitution.

Re-appointment of Cllr Mr Cliff Thompson. Proposed by Allan Emmett, seconded by Clair Harris. Carried

9. Any Other Business

Allan Emmett proposed a vote of thanks to Kim Dawson not only for the great job she does as Manager of the Day Centre but also for all her help with the other activities. Seconded by Bob Pennell. Carried unanimously.

Roberta Kaye had raised the issue of the stair access from the Council Car Park to the Day Centre being extremely steep, slippery when wet and not lit in the winter months. She urged others present to also make their views known to BFC. Jenni McCracken agreed to raise the matter.

The meeting closed at 1.25 P.M

Appendix A

HIGHLIGHTS OF THE YEAR 2011 to 2012

1. FINANCE

Pending audited accounts, cash flow showed a trading surplus of £26,236 (over costs of £143,103). The surplus was largely due to salary savings of £23,600 due to Bob Pennell acting as CO for the year, and Janet Thomas volunteering extra hours for administration since June. The surplus is split between restricted reserves needed to replace the minibus and unrestricted reserves sufficient for 3 months operation in the case of any future adverse trading. The Mayor's charity raised a sum of £16,047 to be received in the following year. This will be held in reserve for any special purposes to be identified.

2. DAY CENTRE

Closed for just one day because of a power cut and one day because of snow. Utilisation increased from 85% to 93%. That was 4530 sessions for 68 users. We cannot really do more because on average two members join and two leave each month.

Sue Collins retired and Kim Dawson took over as manager in June. The team includes minibus driver and four part-time carers. Also 13 volunteers contributed a total of 52 hours per week. Kim has her NVQ3 and will start NVQ5. Three carers now have NVQ2, one carer and two volunteers are being trained by Cheryl Spence.

We now take more dependent members. On average two are unfit to attend each day.

We continue to provide therapeutic activities including singing and armchair exercise and always celebrate Christmas and members' birthdays. A new CD player was donated, but policy is no TV.

Activities included making a scarecrow representing the Mayor for Ascot week, and incidentally this raised £222 in donations.

The average age of members was 84 years (youngest 69, oldest 94)

The minibus is still in good condition, but safety checks and repairs are expensive.

TOENAIL CUTTING

We provided 1520 treatments during the year for a total of 299 users.

The average age of users was 81 years (youngest 60, oldest 97)

Parish	Day Care users	Toenail users
Bracknell Town	75%	79%
Winkfield	12%	7%
Binfield	5%	3%
Warfield	6%	3%
Crowthorne	1%	3%
Sandhurst Town	1%	5%

These services were used by residents of all Bracknell parishes.

3. OTHER ACTIVITIES

These are organised by the office which was staffed by volunteers throughout the year.

TRANSPORT TO HOSPITAL

We provided about 900 round trips for medical appointments including the trips to attend our own toenail cutting clinic.

INFORMATION

We answered about 1250 telephone calls and the web site had 2850 visitors.

80 visitors attended our Open Morning which had information stands from 12 different services.

OUTINGS

Janet Thomas arranged six coach trips which were all very well attended and appreciated. Venues were New Forest, Bluebell Railway, Chichester Market, Chartwell, Barge Trip, and the Olympic site.

SPRING WALK

The event was smaller than usual but a success due to excellent weather and the patient and loyal support of the Warfield Brownies led by Debbie Warner.

MAYOR'S CHARITY

Chris Turrell was an inspiration. He made several visits to the Day Centre and trustees participated in the activities which raised awareness and good press as well as funds.

CARE DAY

The Coppid Beech Hotel and the Thames Valley Police sponsored "CARE Day" for 250 elderly home owners to enjoy Christmas lunch, entertainment and advice on safety at home.

Organisation took over 100 office hours mainly contributed by Janet Thomas.

CHRISTMAS CARDS

We produced our own cards promoting the local charity, based on an original water colour by Anne Emmett and a photograph by Cllr Chris Turrell. Sales covered production costs, 1250 were given away to attendees of CARE Day, and stock remains for sale next year.

MANY THANKS

I have been overwhelmed and am grateful for all of the help and goodwill we receive from local companies, the general public, and colleagues in the public and voluntary sector.

I will just list those who have helped on a very regular basis at the Day Centre and as volunteers in the office, not to forget my fellow trustees and the past Mayor and Mayoress of Bracknell Forest.

Mary Sullivan	Valerie Brown	Samuel Todd	Peter Fletcher	Sylvia Grant
Naomi Bing	Emily Dance	Albie Smith	Natash Mannion	Nadcarni Yashna
Gill Simms	Diane Kemp	Yvonne Buckley	Stan Saitch	Cheryl Spence
Allan Emmett	Janet Thomas	Diane Goodchild	John Tobin	
the late Eve Marshall		Chris Turrell	Diana Henfrey	

Bob Pennell
Chair, Age Concern Bracknell Forest

THE YEAR AHEAD

For two years we have been recovering finances, skills and methods. We now have a new CO (Tracey) and administrator (Fiona) and can start to move forward more strategically.

For the last year I acted as trustee and CO, and was asked from the May general meeting to clarify the differences. It is quite simple. Trustees are ultimately responsible and jointly authorise all decisions e.g. with financial or legal implications. Everyday management of the affairs is delegated to the CO. What is important is close cooperation and teamwork: not “differences”. We have to jointly understand and agree policy, strategy and budgets; avoid gaps but also avoid duplication.

STRATEGY

Age Concern needs a three year strategy “to promote the relief of elderly people in Bracknell” and by coincidence BFC is reviewing its Older People’s Strategy for precisely the same purpose. We will try to use this to guide our own strategy.

THE OLDER PEOPLE’S STRATEGY

Central government has not decided how to stop spiralling debt, and pay for the rising cost of care in an ageing population but providing adequate care is the biggest problem facing local authorities.

BFC was one of the first councils to understand it needs a strategic approach: not cost-cutting but “cross-cutting”. For example providing adequate homes within the housing strategy would save the cost of people moving into permanent care.

To get its priorities right BFC needs feedback from older people, but it’s not easy because they tend to “make do” and suffer in silence. Voluntary organisations can help to get that feedback by encouraging the older people they work with. They can make the strategy more effective by cooperating with each other and with the public services. But old people are not just a financial burden. They also form the majority of informal carers and volunteers. If the strategy helps the local charities that care for older people, it will at the same time stimulate involvement and common purpose for the older people working in those charities.

This is a **local** issue and Bracknell has a particular problem. Only 12.5% of our population is over 65 but we are catching up on the national average. Our care needs will therefore grow faster than other areas. Elsewhere needs are quite different. As a percentage: Slough has a quarter less than Bracknell, Windsor has a quarter more, and Dorset already has double.

AGE UK

In July 2011 the trustees decided that Age Concern Bracknell Forest should not accept the Offer to become a “Friend of Age UK” and this was endorsed by members in October 2011.

The trustees have now studied an amended offer and provided that nothing in the legal agreement precludes or unduly constrains our ongoing activities they propose to enter into the association.

INCORPORATION

The trustees intend to proceed with incorporation before April 2013 and in due course a meeting of members will be asked to formally consent to the detailed changes.