

## 1. Attendance

**Held at:** Coopers Hill, room 5, 1:00 pm.

**Members Present:** Mr Bob Pennell (chair), Mr Allan Emmett (Vice Chair), Cllr Mr Cliff Thompson (trustee), Tracey Hedgecox (CO), Carole Allen, Mrs Jacqui Brown, Clair Harris, Cllr Mrs Adrienne Jones, Cllr Mrs Roberta Kaye, Mrs Coral Mist, Jayne Streak, Mrs Janet Thomas

**Apologies:** Maureen Staley (trustee)

**Guests Attending:** Cllr Mr Alan Kendall (Mayor of the Borough of Bracknell Forest)

## 2. Welcoming Remarks

Bob Pennell warmly welcomed everyone to the first Annual General Meeting of Age Concern Bracknell Forest as a Charitable Incorporated Organisation (CIO).

## 3. Membership

As a CIO Age Concern Bracknell Forest are required to maintain a register of members including name, date of joining and contact address (or charity office by default).

Bob showed the meeting the draft register, which included those present, apologies, Cheryl Spence, and Karen White. The new constitution states that organisations can also become members of Age Concern Bracknell Forest.

## 4. Annual Report and Accounts

Bob reported that the accounts were the same as for the Association, charity number 265351, and had been prepared as in previous years. The report pages differ in that the CIO had a new and separate bank account, and one additional trustee, and there were some minor changes of wording under organisations and proceedings. However, the reports may need changes before submission because it was still uncertain how to account for incorporation as a CIO (Charitable Incorporated Organisation).

It was moved by Bob Pennell and seconded by Roberta Kaye that:

The Age Concern Bracknell Forest Annual Report and Accounts for the period 1st April 2013 to 31st March 2014 be approved and adopted. **RESOLVED**



## **5. The Year Ahead**

Bob reported that Bracknell Forest Council would again provide an annual grant to Age Concern Bracknell Forest. This has helped us to control Day Centre fees which at £23 per day, were currently half those charged for equivalent services in Berkshire.

The events strategy was working very well and the trustees would support increased delivery of benefits to the community via events to engage the older population.

He said that one of the prime reasons for incorporation was to limit the perceived risk to trustees and thereby attract more people to assist on the board of trustees. The new constitution emphasised that trustees are equal, e.g. members do not appoint officers. Generally, Trustees expected to contribute 50 hours per year plus any time spent in support of committees or specific roles.

## **6. Appointment of Trustees**

### **(i) Appointment of Chair**

Bob was pleased to report that the trustees had appointed Allan Emmett as Chairman of Age Concern Bracknell Forest with effect from the end of this meeting.

### **(ii) Election of Maureen Staley**

Maureen had been appointed by trustees and was thereby due to retire under clause 13(5) and was willing to be re-elected as a trustee.

It was proposed by Bob Pennell and seconded by Cliff Thompson that:  
Maureen Staley to be elected as trustee for a further term **RESOLVED**

### **(ii) Election of Bob Pennell**

Under clause 13(1), one third of the trustees must retire at each AGM. Bob Pennell would retire and was available for re-election.

It was proposed by Cliff Thompson and seconded by Clair Harris that:  
Bob Pennell to be elected as trustee for a further term **RESOLVED**



**Bracknell  
Forest**

**CIO, Charity number 1153607  
Annual General Meeting No1  
Minutes  
15th August 2014**

## **7. Chief Officer's Presentation**

Tracey Hedgecox, Chief Officer of Age Concern Bracknell Forest (ACBF), presented her report to the meeting. She said that the year 2013/14 had been another busy year for Age Concern Bracknell Forest. She said that there had been an increase in the voluntary support that Age Concern has received. The Day Centre continued to receive regular individual voluntary support. This year the garden had been overhauled and was being maintained by two regular volunteers. There had also been a huge interest and support from companies to support ACBF in volunteering their staff time. The move to the new office space in December a team from Vodafone joined the staff to help paint and lay carpet tiles and generally made the office move happen. Other companies had approached ACBF to see in what ways it can support ACBF with a team of workers for one off events and regular support. All of these were followed up.

The Toe Nail Cutting Service continued to thrive despite the suspension of the transport scheme. There had been over 2,500 telephone calls to the office seeking help, advice or support from ACBF, the calls varied in nature greatly. Tracey reported that an apprentice had been employed and ACBF had signed up to the innovative 'Work Pairing Scheme' and ACBF had focused on working in partnership with other local groups that support older people. This included Bracknell Forest Council, Easthampstead Baptist Church, Bracknell Methodist Church, Refresh Café and the Look In Café at Great Hollands. The aim was to build on successes and ACBF was looking to work on joint collaborations with the University of the Third Age (U3A) and at sheltered housing schemes at Montgomery of Alamein Court and Boyd Court, in Bracknell.

Tracey reported that there had also been a big push with ACBF and social media. The ACBF Facebook account was up and running and reaching more people and this in turn had helped to increase ACBF membership with it being well on the way to 500 members. A regular volunteer also helped with the social media at ACBF. The ACBF Event Strategy had been launched in August 2013. To the period 31st March 2014 forty events had been held, and had been very well received in the community. Also outings had been reintroduced and were proving popular. ACBF had also secured a charity place in the RideLondon100 event had been achieved for the next three years. David Marshall this year had ridden in support of ACBF and over £4,000 had been received in sponsorship. Tracey reported that there were two cyclists who were interested in riding in this event for ACBF in 2015.

There was then opportunity for the meeting to ask any questions of Tracey. The meeting welcomed the continuing development and raised profile of Age Concern Bracknell Forest and particularly welcomed the partnership working that Tracey had reported on. The meeting thanked her for her clear and informative report.

#### **8. Any Other Business**

Allan Emmett wished to record, on behalf of the Trustees, his thanks to Tracey Hedgecox Chief Officer and Kim Dawson Day Centre Manager and all staff at Age Concern Bracknell Forest for all their hard work and commitment to Age Concern. He particularly wished to thank the hard work of staff in improving the services of the organisation and raising its profile in Bracknell Forest and surrounding area. Allan also wished to thank the outgoing Chair, Bob Pennell, for all his work for Age Concern Bracknell Forest over recent years.

#### **9. Close of Meeting**

There being no further business the meeting closed at 1:30 pm.