



**Bracknell
Forest**

**CIO, Charity number 1153607
Annual General Meeting No2
Minutes
10th September 2015**

1. Attendance

Held at: The Parks Community Centre, 8-10 Nicholson Park, Bracknell.

Members Present: Mr Allan Emmett (Chair), Mr Bob Pennell (treasurer), Maureen Staley (trustee), Cllr Mr Cliff Thompson (trustee), Mrs Tracey Hedgecox (CEO), Mrs Jacqui Brown, Clair Harris, Cllr Mrs Adrienne Jones, Jayne Streak, Mrs Janet Thomas

Apologies: Cllr Mrs Roberta Kaye

Guests Attending: Deputy Mayor of the Borough of Bracknell Forest, Cllr Mr Tony Virgo, Cllr Mr Roger Meakes, Janet Berry, Karen James, Joseph Hanratty (trustee), Nina Cardrick (trustee applicant), Philip Cook (Involve)

2. Welcoming Remarks

Allan Emmett warmly welcomed everyone to the second Annual General Meeting of Age Concern Bracknell Forest as a Charitable Incorporated Organisation (CIO). He introduced the Deputy Mayor and invited him to address the meeting.

Cllr Tony Virgo had first-hand experience of the needs of older people. Having lost his mother in recent years, he understood how lonely that had made life for his father and the huge difference that new social contacts made. Coach trips in particular had been a wonderful opportunity that his father had benefitted from and he was pleased to notice that Age Concern provided coach outings. In today's society being online is also increasingly important for people to be in touch and remain independent.

Much depends on the role of charities and volunteers and the Deputy Mayor thanked all concerned on behalf of the Council. He noted the need to recruit trustees and would try to engender enthusiasm through his own contacts.

3. Adoption of Minutes

At the time of the last AGM, the charity was registered as a CIO and also represented by the original legal entity, which is still registered but is now dormant. Consecutive AGMs were therefore held on 15th August 2014 for the Association, charity no 265351; and the CIO, charity number 1153607. At that time there were technical uncertainties about the presentation of Annual Reports and Accounts which were resolved later. Annual Reports and Accounts were duly amended and adopted at an EGM convened on 15th January 2015 for that purpose.

It was moved by Allan Emmett and seconded by Cliff Thompson that the three sets of minutes be adopted as a true and accurate record of these meetings. **CARRIED**

4. Matters Arising from the Minutes

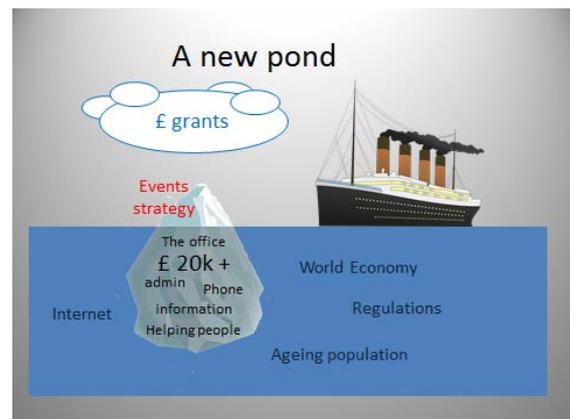
There were no matters arising.

5. Annual Report and Accounts

The Annual Reports and Accounts had been inspected and signed and had been distributed with the call for the AGM. Hard copies were available for attendees. Bob Pennell gave a slide presentation to support these formal documents.

There was a deficit of £14k for the year but this was not bad news. The trustees had budgeted for a deficit of £11k, drawing on reserves to support the first year of operation of the new office. During the year staff hours had been increased and salaries had been rationalised bringing everyone above the government's living wage. The force behind the charity is the dedicated spirit and teamwork of our staff and volunteers.

The world was changing. The charity had been relaunched to increase and promote contact and support for beneficiaries; also to attract more donations from a wider community and thereby reduce its dependence on grants. This was the "events strategy" and it covered the additional cost of over £20k to provide and staff an office to enable those developments to be achieved. It was the latest step in a program of change spanning the last five years.



The core activities are still the Day Centre which enjoys an excellent reputation; the personal helpline which is growing; and the toenail cutting service which provides vital relief - but has been rather eclipsed by other activities. Since the NHS stopped providing a grant, we have had to increase charges and have fewer beneficiaries.

The rising star is the weekly events which are doing so much to combat loneliness; and we aim to add new sitting services and carer respite support.

Increasing revenues from donations and other activities, and receiving less in the form of annual grants, had led to more frequent issues and monthly decisions for trustees. We needed to strengthen the board with suitably experienced people.

It was moved by Bob Pennell and seconded by Allan Emmett that:

The Age Concern Bracknell Forest Annual Report and Accounts for the period 1st April 2014 to 31st March 2015 be approved and adopted. **CARRIED**

Allan thanked Bob for his contribution. Bob stressed the importance of teamwork.

6. Membership Update

There were currently 14 registered members (Trustees are not ex-officio members).

Membership is open to anyone interested in furthering the purposes of the CIO. An application indicates agreement to accept the duty of each member to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

Five of the guests attending this meeting applied to become members.

7. Election of Trustees

7a. Retirement of Allan Emmett One third of elected trustees must retire under clause 13(1) and 13(2) of the Constitution and are eligible for re-election. Mr Allan Emmett duly retired and was not standing for re-election...

7b. Election of Nina Cardrick Under clause 13(3) of the Constitution the vacancy so arising may be filled by the decision of members at the AGM. Nina Cardrick had already applied and the trustees were in favour of her application. Therefore Bob Pennell moved that the members elect Nina Cardrick as trustee. **CARRIED.**

7c. Re-election of Joe Hanratty Trustees appointed by the charity trustees must retire under clause 13(5) of the Constitution and are eligible for re-election. Allan Emmett moved that the members elect Joe Hanratty as trustee. **CARRIED.**

8. Chief Officer's Presentation

Tracey gave a slide presentation to illustrate a few instances of the year's work. She said that 2014-15 had been the year that ACBF made things happen.



For her it was the year that we made real inroads into combatting loneliness through our events strategy. She gave the examples of two regular attendees: a widower aged 77 who has increased his social life and circle of friends; and a widow aged 83 who also benefits from our toenail clipping and help to tame her garden.

These were just two of the many people who had been helped through contacts at get together events and follow-up of telephone queries.

Exercise is very important too. This year we had provided and encouraged walks, skittles, short mat bowls, seated exercises, Circle dancing and Zumba Gold.

When David Marshall aged 76 volunteered to ride for us in "RideLondon - Surrey100", teams of staff and volunteers decided they would also ride 100 miles to raise funds - but on static cycles. The events combined raised over £4000.

Inspired by her Grandad who attended the Day Centre, Caley Harbud took her own initiative to raise funds of over £1000 each for ACBF and the Alzheimer's Association. Her sponsored climb of Mount Snowdon was "the most mental and physical challenge she had ever undertaken".

It was a year of teamwork, with:

local companies to arrange volunteering projects; local schools and Adviza to provide work placements; local churches to fill their coach outings; Bracknell Forest Homes to provide get together events; Bracknell Open Learning Centre to provide iPad sessions; and last but not least with our own great team of volunteers. We currently had 12 staff and about 50 regular volunteers (plus 50 others during the year).

As well as increasing the number of calls for help and information, we also put on two information afternoons this year. One was health related and the other was more general information including assistive technology and crime prevention.

One of the new sources of revenue this year was re-sale of donated clothing. There is a constant supply, presumably as a result of the town centre re-organisation and closure of charity shops.

In December we put out an appeal for Christmas presents and as a result of our new following we were able to distribute 600 presents and over 100 food hampers...

For 2015-16

Berkshire Community Foundation approved a grant for us £5000 to award respite grants to carers in the following year.

Also we were commissioned by Bracknell Forest Council's Older People's Partnership board to find ways to support and empower older people in the Borough to get online. This is largely to research and tackle the barriers to getting on line and using new technology, e.g. disinterest due to lack of actual awareness of the benefits.



Contrariwise, our iPad for beginners sessions in conjunction with Bracknell Forest Homes found a high level of interest and created a waiting list for 2015/16.

Demand is rising for all of our services but particularly, following the success of our Priestwood Get together events, numerous organisations are asking us to arrange similar events for them.

Tracey had a great team of people (staff and volunteers) working at ACBF and had no doubt that they would continue to do more and do it better.



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9. Any Other Business

Karen James informed the meeting that she was delighted with the Age UK Hearing Assessment. *[Note this is not provided by ACBF but we are a "Friend of Age UK" and provide information about their services.]*

Bob Pennell thanked the Deputy Mayor for his offer to engender interest for people to volunteer to be trustees and he asked members to also encourage applicants.

Cliff Thompson proposed and Bob Pennell seconded a vote of thanks for Allan Emmett's loyal services to ACBF over the last decade. **CARRIED.**

10. Close of Meeting

There being no further business the meeting closed at 1:15 pm.

As usual, Members enjoyed light refreshments and engaged in active discussion.