



**Bracknell  
Forest**

**CIO, Charity number 1153607  
Annual General Meeting No 3  
20th October 2016 at 11.00  
Forest Park Community Centre**

## **Minutes**

**1. Attendance:** Held at Forest Park Community Centre, Horndean Road, Bracknell, Berkshire, RG12 0XQ.

Members Present:

Fiona Heston, Chair; Nina Cardrick, Secretary; David Pelczer, Treasurer; Paul Bidwell, trustee; Cliff Thompson, trustee; Joe Hanratty, trustee; Bob Pennell, Clair Harris; Jane Streak; Roberta Kaye; Coral Mist; Janet Thomas.

Guests Attending:

Tina McKenzie-Boyle, Deputy Mayor Bracknell Forest; Bruce McKenzie-Boyle, Mayors Consort; Ash Merry, Bracknell Town Mayor; Isobel Mattick; Liz Halle

### **2. Welcoming Remarks from the chair and Apologies for absence**

Fiona Heston welcomed all members and guests attending and gave apologies from our CEO Tracey Hedgecox who was unable to attend due to illness. The CEO's report is an agenda item but it is not possible to present it this year.

### **3. Adoption of Minutes of last meeting**

The previous minutes had been distributed to members and Fiona Heston proposed that the minutes of the last meeting be adopted as a true record, seconded by Joe Hanratty. **CARRIED**

### **4. Matters Arising from the Minutes**

There were no matters arising.



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## **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.

The Chair reported that the core activity continues to be the operation of our Day Centre for people with mild to moderate dementia. Our well trained staff regularly review the care plans of service users with their support networks in order to identify improvements or otherwise in their wellbeing so the Centre can respond accordingly. The Day Centre is currently at capacity and other possibilities are being considered such as providing extra hours of care, or increasing numbers by using the space in the Day Centre that will soon become vacant.

We continue to use as many communication methods as we can to reach out to older people in order to alleviate loneliness and foster a sense of community.

The telephone answering service on weekday mornings continues its good work of sign posting callers to appropriate services and our Facebook page is updated daily. We now have over 500 followers on Facebook, which is an increase on last year. We maintain our website and produce a quarterly newsletter.

Our public events have really taken off in the last year and we have run a wide variety of social events including coach trips, concerts, outings and over 50 "Get Together" events. These hugely successful events mainly took place in Priestwood Community Centre, with a different theme each week, from sharing World War II reminiscences to playing bingo. From making Easter bonnets to taking part in a program of chair based exercises.

We have also run over 14 "digital inclusion" events, working with the Council's Older People's Partnership, taking iPads out into the community to train older people in their use and promote their use of digital services in general.



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Over £15k was raised from a variety of fundraising activities and we were fortunate that HIS Bracknell made us their charity of the year.

ACBF thrives on the good will and hard work of its volunteers who have given the organisation over 3000 hours of time over the last year. A huge thanks must go to all of them for the dedication and commitment.

#### [Financial Report and Accounts](#)

Our treasurer, David Pelczer, introduced himself saying that he had taken over as treasurer half way through the last financial year and was pleased to have become involved and to contribute to the great work being done by the staff and fellow trustees.

He reported that:

We made a surplus of £12,743 compared to a budget of £2,248

Incoming resources were £243,841

Resources expended were £231,098

A large driving force of this was a much higher level of donations which was in the region of an additional £7k. We have also managed to carefully manage the costs of the day centre, partly due to sharing office administration with the provision of community services. The surplus shows the investment made in the charity over the last few years is really paying off.

The surplus has allowed us to top up our general reserve, topping it up after it was required to support the charity last year. At the end of 2015/16 we had a general reserve which equated to 5.3 months of operating costs according to the 2016/17 budget. However as a board we would like to get the general reserve to 9 months operating costs, this would allow us to overcome any unforeseen changes in circumstances at least in the short term. This policy is documented in the annual report.

A key area that the board has focused on over the last few years is the level of dependence the charity has on public grants. 5 years ago the level of public grants that made up the charities income was 60%, and by 15/16 this had been managed down to just 23%. This is a continued focus of the trustees into 2016/17.

The events strategy has been continued during 15/16 and while the costs of running the events is greater than the donations they raise, the office team have managed to raise the costs required to cover the shortfall.

In accordance with charity law our accounts were reviewed via an independent examination. The examination is carried out by an independent person who is separate from the charity. The examination involves a review of the accounting records kept by Age Concern Bracknell forest and compared against those in the annual report and I am happy to confirm that no specific items were raised during the examination.

#### Strategic review of 2015/16

A useful tool to evaluate any organisation is SWOT analysis. This involves a look at the strengths and weakness of an organisation, which are typically viewed as internal factors, as well as the opportunities and threats which are generally external forces affecting the organisation.

By using this tool we can create a plan to either build upon our strengths / opportunities or mitigate and improve our weaknesses and threats.

#### **Strengths;**

Strong reputation - developed by the work done by our staff in all areas we operate.  
Skilled and motivated staff – ensure that all staff feel valued and are given training where needed to ensure that care is given at the highest level.

#### **Weaknesses;**

Currently we have a fairly high level of dependence on individuals for knowledge.

Examples of this being Bob in terms of the current management accounts and IT systems, and Tracey in terms of the day to day running of the charity.

**Opportunities;**

Continued to the level of donations gained in 15/16 and aim to attract more support from the community and private sector

Use our events strategy to try and engage a broader section of the older population in the local area.

**Threats.**

Continue to manage down the dependence on grants to ensure the continued sustainability of the charity.

**Plans for 2016/17**

We are currently on track to achieve a surplus against our budget of £1,780 but of course a lot can change before the end of the year. We continue to monitor this on a monthly basis.

The workplace pensions legitimations impacts us in Feb 2017 and we are currently in the process of ensuring that we fully comply with this ahead of that date.

We continue to focus on the attendance rates at the day centre as this is the financial backbone of the charity. These are currently at a good level.

A key financial process this year is that we have recently approved a new accounting system which we will begin to implement in time for the new financial year.

This reflects the growth in income over the last few years to ensure we have suitable safeguards in place for the charities finances. We are currently developing an implementation plan to ensure that all staff and trustees have suitable training ahead of our target go live date.

## **6. Membership Update**

Nina Cardrick reported 22 members on our register. Members meet at the AGM and other general meetings. They elect the trustees to govern the charity and they help to

guide the work of the charity. Membership is free and open to anyone interested in furthering the work of Age Concern Bracknell Forest. Charity membership is not the same as membership of Age Concern Bracknell's Network whose members receive our newsletters and attend Priestwood events. Only those on the register of charity members can vote today.

## **7. Election of Trustees**

- a) One third of elected trustees must retire under clause 13(1) and 13(2) of the Constitution and are eligible for re-election. Maureen Staley and Bob Pennell duly retired from office under clause (1)
- b) David Pelczer, Fiona Heston and Paul Bidwell were appointed to the board by the trustees during the year and under clause 13 (5) must retire and be re-elected by the members.

Re-election of all three trustees was proposed by Janet Thomas and seconded by Coral Mist. **CARRIED**

## **8. Any Other Business**

The Deputy Mayor, Tina McKenzie-Boyle addressed the meeting saying what an honour it was to be present at such occasions as this and see first-hand the work that our local charities do and acknowledged all the good work Age Concern Bracknell does in alleviating loneliness and isolation.

She concluded the meeting with the words of The 17<sup>th</sup> Century Nun's Prayer.

Lord, thou knowest better than I know myself that I am growing older and will some day be old. Keep me from the fatal habit of thinking I must say something on every subject and on every occasion. Release me from craving to straighten out everybody's affairs. Make me thoughtful but not moody; helpful but not bossy. With my vast store of wisdom it seems a pity not to use it all, but Thou knowest Lord, that I want a few friends at the end.

Keep my mind free from the recital of endless details; give me wings to get to the point. Seal my lips on my aches and pains. They are increasing and love of rehearsing them is



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becoming sweeter as the years go by. I dare not ask for grace enough to enjoy the tales of other's pains, but help me to endure them with patience. I dare not ask for improved memory, but for a growing humility and a lessening cocksureness when my memory seems to clash with the memories of others. Teach me the glorious lesson that occasionally I may be mistaken.

Keep me reasonably sweet; I do not want to be a saint-some of them are so hard to live with-but a sour old person is one of the crowning works of the Devil. Give me the ability to see good things in unexpected places and talents in unexpected people. And, give me, O Lord, the grace to tell them so.

## **9. Close of Meeting**

The meeting closed at 11.25am