

General Meeting No 41/1 – 25 October 2011  
Forest Park Day Centre at 6:30 pm

**Present:** Mr Bob Pennell *Chair*, Mrs Eve Marshall *trustee*, Mrs Diane Goodchild *trustee*, Mrs Janet Thomas *trustee*, Cllr Mrs Adrienne Jones *BTC*, Cllr Cliff Thompson *BFBC*, Cllr Mrs Robert Kaye *WPC*, Mrs Cheryl Spence, Mrs Clair Harris, Mr Bill and Mrs Gill Sparks, Ms Karen White, Ms Kim Dawson,

**Apologies:** Mr Allan Emmett *Vice-chair*, Mr John Tobin *Treasurer*, Mrs Coral Mist, Ms Abby Thomas.

### Opening remarks

Bob thanked all for attending and said that he wished to involve as members more people representing the various stakeholders in the success of Age Concern Bracknell Forest.

### 1 Minutes and matters arising

The following had been distributed by email and are published on the web site.

**General Meeting 24 February.** Minutes were approved as read

**General Meeting 26 May.** Had been cancelled due to a large number of apologies, and instead a progress report was distributed.

**AGM 21 July.** For approval at next AGM.

### 2 Age UK

As members were informed at the AGM, the Trustees proposed to reject the offer to remain associated as a “friend of Age UK” which they believed to be counter to the interests of the local community.

The Members present voted unanimously to support for this decision which would now be formally conveyed to Age UK.

Bob admired the BFC Mayor’s decision to support a local charity, because research has shown that money spent locally on salaries and services re-circulates and has a multiple effect within the local economy.

Cheryl suggested that the local status of the charity should be stated on publications and letters.

### 3 Status Report

**Chief Officer:** It was planned to recruit in September but this was delayed by events and is now urgent. However, the job was now more feasible than it had been 9 months ago and did not need to be full time. This was due to two factors.

- During the last 16 months and especially since February, the focus had been on core operations and the recovery and development of administrative procedures.
- Kim and her team were now fully capable of providing the Day Care service without need for a CO to be directly involved.

**Day Care:** In order to get the most benefit from limited resources the priority was to care for dementia sufferers. Bob had estimated (appendix A) there would be 690 in the minibus catchment area and 127 newly diagnosed each year. The day Centre caters for about 50 members and turnover is about 25 new members per year.

Running costs were higher than a purely social Day Centre because extra care and escorted transport is needed.

The ongoing problem was to reach those who can gain most from the active social stimulation provided.

**Day Centre flooring** had now been replaced and was very satisfactory.

**Information:** ACBF was the first point of contact for old people and now dealt with more enquiries than it did four years ago at Coopers Hill. This was despite: moving to Forest Park, cessation of insurance sales and Age Concern leaflets, fewer office workers, and service being on a call-back basis.

More office volunteers were needed.

It would be good to co-operate more closely with complementary services

**Computers and phones:** During August there had been many computer problems eventually traced to the BT broadband modem. Supply had now been switched to O2, a new file server was installed, and this all saved over 50% on annual telephone/internet.

**Outings:** Janet had devised, organised and escorted our entire very successful series of 2011 outings. The last and best visit was to the Olympic site on October 19th.

**Fundraising:** Trustees met on October 11th for the first time since the AGM. Apart from operational issues, they were in frequent contact about fundraising including the BFC mayor's charity events. Members were invited to help or find helpers.

**Incorporation:** To offset any loss of corporate support from Age UK and to make it easier to attract new Trustees, the Executive Committee had decided to move towards incorporation of the charity. This would probably take effect on March 31 in order to avoid an additional audit of accounts.

**Christmas card design:** to emphasise the local standing of the charity, Age UK cards would not be sold and designs unique to Age Concern Bracknell were now on sale. This would need some copyright free designs produced by local groups, clubs, schools etc.

Adrienne suggested that the cards should be promoted for sale in the LookIn and Easthampstead House in preference to Age UK cards.

## 4 Financial Status

Management accounting now monitored 67 categories of revenue/expenses being reconciled with invoices and bank account on a monthly basis. This had enabled substantial savings of time and money.

The accounts could now be viewed as a year-to-date balance sheet and year-end-forecast for each of the cost centres (appendix B). HQ costs including the Chief Officer, professional services and office are shared proportionate to revenues; and premises costs such as electricity and heating are shared proportionate to usage.

Each cost centre is forecasting a year end surplus due to the injection of over £20,000 worth of free labour while Janet and Bob acted in place of a Chief Officer. That one-off surplus needed to be preserved to shore up reserves against future trading fluctuations or major replacements such as the minibus.

## 5 Forthcoming Activities

**Planning and liaison:** The charity was now back on its feet and could cautiously start to plan the year ahead. More accurate accounting is a basis for working to a detailed budget - which was something that had not been possible for the last few years.

The breakdown to cost centres enabled sound decisions for any service changes. The improved administration allowed for more effective liaison with other bodies.

**Statistics:** A benefit of recent computerisation was the potential to extract new service statistics such as usage per ward. On the other hand requirements for statistics do need to be identified in advance.

Cheryl informed us that certain data such as ethnicity should be included in application forms for day care.

**Personalisation:** It was recognised that dementia can develop unpredictably from first diagnosis, and Day Care is just one of a spectrum of care needed. The move to personal budgets must not exclude those who have been recently diagnosed or whose condition has deteriorated but are not yet receiving the full support they actually need from statutory bodies.

**Grants** from those bodies were therefore relied in order to provide affordable day care and reasonable notice would be needed for any decrease in funding.

Without a grant, fees would have to double. Bob believed it would still be the best value for money facility of its type for miles around but some current beneficiaries would be denied the service they need.

**Informed choice:** With the move to personal budgets people should not be excluded from the most cost effective combinations of care through lack of information to make sound choices. Therefore Bob wished to cooperate to provide relevant information including guidelines on cost and level of care needed for the various options.

Karen explained that she provides fairly comprehensive information to recently diagnosed dementia sufferers who do not have an assigned CPN or personal budget but she would like to meet with Bob and Kim to explore what more can be done.

It was suggested that awareness information could also be included in parish newsletters and such like.

**Bathrooms:** Needs had been reviewed and bathrooms would soon be refurbished using restricted funds that had already been donated.

**Sponsored swim:** had been arranged for November 26th. This was advertised on the web site. Members were asked to help with promotion (or enter the event) because of the ambitious timescale. Diane confirmed that she had not had contact from any potential entrants.

**CARE Day** The annual party was being organised with the Coppid Beech Hotel and Thames Valley Police on November 28th. About half the number of attendees had been found and members were asked to invite other applicants aged 70+ with their own front door who have not attended in the last five years .

**Christmas raffle:** Kim has organised a private raffle for Day Centre/toenail attendees to be drawn on December 16th, first prize a large hamper.

**Open Day:** Will be held on April 18th and as usual other providers of services for older people are welcome to participate. Eve felt that the event was crowded last year and needs a larger venue than Coopers Hill.

**A Grand Fete** is planned to be held at Easthampstead Park on May 7th. Stands will be bookable by other organisations. This event should be published asap to provide adequate lead time for participants.

**The Spring Walk** will take place on May 13th.

## 6 AOB

All attendees were welcomed and confirmed as members of the charity.

Roberta observed and it was generally agreed that the steps leading up to the Day Centre are dangerously steep. Bob would write letters of concern on behalf of Age Concern.

Roberta advised that it is not too late to apply for a Winkfield Parish grant but this should be for a project.

Adrienne advised that it is not too late to clarify the grant application to BTC.

Kim could identify several minor projects such as replacement of window panels and curtains. Estimates are needed.

## 7 Future Meetings

The schedule of meetings may be impacted by incorporation. Possibly these general meetings would be replaced by an interest group.

The meeting felt that the AGM should be in July as usual (regardless of Olympics) and that Bob should offer a date in February for the next meeting.

## Appendix A – Estimates of Dementia prevalence per ward

Ward	2006 ward populations		Within our minibus catchment - - dementia			
	total	65+	total	65+	prevalence	incidence
Ascot	5,460	801	3,640	534	38	7
Binfield with Warfield	8,189	1202	4,095	601	42	8
<b>Bullbrook</b>	5,064	743	5,064	743	53	10
Central Sandhurst	5,295	777				
College Town	5,905	866				
<b>Crown Wood</b>	8,466	1242	8,466	1242	88	16
Crowthorne	5,200	763				
Great Hollands North	4,281	628	2,141	314	22	4
Great Hollands South	5,711	838	2,856	419	29	5
<b>Hanworth</b>	8,851	1299	8,851	1299	92	17
<b>Harmans Water</b>	7,279	1068	7,279	1068	76	14
Little Sandhurst & Wellington	5,706	837				
<b>Old Bracknell</b>	4,678	686	4,678	686	49	9
Owlsmoor	5,408	793				
<b>Priestwood &amp; Garth</b>	7,386	1084	7,386	1084	77	14
<b>Warfield Harvest Ride</b>	8,121	1192	5,414	794	56	10
<b>Wildridings &amp; Central</b>	4,535	665	4,535	665	47	9
Winkfield & Cranbourne	4,082	599	2,041	299	21	4
Totals	<b>109,617</b>	<b>16,083</b>	<b>66,445</b>	<b>9,748</b>	<b>690</b>	<b>127</b>

Appendix B – Year End forecast by Cost Centre

<b>DAY CENTRE</b>	<b>REVENUE</b>		<b>EXPENDITURE</b>	<b>SURPLUS</b>
Fees	63,291.90	HQ costs (by revenue)	11,211.52	
Grants	65,194.06	Premises cost (by useage)	2,605.72	
		Staff and activities	67,297.47	
		Consumables	14,764.47	
		Minibus	6,584.85	
		Maintenance and security	2,186.99	
		Refurbishment (floor & bathrooms)	9,486.00	
	<u>128,485.96</u>		<u>114,137.02</u>	<u>14,348.94</u>
<b>TOENAIL CUTTING</b>	<b>REVENUE</b>		<b>EXPENDITURE</b>	<b>SURPLUS</b>
Fees	14,738.00	HQ costs (by revenue)	2,266.02	
Transport	2,419.00	Premises cost (by useage)	744.49	
Grant	8,812.00	Staff, transport and chiropodists	21,448.13	
	<u>25,969.00</u>		<u>24,458.65</u>	<u>1,510.35</u>
<b>OTHER OPERATIONS</b>	<b>REVENUE</b>		<b>EXPENDITURE</b>	<b>SURPLUS</b>
Donations	1,847.32	HQ costs (by revenue)	709.11	
Fundraising	903.00	Premises cost (by useage)	372.25	
Insurance sales				
commission	0.00	Staff and services	2,412.12	
Outings	4,560.65	Outings costs	2,572.25	
Xmas card sales	815.50	Xmas card purchase	417.53	
	<u>8,126.47</u>		<u>6,483.25</u>	<u>1,643.22</u>
<b>BOTTOM LINE</b>	<b>REVENUE</b>		<b>EXPENDITURE</b>	<b>SURPLUS</b>
	<u>162,581.43</u>		<u>145,078.92</u>	<u>17,502.51</u>