

LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

**ANNUAL GENERAL MEETING**

**Wednesday 20th September 2017**

**In**

**The Pavilion, Recreation Ground**

**Lutterworth**

**Starting at 12.00 noon**

Age Concern Lutterworth & District is a small independent local charity established as an Old Peoples Welfare Organisation in 1962.

The charity is linked with other small Age Concern groups locally and a friend of Age UK Leicester Shire and Rutland.

**“*A local Age Concern working with people in later life, to make it a fulfilling and enjoyable experience, covering Lutterworth and the surrounding of villages.***

***A Lutterworth charity working for local people”.***

**Agenda**

1. **Welcome and Apologies**
2. **2016 Minutes Page 3**
3. **Treasurers Report Pages 4-5**
4. **Report by the Board of Trustees Page 6**
5. **Reserves Policy Page 7**
6. **Election of Trustees Page 7**
7. **Any Other Business**

**Minutes of the AGM held on Monday 12th September 2016 at 2pm**

1. **Chairman’s welcome and any apologies:** The attendees were welcomed by Carol Scholes – Chair of the Board of Trustees.

Apologies were received from Julie Crane, Sandra Orr, Janet Townsend, Kate and Michael Palmer, Sheila Taylor, Sheila Eggleton, Gill and Roger Watmore, Sam Weller, Cathy McManus.

1. **Adoption of last year’s minutes:** These were adopted having been proposed by David Fuller and seconded by Alison Anderton.
2. **Annual Accounts:** Carol outlined the accounts and expressed her thanks to Tony Taylor for his work on them. The balance of income has increased from £82,609 to £106,382 over the last financial year. The Reserves Policy sets an amount at which finances are set to enable business to continue during a period of unforeseen difficulty and this is calculated at £53,588 for a 9 month period.
3. **Report by the Board of Trustees:** The report was circulated and Carol thanked all concerned for their dedicated work for the Charity.

Sheila Jones thanked Alison and her staff and volunteers for their contribution.

Sue Smith drew attention to how connections with other organisations had been expanded.

Inger Parsons commented on the links with Community Transport.

Ann Key congratulated all those involved in the care of a lady taken ill on a recent day trip.

1. **Election of Trustees and Chairman:** The continuing Trustees are: Carol Scholes, Carole Harrington, Cathy McManus, Helen Potter, Roger Watmore and Sam Weller.

Mrs. Inger Parsons was elected as a Trustee, proposed by Alison Anderton and seconded by Sheila Knight. Two vacancies remain.

Carol Scholes was elected as Chair, proposed by June Noyes and seconded by Anne Hicks.

1. **Any Other Business:** Tony Taylor asked for details of the kitchen re-furbishment which has taken place.

Peter Knight commented on the improvements made to the premises. He asked if thought had been given to the changes which the expansion of the town would make and this was discussed.

The meeting closed at 2.40pm. Date of next AGM –20th September 2017.

**Treasurer’s Report**

The Trustees would like to express our grateful thanks to those who have made generous donations during the last year. Gift Aid has been claimed where applicable.

The accounts have been examined by Mr A. J. Taylor LLM ACIS MCICM and therefore we recommend them for adoption.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual Accounts** | | | | | | | | | | | | | |
|  | | |  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | | |  | |
| Statement of Financial Activities | | | |  |  | |  |  | |  |  | |
| Year ended | 31 March 2017 |  | |  |  | |  |  | |  |  | |
|  |  |  | |  |  | |  |  | |  |  | |
|  |  | **Unrestricted** | |  | **Restricted** | |  | **Total** | |  | Total | |
|  |  | **Funds** | |  | **Funds** | |  | **Funds** | |  | Funds | |
|  |  |  | |  |  | |  | **2016-17** | |  | 2015-16 | |
|  |  | £ | |  | £ | |  | £ | |  | £ | |
| **Incoming Resources** | |  | |  |  | |  |  | |  |  | |
| *Fundraising Activities* | |  | |  |  | |  |  | |  |  | |
| General Fundraising inc Shop Sales | | 78,988 | |  | 0 | |  | 78,988 | |  | 85,833 | |
|  |  |  | |  |  | |  |  | |  |  | |
| *Services to Further the Charities Objectives* | | | |  |  | |  |  | |  |  | |
| Lunch Clubs |  | 758 | |  | 4,080 | |  | 4,838 | |  | 5,080 | |
| All other services | | 32,486 | |  | 0 | |  | 32,486 | |  | 24,174 | |
|  |  |  | |  |  | |  |  | |  |  | |
| *Other Income* | |  | |  |  | |  |  | |  |  | |
| Donations inc Gift Aid | | 2,270 | |  | 0 | |  | 2,270 | |  | 1,608 | |
| Grants |  | 0 | |  | 0 | |  | 0 | |  | 0 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Investment Income | | 1,007 | |  | 0 | |  | 1,007 | |  | 795 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Total Incoming Resources** | | **115,508** | |  | **4,080** | |  | **119,588** | |  | **117,490** | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Resources Expended** | |  | |  |  | |  |  | |  |  | |
| *Services to Further the Charities Objectives* | | | |  |  | |  |  | |  |  | |
| Lunch Clubs |  | 0 | |  | 3,920 | |  | 3,920 | |  | 3,570 | |
| Provision of Other Services | | 33,684 | |  | 0 | |  | 33,684 | |  | 25,488 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Staff |  | 39,657 | |  | 0 | |  | 39,657 | |  | 33,854 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Property |  | 22,747 | |  | 0 | |  | 22,747 | |  | 19,763 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Overheads |  | 7,792 | |  | 0 | |  | 7,792 | |  | 10,502 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Total Resources Expended** | | **103,879** | |  | **3,920** | |  | **107,798** | |  | **93,177** | |
|  |  |  | |  |  | |  |  | |  |  | |
| Net Incoming Resources | | 11,630 | |  | 160 | |  | 11,790 | |  | 24,312 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Balances Brought Forward | | 104,872 | |  | 1,510 | |  | 106,382 | |  | 82,070 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Fund Balances** | | **116,502** | |  | **1,670** | |  | **118,172** | |  | **106,382** | |

Note 1. Income for Excursions includes £1151 for excursions taking place after 31st March 2017.

Note 2. Due to the way Leicestershire County Council support TLC’s the amount carried forward of £1670 is the support for TLC’s taking place after 31st March 2017.

Note 3. Expenditure includes £998 for excursions taking place after 31st March 2017.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Balance Sheet** | | | | | |
| For the Year Ended 31 Mar 17 | |  | . | 2016-17 | 2015-16 | |
|  |  |  |  | £ | £ | |
| Current Assets | |  |  |  |  | |
|  |  |  |  |  |  | |
|  | Short Term |  |  | 96646 | 75640 | |
|  | Cash at Bank and in hand |  |  | 21526 | 30743 | |
|  |  |  |  |  |  | |
|  | Total |  |  | 118172 | 106382 | |
|  |  |  |  |  |  | |
| Funds |  |  |  |  |  | |
|  | Restricted |  |  | 1670 | 1510 | |
|  | General |  |  | 116502 | 104872 | |
|  |  |  |  |  |  | |
|  | Total |  |  | 118172 | 106382 | |
|  |  |  |  |  |  | |
| Restricted Funds | |  |  |  |  | |
|  |  |  |  |  |  | |
|  | Grant from LCC for Travelling Lunch Clubs | | | 1670 | 1510 | |
|  | Total |  |  | 1670 | 1510 | |

**Respective responsibilities of trustee and examiner.**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 43(2) of the Charities Act 1993 (the 1993 Act)) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts (under section 43(3)(a) of the 1993 Act);

to follow the procedures laid down in the General Directions given by the Charity Commissioner (under Section 43(7)(b) of the 1993 Act);

and to state whether particular matters have come to my attention.

Basis of examiner's statement:

My examination was carried out in accordance with the General Directions given by the Charity Commissioner. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
   * to keep accounting records in accordance with section 41 of the 1993 Act; and
   * to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act; have not been met; or
2. to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

A J Taylor LLM ACIS MCICM

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Leicestershire,

LE17 4XB

**Report from the Board of Trustees**

Welcome to the Annual Report from the Trustees of Age Concern Lutterworth & District in which we keep you informed of the work the charity has engaged in, along with the successes achieved since the 2016 AGM.

The Trustees would like to thank the Staff for showing professionalism, compassion and care when working with both clients and volunteers. We are pleased to report that Staffing has remained constant over the last year with Alison Jane and Emma running the day to day business and services. Jane’s hours have been increased and she has taken a leading role in the now monthly Tea and Natters, she also continues to run a Travelling Lunch Club. Having experienced staff ensures the smooth running of both the shop and services. The charity is committed to promoting staff development and training opportunities are sourced through local companies and Voluntary Action Leicestershire.

We are very lucky to have so many volunteers who support the charity; the majority have now been with us for a number of years. Those who work in the shop bring their own skills and expertise to the shop floor and, in the back rooms where stock is sorted, we know that these are not always nice jobs but they are important and your hard work is always valued and appreciated. Another band of volunteers support and run the services making cups of tea, doing the washing up and generally helping clients. A special thank you goes to Sue, Doreen and Maureen who have been shop volunteers since we set up the shop at the barn in 2010, Sheila Eggleton who set up and continues to run a monthly Book Club, and David Fuller and Colin Hicks who are our longest serving volunteers. Wherever Age Concern Lutterworth & District goes a happy band of volunteers always follows, we would like to send out heartfelt gratitude and thanks to you all for your continued dedication to the charity.

Financially the charity has remained in a stable position, sales through the shop being the bulk of the income enabling the continuing support of day trips and services. Sales through the card machine have increased gradually since its implementation in April 2016 it has definitely been a good investment. Gift Aid is claimed back from the government annually through the small donations scheme. You may be aware through the media that the County Council has made substantially cuts to its budget, unfortunately the subsidy we have applied for towards the Travelling Lunch Clubs for a number of years has been a casualty of these cuts, this leaves us with a new challenge in finding ways to keep the service running without having to make a large price rise to the service users, up until now we have been successful at keeping the price the same for over 5 years having already absorbed increases in the cost of meals.

We are committed to the continuation of the Travelling Lunch Club which is the longest running activity of the charity having been set up by the then Trustees over 25 years ago. One of those trustees was Peter Knight, sadly Peter died in March of this year, he spent many years as a trustee of the charity and continued to have a keen interest in Age Concern Lutterworth and District and the local area, he will be missed but always remembered.

The Trustees have remained constant throughout the year new Trustees Inger Parsons and Allan Heggs joined us after the last AGM and Anne Hicks who was a trustee for many years has returned recently. The Trustees are volunteers and can regularly been seen at services and events run by the charity whilst also attending meetings and working behind the scenes. We welcome your comments and promote an open environment in which everyone’s ideas can be nurtured.

Improvements to the premises have been made by adding a decked area behind the garage; this has provided room for a shed which is to be used for storage. The back office next to the kitchen will now be used for extra office space. This will provide a safer place to count cash for banking and a more private consultation area. We believe this will improve the service which can be provided to clients and support the staff in their work.

The Key objectives of the charity remain the same combating isolation, promoting health and wellbeing and providing information. All the weekly and monthly services continue to be keenly supported along with an increased number of day trips. The charity continues its links with other local groups, businesses and charities.

**The Trustees have set a reserves policy which requires: -**

Reserves to be maintained at a level which ensures that Age Concern Lutterworth & District core activities could continue during a period of unforeseen difficulty.

In order to provide for these obligations the committee considers it necessary to establish financial reserves for costs over a 9 month period of £56,000.

**Election of Trustees and Chairman**

The following Trustees have indicated their willingness to stand for re-election: Carol Scholes, Carole Harrington, Cathy McManus, Roger Watmore, Helen Potter, Sam Weller, Inger Parsons, Allan Heggs and Anne Hicks.

There is one vacancy on the Board of Trustees, nominations are welcome.

Nominations are open for the election of Chairman.