

LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

**ANNUAL GENERAL MEETING**

**Wednesday 19th September 2018**

**In**

**The Town Hall 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. **2017 Minutes Page 4**
3. **Treasurers Report Pages 5-6**
4. **Report by the Board of Trustees Page 7-8**
5. **Reserves Page 8**
6. **Election of Trustees Page 8**
7. **Any Other Business**

**Minutes of the AGM held on Wednesday 20th September 2017 at 12 noon**

1. **Welcome and apologies:** Carol Scholes welcomed everyone to the meeting and introduced herself as Chair and Carole Harrington as Secretary.

Apologies were received from Hilda Butcher, Eileen Rands, Sheila Eggleton, Sandra Orr, Sheila Jones and Mary Poole.

1. **2016 Minutes:** These were adopted, proposed by Helen Potter and seconded by Tony Taylor.
2. **Treasurers Report:** Sam Weller presented the report which showed that income exceeded the expenditure for the year and sales figures increased. Pension contributions for staff are now being made and the premises is now liable for Council Tax.

Tony Taylor was thanked for his work on the accounts.

1. **Report by the Board of Trustees:** Carol read through the report and thanked all concerned for their dedicated work for the Charity.

Carol Scholes was elected as Chair, proposed by Sue Smith and seconded by Anne Hicks.

1. **Reserves Policy:** This has been calculated at £56,000 to cover a 9 month period.
2. **Election of Trustees:** The continuing Trustees are:--

Carol Scholes**,** Carole Harrington, Cathy McManus, Roger Watmore, Helen Potter, Sam Weller, Inger Parsons, Allan Heggs, and Anne Hicks. There is one vacancy.

1. **Any Other Business:** Sue Smith asked whether Gift Aid could be claimed on donated goods but it was felt that this would be too great a project for the Charity.

David Fuller reminded the meeting about comments made previously by Peter Knight regarding the Charity having to cope with the expansion of the town. Carol and Alison Anderton stated that bookings for our activities are increasing. Inger said that demands for information from us will probably increase as the local C.A.B. has closed.

Eve Jackson said that she enjoyed the activities and asked for the Trustees to be introduced by name which was done.

Anne Hicks thanked Carol for all her work as Chair.

Tony Taylor asked for the passing of Tom Edgar to be mentioned in next year’s Trustees’ Report.

Carol closed the meeting, thanking all those who attended including our Mayor Michael Perks.

The meeting closed at 12.35pm.

**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.

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| **Annual Accounts** |
|  |  |  |  |  |
|  |  |  |  |  |
| Statement of Financial Activities |  |  |  |  |  |  |
| Year ended | 31 March 2018 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Unrestricted** |  | **Restricted** |  | **Total** |  | Total |
|  |  | **Funds** |  | **Funds** |  | **Funds** |  | Funds |
|  |  |  |  |  |  | **2017-18** |  | 2016-17 |
|  |  | £ |  | £ |  | £ |  | £ |
| **Incoming Resources** |  |  |  |  |  |  |  |
| *Fundraising Activities* |  |  |  |  |  |  |  |
| General Fundraising inc Shop Sales | 77,198 |  | 0 |  | 77,198 |  | 78,988 |
|  |  |  |  |  |  |  |  |  |
| *Services to Further the Charities Objectives* |  |  |  |  |  |  |
| Lunch Clubs |  | 796 |  | 1,932 |  | 2,728 |  | 4,838 |
| All other services | 37,590 |  | 0 |  | 37,590 |  | 32,486 |
|  |  |  |  |  |  |  |  |  |
| *Other Income* |  |  |  |  |  |  |  |
| Donations inc Gift Aid | 10,072 |  | 0 |  | 10,072 |  | 2,270 |
| Grants |  | 0 |  | 0 |  | 0 |  | 0 |
|  |  |  |  |  |  |  |  |  |
| Investment Income | 1,113 |  | 0 |  | 1,113 |  | 1,007 |
|  |  |  |  |  |  |  |  |  |
| **Total Incoming Resources** | **126,770** |  | **1,932** |  | **128,702** |  | **119,588** |
|  |  |  |  |  |  |  |  |  |
| **Resources Expended** |  |  |  |  |  |  |  |
| *Services to Further the Charities Objectives* |  |  |  |  |  |  |
| Lunch Clubs |  | 0 |  | 2,723 |  | 2,723 |  | 3,920 |
| Provision of Other Services | 38,345 |  | 0 |  | 38,345 |  | 33,684 |
|  |  |  |  |  |  |  |  |  |
| Staff |  | 39,547 |  | 0 |  | 39,547 |  | 39,657 |
|  |  |  |  |  |  |  |  |  |
| Property |  | 24,096 |  | 0 |  | 24,096 |  | 22,747 |
|  |  |  |  |  |  |  |  |  |
| Overheads |  | 6,517 |  | 0 |  | 6,517 |  | 7,792 |
|  |  |  |  |  |  |  |  |  |
| **Total Resources Expended** | **108,505** |  | **2,723** |  | **111,228** |  | **107,798** |
|  |  |  |  |  |  |  |  |  |
| Net Incoming Resources | 18,265 |  | -791 |  | 17,474 |  | 11,790 |
|  |  |  |  |  |  |  |  |  |
| Balances Brought Forward | 115,744 |  | 2,428 |  | 118,172 |  | 106,382 |
|  |  |  |  |  |  |  |  |  |
| **Fund Balances** | **134,009** |  | **1,637** |  | **135,646** |  | **118,172** |

Note 1. Income for Excursions includes £1,098 for excursions taking place after 31st March 2018.

Note 2. Due to the way Harborough District Council support TLC’s the amount carried forward of £1,637 is the support for TLC’s taking place after 31st March 2018.

Note 3. Expenditure includes £156 for excursions taking place after 31st March 2018.

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| **Balance Sheet** |
| For the Year Ended 31 Mar 2018 |  | . | 2017-18 | 2016-17 |
|  |  |  |  | £ | £ |
| Current Assets |  |  |  |  |
|  |  |  |  |  |  |
|  | Short Term |  |  | 107,760 | 96,646 |
|  | Cash at Bank and in hand |  |  | 27,886 | 21,526 |
|  |  |  |  |  |  |
|  | Total |  |  | 135,646 | 118,172 |
|  |  |  |  |  |  |
| Funds |  |  |  |  |  |
|  | Restricted |  |  | 1,637 | 2,428 |
|  | General |  |  | 134,009 | 115,744 |
|  |  |  |  |  |  |
|  | Total |  |  | 135,646 | 118,172 |
|  |  |  |  |  |  |
| Restricted Funds |  |  |  |  |
|  |  |  |  |  |  |
|  | Grant for Travelling Lunch Clubs | 1,637 | 2,428 |
|  | Total |  |  | 1,637 | 2,428 |

**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

70 Macaulay Road

Lutterworth

Leicestershire,

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**Report from the Board of Trustees 2018**

The Board of Trustees are very pleased to report the continuing success of Age Concern Lutterworth and District to this Annual General Meeting. The Key objectives of the charity remain the same i.e. combating isolation, promoting health and wellbeing and providing information and support.

Financially the charity remains in a very 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 continue to increase and since it became a method of payment, it has definitely been a good investment. Gift Aid is claimed back from the government annually through the small donations scheme. In last year’s report we informed you of cuts in funding from the County Council which had supported the Travelling lunch clubs for a number of years. Throughout this year we applied for grants from a variety of sources with the aim of continuing to run the Travelling Lunch Clubs in an affordable manner for the clients without reducing the service. Fortunately, Harborough District Council considered and supported our application, granting a sum of money towards the cost of running the service for another year. With this grant the service will continue and the cost to clients will remain same for the time being.

At the end of last year, the Deputy Shop Manager left the charity. The Trustees along with the 2 remaining staff looked for the best solution for the staffing needed to run the charity which would enable growth and progress for it in the long term. It was decided to employ an Office Assistant who would provide excellent computer and administration support within the office. Lizzie Sowerby was the successful candidate and took up the Office Assistant position in February this year. We welcome her to Age Concern Lutterworth and District and look forward to a long and successful association. With Lizzie in post the workload of the staff has undergone some restructuring. Alison now has more time to manage the shop while developing a range of new services to take the charity forward. Jane has been dedicating a greater amount of time to the shop and providing support for volunteers. Through regular Staff and Trustee meetings we continue to monitor and evaluate the changes and are pleased to report to this meeting a continuing development of the charity with increases in income over recent months compared to the same period last year.

The Trustees would like to take this opportunity to thank Alison, Jane and all the volunteers for keeping the charity and shop running so successfully during the recruitment process and the transition period.

Improvements made to the premises this year include electrical sockets installed in the stockroom and improved lighting in the shop window.

A group of 9 Trustees meet bi-monthly discussing issues connected to the charity including, finances, staffing and the premises. To keep the Charity running in a professional manner a number of policies have been written by the Trustees for use by the staff and volunteers. They are monitored, evaluated, reviewed and updated throughout the year by the trustees.

Age Concern Lutterworth & District continues to run its ever-popular regular day trips, bingo, tea and natter afternoons, line dancing, coffee mornings, exercise class, holidays, book club and travelling lunch clubs. New events this last year have included quiz afternoons and the new dance group called Best Foot Forward. Another new initiative which we are very proud to present this year is the Stay Safe Project. The first part of this project provided all clients with an emergency medical form for them to fill in and carry in the plastic wallet provided. This can be used to assist the emergency services if they are ever needed.

We continue to maintain links with other agencies. Alison and Jane attend Share and Care regularly and organise activities. To improve accessibility to the Tea and Natter and the Party Afternoons we hire minibuses from Lutterworth Community Transport. We also maintain links with Age UK Leicester Shire and Rutland by attending quarterly meetings and with Age UK England’s Knitted Hats scheme. The Rotary groups in Lutterworth have provided a number of fundraising opportunities which we have joined including the Santa Fun Run, Swimfest and a Charity Concert, also through Rotary Alison was interviewed for a broadcast by X Counties Radio about the services Age Concern Lutterworth & District provide. More recently we have joined the Lutterworth Retail Forum so look out for our information in the Lutterworth Shopper magazine.

The Trustees welcome your comments and views and thank you for attending today.

**Reserves**

Reserves are 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 Trustees consider it necessary to establish financial reserves for costs over a 9 month period of £57,000.

**Election of Trustees and Chairman**

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

There are 2 vacancies on the Board of Trustees, we welcome nominations.

Nominations are open for the election of Chair.