

LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

**ANNUAL GENERAL MEETING**

**Wednesday 18th September 2019**

**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. **2018 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 19th September 2018 at 12 noon**

1. **Chairman’s welcome and any apologies:** Carol Scholes welcomed everyone to the meeting which had a good attendance. She introduced herself as Chair, Sam Weller as Treasurer and Carole Harrington as Secretary.

Apologies were received from Alison Anderton and Sheila Eggleton.

1. **2017 Minutes:** These were adopted, proposed by D. Fuller and seconded by S.Wheelwright.

Tony Taylor asked that the passing of Tom Edgar be recorded which happened just before last year’s AGM. He was a co-owner of Lutterworth Coaches and supported the Charity for many years, also helping with the organisation of trips after his retirement. His family gave us a memory box of photos etc.

Wilf Lee who served as a Trustee and Chair for a number of years died three weeks ago.

1. **Treasurers Report:** Sam Weller presented the report which showed a net income of £17,474 and a balance of £135,646 for the year. We were grateful for a donation of £5,000 from the estate of a client.

Tony Taylor was thanked for his work on the accounts and was presented with a small giftas this was his last year of overseeing the figures.

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

Sue Smith related the favourable reports from clients about the shop and our activities.

1. **Reserves:** The reserve amount was calculated at £57,000 to cover a 9 month period.
2. **Election of Trustees:** The continuing Trustees are – Carol Scholes, Carole Harrington, Cathy McManus, Helen Potter, Inger Parsons, Anne Hicks, Allan Heggs, Sam Weller.

Roger Watmore has stepped down as a Trustee. We now have two vacancies.

Carol Scholes was elected as Chair, proposed by Anne Hicks and seconded by David Fuller.

Anne Hicks thanked Carol for all her hard work this year.

1. **Any other business:** Cathy McManus stated that the new brochure is a big improvement and David Fuller commented on the number of new clients which we are attracting.

Lizzie Sowerby thanked all Trustees for their support given to staff.

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 Val Cooper and found to be satisfactory, and therefore we recommend them for adoption.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual Accounts** | | | | | | | | | | | | | |
|  | | |  | | |  | | |  | | |  | |
|  | | |  | | |  | | |  | | |  | |
| Statement of Financial Activities | | | |  |  | |  |  | |  |  | |
| Year ended | 31 March 2019 |  | |  |  | |  |  | |  |  | |
|  |  |  | |  |  | |  |  | |  |  | |
|  |  | **Unrestricted** | |  | **Restricted** | |  | **Total** | |  | Total | |
|  |  | **Funds** | |  | **Funds** | |  | **Funds** | |  | Funds | |
|  |  |  | |  |  | |  | **2018-19** | |  | 2017-18 | |
|  |  | £ | |  | £ | |  | £ | |  | £ | |
| **Incoming Resources** | |  | |  |  | |  |  | |  |  | |
| *Fundraising Activities* | |  | |  |  | |  |  | |  |  | |
| General Fundraising inc Shop Sales | | 87,681 | |  | 0 | |  | 87,681 | |  | 77,198 | |
|  |  |  | |  |  | |  |  | |  |  | |
| *Services to Further the Charities Objectives* | | | |  |  | |  |  | |  |  | |
| Lunch Clubs |  | 1,234 | |  | 0 | |  | 1,234 | |  | 2,728 | |
| All other services | | 51,721 | |  | 0 | |  | 51,721 | |  | 37590 | |
|  |  |  | |  |  | |  |  | |  |  | |
| *Other Income* | |  | |  |  | |  |  | |  |  | |
| Donations inc Gift Aid | | 3,918 | |  | 0 | |  | 3,918 | |  | 10,072 | |
| Grants |  | 0 | |  | 0 | |  | 0 | |  | 0 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Investment Income | | 1,122 | |  | 0 | |  | 1,122 | |  | 1,113 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Total Incoming Resources** | | **145,676** | |  | **0** | |  | **145,676** | |  | **128,702** | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Resources Expended** | |  | |  |  | |  |  | |  |  | |
| *Services to Further the Charities Objectives* | | | |  |  | |  |  | |  |  | |
| Lunch Clubs |  | 1,593 | |  | 1,637 | |  | 3,230 | |  | 2,723 | |
| Provision of Other Services | | 53,143 | |  | 0 | |  | 53,143 | |  | 38,345 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Staff |  | 40,198 | |  | 0 | |  | 40,198 | |  | 39,547 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Property |  | 25,721 | |  | 0 | |  | 25,721 | |  | 24,096 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Overheads |  | 7,527 | |  | 0 | |  | 7,527 | |  | 6,517 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Total Resources Expended** | | **128,182** | |  | **1,637** | |  | **129,819** | |  | **111,228** | |
|  |  |  | |  |  | |  |  | |  |  | |
| Net Incoming Resources | | 17,494 | |  | -1,637 | |  | 15,857 | |  | 17,474 | |
|  |  |  | |  |  | |  |  | |  |  | |
| Balances Brought Forward | | 134,009 | |  | 1,637 | |  | 135,646 | |  | 118,172 | |
|  |  |  | |  |  | |  |  | |  |  | |
| **Fund Balances** | | **151,503** | |  | **0** | |  | **151,503** | |  | **135,646** | |

Note 1. Income for Excursions includes £11,259 for excursions taking place after 31st March 2019.

Note 2. Expenditure does not include £4,170 for excursions which took place before 31st March 2019.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Balance Sheet** | | | | | |
| For the Year Ended 31 Mar 2019 | |  | . | 2018-19 | 2017-18 | |
|  |  |  |  | £ | £ | |
| Current Assets | |  |  |  |  | |
|  |  |  |  |  |  | |
|  | Short Term |  |  | 123,874 | 107,760 | |
|  | Cash at Bank and in hand |  |  | 27,629 | 27,886 | |
|  |  |  |  |  |  | |
|  | Total |  |  | 151,503 | 135,646 | |
|  |  |  |  |  |  | |
| Funds |  |  |  |  |  | |
|  | Restricted |  |  | 0 | 1,637 | |
|  | General |  |  | 151,503 | 134,009 | |
|  |  |  |  |  |  | |
|  | Total |  |  | 151,503 | 135,646 | |
|  |  |  |  |  |  | |
| Restricted Funds | |  |  |  |  | |
|  |  |  |  |  |  | |
|  | Grant for Travelling Lunch Clubs | | | 0 | 1,637 | |
|  | Total |  |  | 0 | 1,637 | |

**Report from the Board of Trustees 2019**

The Board of Trustees are pleased to report the continuing success and growth of Age Concern Lutterworth and District to this Annual General Meeting. Another year has passed, and the charity has now been working for older people of Lutterworth & District for 57 years. The objective of the charity remains the same: “Combating loneliness and isolation, promoting health and wellbeing along with providing information and support for older members of Lutterworth and local villages”.

Financially, the charity has, over the past 6 years increased income year on year. The bulk of the income has been achieved by sales through the shop and online sales. This income is used for overheads such as payment of staff salaries and associated costs, property expenses including rent, power, telephone and internet services. The trustees are committed to continue to provide the financial support for all day trips and services. This support, which is allocated at source, silently reduces the price of activities for everyone. The grant from Harborough District Council towards the Travelling Lunch Clubs (TLCs) coach hire came to an end in December 2018. The charity now covers the cost of hiring the coaches to support this activity. The number of clients wishing to access TLCs has steadily increased throughout the year and there is now a waiting list. The prospect of running a third TLC is being investigated. We continue to look for grants to fund particular activities, and the monies raised from the Waitrose green disk scheme recently will help towards funding the TLC coaches for approximately 2 months. If you were amongst those who put your green disk in to support the charity, we take this opportunity to thank you for your support.

The staffing structure continues to work well. Alison and Lizzie run the office. They are responsible for organising trips, activities, and providing help with referrals to agencies, online sales, developing new services and often providing a listening ear. On a day to day basis Jane supports volunteers in the running of the shop, ensuring the shop provides a good shopping experience for customers. The trustees and staff believe a tidy shop and rotating stock on a regular basis, yields the highest income possible. Digital marketing has been an area of focus and we are making more use of Facebook and keeping the website updated with topical information.

Sincere thanks, are recorded for our many volunteers who give their time freely. Volunteering comes in many guises and everyone’s contribution is equally important, whether it be on within the shop, doing a tip run, washing up at an activity or putting a poster up. There are always jobs to be done and we are fortunate that our volunteers are always there with a smile. These volunteers are what makes the charity the success that it is.

The Trustees and staff were keen to improve the quality of coaches used on the outings. Alison has hired coaches which provide more comfort and better access. One of the objectives of the Trustees is that clients do not incur extra costs to achieve these aims.

Improvements have been made to the computer system by upgrading to Office 365, this provides the charity with cloud storage and better Wi-Fi connections throughout the premises. The back office will be used by staff and trustees for meetings. A computer has been purchased for this area, helping to reduce the strain on the main office.

Through regular Staff, Trustee and annual volunteer meetings, we continue to monitor and evaluate the day to day workings of the charity and are pleased to report the continuing development of the charity. A new initiative this year was the 90s party, which was attended by 35 or so local nonagenarian’s along with friends and carers. Attendees enjoyed lunch, entertainment and a trip down memory lane with items provided by the Lutterworth Museum. We were very grateful to The Four Seasons Charity for their generous donation of £1000 which went towards the event, we have since received many thank you letters and annual 90s events will follow.

The constitution has been amended to reflect changes in legislation regarding staff pensions and other minor details if you wish to see the constitution a copy is available from the office.

We continue to maintain links with other agencies. Alison attends “Share and Care” organising activities for people with dementia and their carers. To improve accessibility, we hire minibuses from Lutterworth Community Transport. The Lutterworth Food Bank uses the shop as a collection point and referral centre. The charity is part of the Lutterworth Retail Forum which provides activities for children at Christmas and Easter. For the fourth year running Staff and volunteers were proud to win the Christmas window competition run by the town council.

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

**Reserves**

Reserves are to be maintained at a level which ensures Age Concern Lutterworth & District’s 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 £61,000

**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 Anne Hicks and Sandy Wheelwright.

There is 1 vacancy on the Board of Trustees. The board will be looking at ways of filling this post with someone with an excellent accounting knowledge. We welcome any nominations.

Nominations are open for the election of Chair.