

 LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

 **ANNUAL GENERAL MEETING**

**Monday 12th September 2016**

**In**

**The Town Hall**

**Lutterworth**

**Starting at 2.00pm**

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

Today we are friends of the Age England Association where we are linked with other Age Concern groups and Age UK’s throughout the country.

**“*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”.***

**Guide**

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

1. **Chairman’s welcome and any apologies:** The attendees (listed on the attached sheet) 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.

1. **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 the next 9 month period.
2. **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 -- 11th September 2017.

**Annual Accounts**

**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 £54,342.00

**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 MCICN and therefore we recommend them for adoption.

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| **Annual Accounts** |
|  |  |  |  |  |
|  |  |  |  |  |
| Statement of Financial Activities |  |  |  |  |
| For the year ended | 31-Mar-16 |  |  |  |
|  |  |  |  |  |
|  | **Unrestricted** | **Restricted** | **Total** | Total |
|  | **Funds** | **Funds** | **Funds** | Funds |
|  |  |  | **2016** | 2015 |
|  | £ | £ | £ | £ |
| **Incoming Resources** |  |  |  |  |
| *Services to Further the Charities Objectives* |  |  |  |  |
| Excursions Note 1 | 19,075 |  | 19,075 | 10,334 |
| Provision of Other Services | 5,099 | 5,080 | 10,179 | 6,788 |
| *Fundraising Activities* |  |  |  |  |
| General Fundraising inc Shop Sales | 85,833 | 0 | 85,833 | 76,959 |
| *Other Income* |  |  |  |  |
| Donations inc Gift Aid | 1,608 |  | 1,608 | 3,133 |
| Grants | 0 | 0 | 0 | 315 |
| Investment Income | 795 |  | 795 | 615 |
| **Total Incoming Resources** | **112,410** | **5,080** | **117,490** | **98,144** |
|  |  |  |  |  |
| **Resources Expended** |  |  |  |  |
| *Services to Further the Charities Objectives* |  |  |  |  |
| Excursions | 20,875 |  | 20,875 | 10,647 |
| Provision of Other Services | 3,692 | 3,570 | 7,262 | 7,152 |
| *Fundraising Activities* |  |  |  |  |
| General Fundraising inc Shop Sales | 921 |  | 921 | 607 |
| *Other Expenditure* |  |  |  |  |
| Grants |  | 0 | 0 | 315 |
| Support Costs | 64,119 |  | 64,119 | 53,354 |
| **Total Resources Expended** | **89,607** | **3,570** | **93,177** | **72,075** |
|  |  |  |  |  |
| Net Incoming Resources Note 2 | 22,803 | 1,510 | 24,313 | 26,069  |
| Balances Brought Forward | 82069 | 0 | 82,069 | 56,000 |
| **Fund Balances** | **104872** | **1,510** | **106,382** | **82,069** |

Note 1. Income for Excursions includes £1570 for excursions taking place after 31st March 2016.

Note 2. Due to the way Leicestershire County Council support TLC’s the amount carried forward of £1510 is the support for TLC’s taking place after 31st March 2016.

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| **Balance Sheet** |
| Age Concern Lutterworth & District |  |  |
|  |  |  |  |  |  |
| For the Year Ended |  | 31-Mar-16 | 2016 | 2015 |
|  |  |  |  | £ | £ |
| Current Assets |  |  |  |  |
|  |  |  |  |  |  |
|  | Short Term |  | 75640 | 59844 |
|  | Cash at Bank and in hand | 30743 | 22225 |
|  |  |  |  |  |  |
|  | Total |  |  | 106382 | 82069 |
|  |  |  |  |  |  |
| Funds |  |  |  |  |  |
|  | Restricted |  | 1510 | 0 |
|  | General |  |  | 104872 | 82069 |
|  |  |  |  |  |  |
|  | Total |  |  | 106382 | 82069 |
|  |  |  |  |  |  |
| Restricted Funds comprise: |
|  |  |  |  |  |  |
|  | Grants |  |  | 1510 | 0 |
|  | Total |  |  | 1510 | 0 |

**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,

LE17 4XB

**Report from the Board of Trustees**

Welcome to the Annual Report from the Trustees of Age Concern Lutterworth & District, our charity continues to grow in strength increasing the money raised through the shop which is then used to support the services offered by the charity. If you are one of our hard working volunteers the Trustees take this opportunity to thank you, without volunteers the charity could not function so successfully.

Combating isolation is a key objective of the charity. We endeavour to help those with mobility problems to attend the Tea and Natter afternoons and the party afternoons, by collecting clients in the community transport buses, which have wheelchair access. This enables those who have difficulty getting out and about an opportunity to enjoy a fun social afternoon. Holidays run by Opal Travel have given many clients a chance to have a holiday and make new friends. We must not underestimate the value of another person’s company and will continue to look for ways to help beat loneliness.

Day trips continue to be popular and have nearly doubled in frequency, many are oversubscribed which has led to a second coach being necessary, all are financially subsidised by the charity funds.

A new venture this year has been to make contact with local care homes and provide entertainment afternoons for the residents. Woodmarket House and St Mary’s House have both thanked us for supporting their programme of events. We plan to extend these contacts to other homes in the future.

 Health and wellbeing are promoted with the ongoing seated exercise, line dancing and the new exercise group for the more able. Alison has been attending meetings with the local Dementia support organisation which is setting up a drop in for people with dementia and their families at the Lutterworth health centre.

The Trustees would like to thank the Staff for showing professionalism, compassion and care when helping everyone who comes into the shop and office or who attend the services. Alison continues to be a very special and important member of staff, having been with Age Concern Lutterworth & District for over 10 years she knows the charity and clients well. She continues to run the office and shop along with organising activities and trips. Jane has been working with us for over a year and has become a valued member of the team working in the office and shop. She also takes one of the Travelling Lunch Clubs each month and provides cover for activities which Alison can’t attend. Jane’s flexibility and ability to work well with everyone she meets makes her a real asset to the charity. More recently we had a staff change, when Andrew left us for pastures new. We have been very fortunate to employ Emma as our new Deputy Shop Manager. She has a lot of computer and online sales knowledge along with experience of working in customer service and with volunteers. The Staff Review and Development scheme is working well with many positive outcomes from both general staff and personal staff meetings.

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

**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 and Sam Weller.

There are 3 vacancies on the Board of Trustees, nominations are welcome.

Nominations are open for the election of Chairman.