



Annual General Meeting of The Over Day Centre Association
7.30pm - 21 June 2018 at Over Day Centre

PRESENT

Lynda Harford - Chairperson
Shona Johnstone - Vice-Chairperson
Nigel Poulter - Treasurer and Ordinary Member
Steve Couper - Ordinary Member
Sally Hunt - Ordinary Member

Eight Members of the Over Day Centre Association

APOLOGIES

Bill Handley - District Councillor
Adrian Tranter - Parish Councillor
Peter Hudson – County Councillor
Vicki Uttridge - Secretary and Ordinary Member
Graham Waters - Ex Officio Staff Member
Hayley Smith - Day Centre Manager and Ex Officio Staff Member
Halina Szulakowska – Minutes Secretary

1. WELCOME

The Chairman welcomed everybody to the Annual General Meeting of The Over Day Centre Association and explained that the number of apologies received was high due to new appointments following the recent District Council Election and consequent conflicts with other responsibilities.

2. APPROVAL OF MINUTES OF THE LAST ANNUAL GENERAL MEETING – 29th June 2017

The minutes were approved and passed as a true record.

3. CHAIR'S REPORT

Presented by Lynda Harford
SEE APPENDIX A

4. TREASURER'S REPORT

Presented by Nigel Poulter
SEE APPENDIX B

The 2017/2018 accounts have been completed in compliance with Charity Commission standards and have been independently inspected and approved by Sarah Rutherford. Their adoption was proposed by Shona Johnstone, seconded by Steve Couper and accepted unanimously.

5. CENTRE MANAGER'S REPORT

Written by Hayley Smith, presented by Lynda Harford (in the absence of the Centre Manager)

SEE APPENDIX C

6. APPOINTMENT OF INDEPENDENT EXAMINER

Sarah Rutherford was proposed as the 2018-2019 Independent Examiner by Shona Johnstone, seconded by Steve Couper and accepted unanimously.

7. ELECTION OF COUNCIL

a) Four Ex-Officio Members:

County Councillor for Over	– C.Cllr Peter Hudson
District Councillor for Over	– D.Cllr Bill Handley
Parish Councillor for Over	– P.Cllr Adrian Tranter
General Practitioner Over Surgery	– currently vacant

b) Six Ordinary Members:

Lynda Harford, Sally Hunt, Nigel Poulter, Shona Johnstone and Vicky Uttridge.

One position is currently vacant.

c) Two Co-opted Persons:

Both positions are currently vacant.

d) Three Ex-Officio Staff Members:

Hayley Smith and Graham Waters.

In accordance with the Constitution one position is currently vacant, due to ODC no longer employing a Head of Care staff member.

Election of the Council was proposed by Shona Johnstone, seconded by Sally Hunt and accepted unanimously.

8. PROPOSED AMENDMENTS TO THE OVER DAY CENTRE ASSOCIATION CONSTITUTION

SEE APPENDIX D

The Chairman explained that these amendments were being proposed for the following reasons:

[a] Appendix D (I)

Over Day Centre's service is now offered to several villages in addition to Over. Some of those villages contribute financially, either through their Parish Councils or other Charitable Organisations and individual volunteers and it is considered that, with the ever-increasing demands on individuals' time, it was advisable to be able to draw Members of the Council, particularly the Ex Officio Members from a wider pool. The meeting discussed the wording 'in the District of South Cambridgeshire' and agreed that it was too wide. It was suggested that this be changed to 'the usual catchment area of Over Day Centre and that this area be defined under delegated authority by the Trustees.

[b] Appendix D (II)

Cosmetic changes were needed to reflect changes in staffing structure e.g. the role of Head of Care no longer exists.

There was a good deal of discussion about the proposed change to the quorum requirement for an Annual General Meeting. [Appendix D (V)]. It was acknowledged that last year the meeting was not quorate. There was an overall reluctance to encourage continuation of low attendance by members of the Association by making a reduction such as was proposed. It was agreed that the need was to engage the interest of more members rather than less. A suggestion was made that in future Annual General Meetings be held immediately prior to one of the regular fund-raising events that are held at the Day Centre. These are

always very well attended and would therefore provide for much wider attendance at the Annual General Meeting.

It was agreed that the inclusion of the expenditure limit within the Constitution as it is currently expressed is inappropriate. It was suggested that there should be reference to the Financial Procedures within the Constitution and that the Financial Procedures should include definition of this particular matter. This would be actioned under delegated authority to the Trustees.

It was proposed by Roderick Johnstone and seconded by Steve Perry that the changes as detailed above be approved with delegated authority to the Trustees as discussed. The proposal was unanimously approved.

9. ANY OTHER BUSINESS

One member of the Over Day Centre Association asked for clarification about a recent fund-raising event organised by a third party. The Chairman provided assurance that the matter was being addressed.

10. MEETING CLOSURE

The meeting was formally closed at 20.42.

The Chairman thanked everyone for attending and for their very valuable contributions.

Minutes taken by Lynda Harford – Chairperson

APPENDIX A: CHAIR'S REPORT

Welcome to Over Day Centre's Annual General Meeting. I look forward to this occasion each year as it is an opportunity to reflect on the past year's successes and challenges and a chance to say lots of thanks.

First and foremost, my thanks must go to everyone who supports Over Day Centre in some way: our fantastic staff and volunteers and, of course, the trustees, to the parish councils and people of Over and villages like Willingham and Swavesey who so generously support us financially. Without your support, that of local charities and the tireless fundraising efforts of so many individuals and organisations, the financial impact of the drastic reduction in County Council funding could not have been overcome.

The year has been one of ups and downs. The success of the day centre's participation in Over Carnival was a highlight as were the very popular Five Pub Challenge, The Meridian Meander and the annual Quiz Night. These are major fundraising opportunities for the day centre and my thanks go to everyone who gives their time and energy into making them such a success particularly Amanda Monk, her team and our fundraising trustees, Pippa Corney, Sally Hunt and Vicki Uttridge, always ably supported by the administration skills of Halina Szulakowska. My thanks too to Vice Chairman, Shona Johnstone for her help and encouragement during the year, our stalwart Treasurer, Nigel Poulter for his support and guidance on the tricky task of keeping to budgets and Vicki Uttridge, who adds the responsibility of Secretary to her contribution on the marketing and event organisation side of things.

I am pleased to say that we have had no changes to our staff team this year. It is the commitment and goodwill of our staff and the volunteers who support them that have seen us through the rostering challenges that Hayley Smith, our Centre Manager has faced at times. Thank you, Hayley for all your hard work. We were, I believe, poorly advised by the County Council about the need for even volunteer drivers to hold a particular qualification resulting in some unnecessary cost and stress as the day centre strove to comply. Things are now back on an even keel in this respect but we would welcome new volunteers to support our long serving, contracted driver, Graham Waters. The trustees recognise the contribution of Hayley Smith and her small staff team who are key to delivering the day centre's unique service. We recognise the value of investing in training and development for our staff and are preparing ourselves to congratulate both our Senior Carer, Andrew Baker and our first Apprentice, Alesha Harding as they approach completion of their training qualifications.

There have been some changes to the trustees. Pippa Corney, one of our very longest serving trustees stood down and whilst we will miss her greatly in that role, she is going to continue to work on events organisation as a volunteer. Thank you, Pippa for your long commitment to Over Day Centre and we are delighted not to be losing you entirely. We welcome new District and Parish Councillor Trustees and look forward to working with Bill Handley and Adrian Tranter in those roles.

We currently have vacancies for trustees and would be delighted to hear from anyone who would like to join what is a very happy and committed group particularly if they have previous experience and understanding of charity governance or are IT whizzes. We are always delighted too to hear from anyone with a few hours to spare who would like to join our band of volunteers. Feedback from our clients and their families and carers is also welcomed and we would particularly like to hear from residents about how we might serve a wider range of clients. There is much talked and written about loneliness and social isolation and we would like to hear from members of the Over Day Centre Association about ways in which you think we can help more to encourage wider interest in coming to the day centre.

As the number of clients steadily rose during the year, we considered how we might expand our capacity. We investigated the possibility of extending the floor area of the day centre through the installation of a conservatory. Our Parish Councillor Trustee, Steve Couper, led on work to submit an application to a County Council funding scheme which regrettably was unsuccessful. However, we thank Steve for his hard work and, undaunted we will consider the viability of taking this forward in other ways. We are also looking at other ways to build upon the legacy of Over Day Centre's founder, Dr Pamela Cressey. We are committed to maintaining the service that she initiated, keeping Over Day Centre at the heart of the community and relevant

to the changing times. On that last point, we now have a social media presence so please do like us on Facebook or follow us on Twitter.

Thank you all for coming. Please do stay in touch, pop in to see us at the day centre when you are passing or email us with your thoughts about the day centre and what we do.

APPENDIX B: TREASURER'S REPORT

In the year to March 2018 there was a profit made up of the following:-

Gain on investment (Unrealised)	£ 2,384.57
Profit for the year	£ 163.33

This is against projected loss of £11,398.54.

This includes an amount received from Cambridgeshire County Council last year which was higher than expected and originally was thought it would be paid back. Now I have taken this into the profit and loss account realising £3,309.32 as it is unlikely to be repaid.

The income included:-

Over Parish Council	£6,000.00	(Two years)
Willingham Parish Council	£ -	(This will become a grant every year)
Galon's Charity (Swavesey)	£2,000.00	
Over Town Land Trust	£ -	(Nothing claimed this year)
Girton Town Trust	£3,000.00	
Bar Hill Residents Society	£ 500.00	
Over Carnival BBQ	£ 1,466.10	(Including raffle)
Xmas Fair	£ 1,672.80	
Donations	£15,912.96	(Including Sponsored Walk, etc)
Interest on Investment (Epworth)	£ 759.34	
Interest on Cambridge Building Society	£ 354.09	
Interest on Barclays Accounts	£ 23.75	

The legacy has been invested in unit trusts as this brings in more interest than the bank but it carries a risk as it can go up or down.

As expected the grant that was at £53,000 was reduced to £13,208 with effect from January 2017.

Fees received have increased to £86,780.50 in the year to March.

Currently the Centre costs about £2,950 per week. This is made up of :-

Wages	£97,358 (63%)
Food cost	£12,802 (8%)
Gas and electricity	£ 5,102 (3%)
Diesel, repair and insurance for minibus	£ 7,216 (5%)
Depreciation (excluding Minibus)	£ 6,374 (4%) (Funded by donations £3,417.72)
Depreciation of Minibus	£ 9,435 (6%)
General Insurance	£ 2,341 (2%)
Office Costs and Household Expenses	£ 6,158 (4%)
Activities	£ 1,722 (1%)
Miscellaneous	£ 6,572 (4%)

The minibus is being depreciated on a 25% reducing balance basis. There is a balance left of £10,839.38 which was raised but not required. The amount left will go towards a minibus when the existing transport needs replacing.

I am always happy to take questions now or after the meeting at any time.

I would like to thank the staff and volunteers who do such a wonderful job with the clients and fundraising.

APPENDIX C: CENTRE MANAGER'S REPORT

Over Day Centre continues to provide high quality care for the clients of Over and the surrounding villages.

During the last year, our clients have enjoyed a summer boat trip along the Great Ouse river, concerts by Jazz and ukulele players, visits from chair-based exercisers, and music therapy. We have also had regular visits from a local childminder group, which gives clients and pre-schoolers the opportunity to interact with one another, to listen to stories, sing songs and play games.

Our Christmas party was held at the Over Community Centre with a festive sketch show by Tickled Pink, and live music provided by folk band, The Crofters. These are just a few of the activities that have been provided for our clients.

Cottenham, Over Owls and Histon car care schemes have continued to provide our clients with an excellent service to and from the Centre. Our thanks to everyone involved in these schemes because, without their vital service, some of our clients would not be able to attend.

Our fundraising events were once again well supported, especially our Easter and Christmas fayres. The annual Five Pub Challenge sponsored walk raised nearly £6,000, which is the most that this fundraiser has made to date. A big thank you to everyone who has so generously supported the Centre.

We value all of our volunteers as they are an important part of the Centre, and we appreciate the time that they give us. It is hoped that they find their roles rewarding.

The staff and I look forward to another great year.

APPENDIX D: PROPOSED AMENDMENTS TO THE OVER DAY CENTRE ASSOCIATION CONSTITUTION