



**Annual General Meeting of The Over Day Centre Association
19.00pm – 20th June 2019 at Over Day Centre**

PRESENT

Steve Couper (SC)	Chair and Ordinary Member
Shona Johnstone (SJ)	Vice-Chair and Ordinary Member
Nigel Poulter (NP)	Treasurer and Ordinary Member
Bill Handley (BH)	District Councillor and Ex Officio Member
Adrian Tranter (AT)	Parish Councillor and Ex Officio Member
Hayley Smith (HS)	Day Centre Manager and Ex Officio Staff Member
Graham Waters (GW)	Ex Officio Staff Member
Sally Hunt (SH)	Ordinary Member
David Barker (DB)	Ordinary Member
Halina Szulakowska (HSz)	Minutes Secretary

Two members of the Over Day Centre Association

APOLOGIES

Peter Hudson (PH) County Councillor and Ex Officio Member

1. APOLOGIES

Apologies were received and accepted from PH, due to prior commitments.

2. APPROVAL OF MINUTES OF THE LAST ANNUAL GENERAL MEETING – 21st June 2018

The minutes were approved and passed as a true record.

3. CHAIR'S REPORT

Presented by Steve Couper

SEE APPENDIX A

SJ pointed out that financial support from CCC is contracted and not received as a grant, as stated in the Chair and Treasurer's reports submitted for the AGM. Both reports to be amended accordingly; as well as in the Annual Report for 2018-19.

4. TREASURER'S REPORT

Presented by Nigel Poulter

SEE APPENDIX B

AT commended the management of investments and cost.

The 2018/2019 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 Nigel Poulter, seconded by Sally Hunt and accepted unanimously.

5. CENTRE MANAGER'S REPORT

Presented by Hayley Smith

SEE APPENDIX C

SJ praised the variety of activities now offered to clients. HS explained that this was due to the work of HSz.

AT stated that members of the public, who had visited the Day Centre recently, had commented on how friendly their welcome had been and how warm the ambience. He asked that this praise be passed on to the staff.

6. APPOINTMENT OF INDEPENDENT EXAMINER

Sarah Rutherford was proposed as the 2019-2020 Independent Examiner by Nigel Poulter, seconded by Sally Hunt and accepted unanimously.

7. TO REPORT THE NAMES OF THE FOLLOWING EX-OFFICIO MEMBERS

- a. County Councillor for Over - Peter Hudson
- b. A District Councillor for Over - Bill Handley
- c. A Parish Councillor for Over - Adrian Tranter
- d. A General Practitioner from Over Surgery – currently vacant
- e. Up to three Ex-Officio Staff Members – Hayley Smith and Graham Waters (with one vacancy)

8. TO ELECT SIX ORDINARY MEMBERS

SJ nominated Steve Couper, Nigel Poulter, Sally Hunt, and David Barker.

SC nominated Shona Johnstone.

Election of the Ordinary Members above was accepted unanimously.

One position is currently vacant.

10. NOTE: The Council may fill any remaining vacancies in Ordinary Members and appoint up to two co-opted Council Members.

11. INTRODUCTION OF A NEW CONSTITUTION BASED ON THE CHARITY COMMISSION MODEL FOR A CHARITABLE INCORPORATED ORGANISATION

The Chairman explained that the existing Constitution needed updating due to concerns over public liability, which has led the Board of Trustees to draft a new one using the Charity Commission Model, but tailoring the specifics to suit Over Day Centre circumstances.

Once the new Constitution has been finalised and agreed, The Over Day Centre Association will become a new charity, but with the same name. The existing charity will then have to meet and agree to transfer their assets and liabilities to the new one.

It will take some time for the Charity Commission to review and approve the new Constitution, because there are elements that are quite unusual, such as the component that states that all Over residents (above the age of 18 years) are members of The Over Day Centre Association.

Progress on the Constitution will be posted on the Day Centre Facebook page and the charity website.

12. ANY OTHER BUSINESS

None.

13. MEETING CLOSURE

The meeting was formally closed at 19.50.

Minutes taken by Halina Szulakowska, Minutes Secretary

DRAFT

APPENDIX A: CHAIR'S REPORT

The possibility of dementia is frightening for us all, especially as we get older.

The reality of dementia is an overwhelming, life-changing, responsibility for family carers.

Loneliness is a slippery slope that it is difficult to escape from.

We are here to make life better for older people, the frail and their carers.

Our Annual Report contains personal feedback from some of our clients and their carers. Their heartfelt words show we are getting it right and they make all our efforts so worthwhile.

What sort of a year has it been?

Money

Managing the budget continues to be critical.

Previous reports have explained that the County Council has significantly reduced their grant over the last few years and so we have had to:

- Obtain more grants and do more fundraising.
- Cut costs where we can.
- Raise client fees as gradually as possible to keep them affordable.

Although client numbers were down a bit we managed to keep within our budget with the following results:

Total cost per client day: £32.04

Funded by:

Client fee	£19.00
Fundraising, Grants and Donations	£ 9.28
Other Income	£ 2.43
Use of Reserves	£ 1.33

There is more detail in the Treasurer's report.

Clients

Whilst we lose some clients each year as they inevitably move into residential care, we have still got a number over 95 years old and one lady had her 100th birthday this year.

In total we had 66 clients during the year and provided around 4,500 client days.

We have successfully increased the activities that we provide and we have a notice board with details of all the dates when visitors are coming. We are advertising a range of these sessions so others can come along and get a taste of what we do.

Staff

We have seen some changes during the year. Andrew, our Senior Carer and Zoe, our cook, both left and Karen, one of our carers, moved across to be cook. We welcomed two new carers, Sarah and Tracey.

We have had, and continue to have, very committed staff and, on your behalf, I thank them all for their support and commitment to what we are trying to achieve.

Volunteers

We currently have 48 volunteers. They do all sorts of tasks including:

- relief drivers
- bus escort
- food preparation
- entertaining clients
- serving afternoon tea
- chatting to clients
- washing up
- fund raising
- trustees

Thanks to every one of you - we couldn't manage without you.

Volunteers help us keep the client fees affordable either by saving us having to have more paid staff in support roles or actually helping us to raise funds.

Encouraging community involvement is one of our aims to ensure the whole community "owns" the work we are doing.

Many people are reluctant to volunteer because they fear the commitment growing and it being difficult to "escape". We recognise this and we want you to feel able to give as little help as you want and we will not attempt to change your mind or embarrass you in any way if you decide you have had enough.

Just talk to Hayley, the Centre Manager, or any of the other volunteers for more information.

During the year Lynda Harford, our Chairman, resigned after many years as a Trustee. We are very grateful to Lynda for her support and help over this challenging period.

If you want more information about the amazing satisfaction that being a Trustee can give you, please contact me via the Day Centre.

APPENDIX B: TREASURER'S REPORT

In the year to March 2019 there was a loss of £5,628.08 made up of the following:

Gain on investment (Unrealised)	£ 4,938.41
Change of accounting policy	(£ 7,074.00)
Loss for the year	(£ 3,492.49) 163.33

The change of accounting policy is in relation to the minibus which was previously being depreciated and written off against the money raised. Now an equivalent amount is being added back so that in theory there will be money to buy a new minibus. A prior year adjustment has now been made for the earlier years.

This projected loss was originally £8,971.98 but with the change in accounting policy the projected loss was increased by £16,041.96. Therefore, a loss of £5,608.28 compared to a loss of £16,041.96 is a great result.

On the credit side we received £13,208.04 from Cambridgeshire County Council as a grant.

The income included:

Over Parish Council	£3,500.00
Willingham Parish Council	£3,000.00
Galon's Charity (Swavesey)	£2,000.00
Over Town Land Trust	£1,100.00
Swavesey Parish Council	£ 500.00
Cottenham Parish Council	£ 100.00
Willingham Craft Beer Festival	£1,800.00
Over Carnival	£ 635.61 (Net)
Xmas Fair	£1,653.00
Donations	£13,073.38 (Including Sponsored Walk, etc)
Interest on Investment (Epworth)	£ 802.36
Interest on Cambridge Building Society	£ 447.05
Interest on Barclays Accounts	£ 70.38
Interest on Redwood Bank	£ 300.84 (4 months)

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.

Fees received have decreased slightly to £85,628 in the year.

Currently the Centre costs about £2,800 per week.

This is made up of:

Wages	£94,861 (65%)
Food cost	£12,728 (9%)
Gas and electricity	£ 5,130 (4%)
Diesel, repair and insurance for minibus	£ 5,034 (4%)

Depreciation (excluding Minibus)	£ 6,007 (4%)
Depreciation of Minibus	£ 7,074 (5%)
General Insurance	£ 2,234 (2%)
Office Costs and Household Expenses	£ 4,950 (3%)
Activities	£ 1,944 (1%)
Miscellaneous	£ 4,954 (3%)

There was £10,839.38 which was raised but was not required. The amount left will go towards a minibus when the existing transport needs replacing.

Finally, I would like to thank all staff and volunteers who do such a wonderful job with the clients and fundraising. We always seem to outperform the budget.

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

APPENDIX C: CENTRE MANAGER'S REPORT

The Day Centre aims to support the health and well-being of all our clients on an individual basis, giving them the opportunity to stay as mobile and independent as possible. Many of our clients, over the years, have lived alone and value (above everything) the opportunity to socialise with others.

This year the Centre has seen a rise in the number of clients with dementia, and it has been clear to the Care Staff that, whilst we are here to support our clients, we are very much appreciated as a service that provides respite to family members who care for their loved one at home 24/7.

We strive to make the Centre a comfortable, friendly, safe and fun environment. Providing a variety of entertainment has become one of our goals. From musical entertainers to art therapy classes and keep fit trainers; from a visit by farm animals to an afternoon of fun and games provided by 1st Swavesey Scouts: our programme this year has been especially varied! Outings have also been organised with Afternoon Tea at Carriages of Fen Drayton proving to be our most popular trip.

Over the years our charity has been incredibly lucky to be supported by many volunteers who perform a variety of tasks. It would be impossible to name everyone, but I would like to take this opportunity to thank them all for their dedication.

Finally, I would like to extend my thanks to all the staff who continue to work hard and show such commitment to our clients.

I look forward to the next year at Over Day Centre.