

## PURTON AND DISTRICT AGE CONCERN

### Minutes of the AGM held on Tuesday 5th June 2018 at 7.30 pm. at the Silver Threads Hall

**Those present:-** Mick Looker (chair), Maria Looker (catering), Tony Price (pres), Sheila Price, Richard Parks, Peter Berry (minibus), Laura Philips, Derek Lee, Colin Freemantle, Jean Totterdell, Andy White (minibus sec), Jenny Barnes (vice chair), Graham Price (minibus treas).

**Apologies:-** Ali Bunce (asst sec), Arthur & Maureen Griffin, Louise Tidman (sec), Charlotte Griffin (treas),

Mick welcomed everyone to tonight's AGM.

**The minutes of the last AGM** were approved, proposed by Tony Price and seconded by Peter Berry: All were in favour.

**President's report:-** Tony Price

I feel very honoured and proud to be president of Purton and District Age Concern. I have seen it grow over the years to what we have today and still growing. It is a bit different from when we used to meet at Braydon Forest School in a classroom that was free (but cold). There are still one or two of us here today – Jenny joined about six months before me, Sheila was secretary but left soon after although she remained a street warden and Maureen and Arthur joined when we started the street warden scheme. Things started to improve when Rita Webb, who was our street warden for Hooks Hill, invited us to have our meetings in Hooks Hill common room. We sold ourselves to the public and never looked back. We had a few bad moments but, as you can see, we are going forward all the time with new members joining and involving their friends when help is needed. I suppose one thing that stands out in those early days was having Princess Diana with Princes William and Harry attend our horse show which we used to hold at Purton House – this just proves that if we do anything we do it properly and this is still continuing today.

Mick informed us earlier that he would not be seeking re-election this year through work commitments and we all fully understand this, although I think we all felt it was a shame as he has been so good at being chairman. Fortunately he is staying on the committee and Maria will still be as much involved as ever. Mick has done an excellent job during his reign as chairman, bringing us a new dimension when we were beginning to become a little stale and needed an injection of new faces. Mick certainly gave us that with all the new people he brought us. It made giving up the chairman's job much easier for me knowing the way Mick worked.

We are so fortunate to have Louise as our secretary – her work rate is unbelievable – thank you Louise, we are so glad you came to live in Purton. Charlotte does so well with the finances, keeping it all running smoothly – thanks Charlotte – and thanks to everyone else on the committee, old stagers and the young ones – I'm proud of you all. It is an important year on the minibuss side with the new bus being presented next Sunday, so congratulations to all the minibuss personnel for a wonderful service and a special thanks to Louise and to Graham, treasurer of the minibuss, for all the form filling for grants and donations etc. It was a great effort by them both and we are on our way to being able to purchase the next one.

Thank you for all your support and hard work that makes this such a great organisation.

Tony Price.

**Chairman's report:-** Mick Looker

**Some highlights until Dec 2017 (not every trip, meeting or agenda item )**

June was our 2017 AGM and another year with the guidance from our President Tony. No changes to Chairman or Vice Chairman Jenny. Charlotte continues as Treasurer. Louise continues to be our Secretary and Ali was re-elected as assistant secretary. The committee remained unchanged and all re-elected ready to volunteer for another year.

Tony and Sheila continued to coordinate the variety of trips, half day, full day and other trips run through the summer months until October. There was already much interest for 2018 especially the boat trip which has proved to be a great success.

The 2018 calendar kept us all busy for months. After some early ideas, mainly from Sheila of reproducing 'calendar girls' and the committee posing with cakes, we later decided to have photos of the village. With some help from our local printers we soon had a finished item for sale and copies quickly flying off the shelves. A successful marketing campaign made some late editions sell for as much as £20!

December soon came and is always a busy time of year. Vouchers printed and distributed to over 900 people, Christmas parties, Market & raffle. Our final event the carols under the tree had a change of location this year. We moved from the Village Hall to the Red House and set ourselves the challenge to get the Village to follow us and they certainly did. Lots of helpers made everybody welcome and we are confident that the new venue will be a better and much safer venue for the future.

**Some highlights 2018 YTD ( not every trip, meeting or agenda item )**

Fund Raising & Events continues to be one of our committee's core strengths and is also an opportunity for the volunteers to have some fun. Burns Super continues to attract new and repeat customers and it looks like we've gained a popular piper and caller for the next years!

We cancelled the annual auction because of adverse weather conditions and will host this later in the year.

Our 3B's is always a sell-out and we continue to run twice yearly.

We are now looking forward to 10th June Village Party with music in the Red House.

Next month we return to Jackie & Dick Scott for the annual coffee morning which weather permitting has turned into one of our most profitable and well attended events.

Charlotte manages our money and reports our monthly accounts. The fund raising and donations that we continue to receive allow our accounts to remain very positive.

**Minibuses-**

There has been much effort and support with fund raising, grants and donations to allow the committee to purchase a replacement vehicle. Hours and hours of commitment have continued for months and the new minibus will represent advantage to our community and something for us all to be proud of. We look forward to seeing the new minibus driving through the village sign written with some familiar names. Hopefully a budding photographer can capture the new minibus driving through the village and submit a photo for the next calendar.

Hazel, Richard, Andy, Dave, Graham and all the dedicated team, Keep up the good work it is so

very much appreciated.

### **Closing comments and summary**

Thank you committee for allowing me to be chairman for the past years and I'm now ready to take a backseat! Mick

#### **Secretary's report: - Louise Tidman**

I would like to apologise for my absence from this year's AGM and thank Maria for standing in for me and taking the minutes.

I would like to thank all committee members and officers for their support during the past year. I would also like to thank Lucy Lewis for continuing in her role as correspondence secretary.

I would like to thank all street wardens for being the first point of contact for pensioners in our area and keeping us informed of those who wish to attend our events and outings, making deliveries on our behalf and keeping pensioners updated with what's going on in Purton Age Concern.

Since our last AGM;

Jayne Fennell left Age UK Wiltshire. Jayne had been our point of contact within Age UK Wiltshire for over 20 years, she was well known to many committee members as she was always on hand to offer advice and support. She really appreciated the work we do as a team of volunteers, for older people in Purton.

Sadly we have lost three long standing volunteers. Jean Cook (street warden) John Blackwell and Joe Ricketts (minibus service) all three were part of Purton Age Concern for many years and were dedicated to helping local pensioners. They will continue to be missed for many years.

Heather Harris retired from the general committee, Heather was a committee member for many years and played a big part in introducing new fundraising ideas. We are very grateful for her dedication and support.

Christine Handy, Rita Webb and John MacDonald have retired as street wardens. It is always sad when volunteers retire as they all play their part in making our charity a success. We are very grateful for their involvement and input during the time they have been with us and we wish them well in the future.

We have welcomed Brian & Joan Frost, who have taken over from Christine Handy and we thank Jane Farr for adding Jean Cook's patch to her list and Bernice Seviour for adding Rita Webb's patch to her list. Shortly Alison Taylor should be ready to take over John MacDonald's patch. We welcome all new volunteers to our team and hope they will enjoy their time with us.

My grateful thanks go to all the minibus officers, drivers and shotguns. They dedicate so much time and effort to make the minibus service a huge success. I must give a special mention to Graham Price, who since October 2017 has helped me complete many grant application forms to raise the funds to purchase our new minibus. We have made a great fundraising team and it has been a pleasure to work alongside Graham. We are still working together with the aim to raise enough funds to purchase a second new vehicle.

I would also like to thank everyone who supports us on a regular basis, with special mention to, Maria, Sarah, Kevin, Richard and their team of helpers who organise all the catering and room/table decorating at our events and not forgetting Brian who audits our accounts. We have a huge team of volunteers and supporters and each one plays their part in making us so successful.

Finally, Mick Looker is stepping down from his role as chair at tonight's AGM. During his time with Age Concern Mick has brought so many younger people into our organisation, which is exactly what we need to keep going into the future. Fortunately we will not be losing Mick altogether as he will be remaining on our committee and will continue to help at our events

whenever possible. Mick, thanks for all your involvement, it has been much appreciated.

### **Treasurer's report:-Charlotte Griffin**

The accounts have been prepared and will be with Brian shortly for auditing.  
Here is a brief synopsis of the year's events:

Overall funds have decreased by **£4098** compared to an increase last year of £8496

### **SAVINGS**

Interest for the year amounted to £136.08, the account now has a balance of £27317.02  
For the third year running no savings had to be transferred to the current account for the Christmas vouchers

### **CHARITABLE EVENTS**

Mystery trips and outings amounted to a combined loss of **-£589**, last year saw a loss of **-£424**

### **FUND RAISING**

Total fund raising for the year was £6039, a slightly down on last year by **£497**  
Our best fund raisers are:

Burns Night	£944
Jumbles & Coffee Morning	£1462
3B's Evenings	£1134
Christmas Raffle	£1019

### **TAI CHI**

Income for the year was £1455; costs were £1825 resulting in an overall loss of **£370**.

### **DONATIONS**

Donations for the year totalled £1886.

### **XMAS VOUCHERS**

812 Christmas Vouchers were cashed in at a cost of £8117.49

### **TRIP VOUCHERS**

100 vouchers were used to subsidise outings

### **VILLAGE PARTY FOR QUEENS BIRTHDAY**

A free event which was open to the whole village to attend made a small loss **£146**

<b>FUNDS HELD</b>			
	Opening Balances	Change during Year	Closing Balances
<b>Savings</b>	<b>27180.94</b>	<b>£136.08</b>	<b>£27317.02</b>
<b>Bank</b>	<b>£13912.51</b>	<b>£4278.70</b>	<b>£9633.81</b>
<b>Cash</b>	<b>£64.35</b>	<b>£43.80</b>	<b>£108.15</b>

<b>TOTAL</b>	<b>£41157.80</b>	<b>£4098.82</b>	<b>£37058.98</b>
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**NB**

**We currently hold £11085.93 of restricted funds for the minibus account – this is not reflected in the above**

**Minibus Report:-** Graham Price

Usage of the mini buses declined in the last year, with both mileage and income being lower than the previous year.

Total mileage for the 2 buses was 8471, (last year 9443) of which the blue bus, which is now 15 years old, travelled 4794 miles and the 8 year old grey bus travelled 3677 miles. Total mileage for the buses is 84,509 and 47,151.

Total income for the year decreased by almost one thousand pounds to £7,011 while expenditure of £9,909 was £1,350 higher than the previous year.

On trading alone there was a deficit of £3,341 (£1,697 last year) but interest received of £175 and donations of £369 left us with a reduction of £2,897 in our reserves.

Principal differences on income compared to last year were, fares to Lorna Doone Centre (down £421) and Donations to the General Minibus Account (down £434). Despite fares to the Daycare Centre being down, we still provided a service for 4 days every week, there were just fewer passengers each journey.

Despite there being less activity, total expenditure increased by £1,350.

The average price paid for diesel during the year was £1.22 per litre, up 4p per litre from last year and the usage was 1528 litres, 255 litres less than last year.

Last year there was exceptional expenditure of £1318 on replacing the side sliding door gear on the 2 buses and this year we had to have major repairs to the Blue bus costing almost £2000.. It was also necessary to carry out bodywork repairs to the grey bus which cost £583.

At 31<sup>st</sup> March 2018 the Un-restricted bank balances totalled £36,748 however, during the first months of this financial year we have spent £ 4000 on repairs to the grey bus., which will impact greatly on this years accounts. This bus still requires new hinges on the rear doors, estimated cost £1500.

As everyone is aware, the decision was made during the year to replace the blue bus and the new vehicle has arrived and will be in use shortly. We were very fortunate to obtain sufficient grants to cover the full purchase cost of the vehicle and, due to the generosity of local firms, groups and individuals, we had a further £11,000 in a Restricted Funds Account at the end of March held in the main body's accounts towards replacing the grey bus.

**Election of Officers:-**

Position	Elected	1 <sup>st</sup>	2nd
President	Tony Price	Andy White	Jean trotterdell
Chairman	Peter Berry	Tony Price	Laura Philips
Vice Chair	Jenny Barnes	Mick Looker	Sheila Price
Secretary	Louise Tidman	Tony Price	Richard Parks
Vice Secretary	Ali Bunce	Colin Freemantle	Jenny Barnes
Treasurer	Charlotte Griffin **	Derek Lee	Colin Freemantle
General Committee	Confirmed en block		

**The AGM closed at 8 pm.**



From: **Brian Woodman** Brian.Woodman@nationwide.co.uk  
 Subject: Equitrac Scan-to-Me  
 Date: 21 November 2018 at 09:17  
 To: Brian Woodman Brian.Woodman@nationwide.co.uk

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## PURTON AND DISTRICT AGE CONCERN

Statement of Account - 1st April 2017 to 31st March 2018

GENERAL FUND only - excluding Mini bus account

### 1. CHARITABLE EVENTS

	INCOME	EXPENDITURE	SURPLUS/ LOSS
a. Mystery Trips	£1,664.50	-£2,265.80	-£601.30
b. Outings	£1,322.00	-£1,310.00	£12.00
c. Christmas Parties	£484.05	-£1,046.38	-£562.33
d. Christmas Tree and Lights	£0.00	-£37.00	-£37.00
e. Mince Pies and Carols	£0.00	-£32.08	-£32.08
f. Christmas Vouchers	£0.00	-£8,117.49	-£8,117.49
g. Lunch Club	£0.00	-£258.51	-£258.51
h. Befriending	£0.00	£0.00	£0.00
j Tai Chi	£1,455.00	-£1,824.60	-£369.60
k Queens Birthday	£299.80	-£153.41	£146.39

### 2. FUND RAISING

a. 3B's	£1,577.00	-£455.97	£1,121.03
b. Cards & Calenders	£2,107.30	-£1,356.00	£751.30
c. Jumble Sales/Coffee Mornings	£1,563.69	-£100.00	£1,463.69
d. Antiques Fair	£0.00	£0.00	£0.00
e. Christmas Raffle	£1,247.00	-£228.00	£1,019.00
f. Burns Night	£1,985.61	-£1,041.28	£944.33
g. Market Stall	£855.20	£0.00	£855.20
h. Auction	£57.75	-£172.50	-£114.75

### 3. OTHER INCOME

a. Donations Received	£1,929.45		£1,929.45
b. Bank Interest	£136.08		£136.08
c. New Minibus	£10,885.78		£10,885.78

### 4. ADMINISTRATION

a. Hire of Meeting Rooms	£0.00	-£364.00	-£364.00
b. Printing of minutes, Newsletters etc.	£0.00	£0.00	£0.00
c. Gifts	£0.00	£0.00	£0.00
d. Stationery and Postage	£0.00	-£268.67	-£268.67
e. Fund Transfer	£0.00	£0.00	£0.00
f. Donations Given	£0.00	-£30.00	-£30.00
g. Equipment Purchases	£0.00	-£398.09	-£398.09
h. Insurances and Fees	£0.00	-£518.99	-£518.99
i. Training	£0.00	-£67.00	-£67.00
j. Computer Exps	£0.00	-£156.00	-£156.00
<b>RUNNING TOTAL</b>	<b>£27,570.21</b>	<b>-£20,201.77</b>	<b>£7,368.44</b>

FUNDS HELD			
	Opening Balances	Change during Year	Closing Balances
5a. Savngs	£27,180.95	£136.08	£27,317.02
5b. Bank	£13,192.51	-£3,358.55	£9,833.96
5c. Cash	£45.20	£17.38	£62.58
5d. Minibus Funds	£0.00	£10,885.78	£10,885.78
<b>TOTAL</b>	<b>£40,418.66</b>	<b>£7,680.69</b>	<b>£48,099.35</b>







Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name

PURTON AND DISTRICT AGE CONCERN

On accounts for the year  
ended

31ST MARCH 2018

Charity no  
(if any)

1026670

Set out on pages

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

The charity's trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. [The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [named body]]. *Delete [ ] if not applicable.*

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent  
examiner's statement**

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:  Date:

Name:

Relevant professional qualification(s) or body (if any):

Address:

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the user to provide details as requested in the text above.

