



Loddon Valley Day Care Centre
The Ambrose Allen Centre, Franklin Avenue, Tadley RG26 4ET
Telephone: 07501 406573

MINUTES OF THE ANNUAL GENERAL MEETING

Thursday 2nd August 2018

Held at the Ambrose Allen Centre, Tadley

Present: Warwick Lovegrove, Chairman
Jo Page, Vice-Chairman
Neil Merricks, Treasurer
Sarah Huddart, Secretary (Staff)
Beverley White, Centre Manager
Teresa Leahy, Staff
Martin Slatford, Baughurst Parish Council
Steve Davey, Loddon Valley Lions
Barry Germain, Loddon Valley Lions

1. Chairman's Open Remarks

Warwick Lovegrove, Chairman, opened the meeting and welcomed everyone to the AGM.

2. Apologies

Gill Metcalf, Volunteer. Jon Dance.

3. Annual Report 2017

The Annual Report for last year was agreed as a true record and signed and dated by the Chairman.

4. Matters Arising from Previous Annual Report

No actions and no matters arising.

5. Chairman's Annual Report

Attendance - A mixed year of attendance with a period of low attendance and then a period of increased attendance. The staff have worked hard over the year to promote the services and also to fund raise. In both ways, attendance have increased and monies raised have increased - this has been very successful.

Finance Report - The Treasurer will report on this; including a report of the verified accounts for the year 2017-2018. My thanks to Neil Merricks for his support and work as Treasurer this year.

Staff and Volunteers - We thank our staff of 3 who work tirelessly during the opening hours and thank them for their out-of-hours work promoting the Day Centre and fund raising. We also thank our team of volunteers, without whom we could not continue the service we provide.

Support - We are delighted to have continuing and strong support from local organisations (Lions and Buffs) and local Trusts (Ambrose Allen Charity, Turbary Charity) and local authority (Tadley Town Council). Also a big thank you to the carers and their families and the friends of the Loddon Valley Day Care Centre.

Committee - The members have remained constant and supportive.

Looking Ahead - The Charity is working towards **Incorporation** and have applied to the Charity Commission for this next step. We have reduced a number of administration items in order to fully work on our Incorporation responsibilities.

Our intention is to be fully incorporated by the end of this year. This will include a name change of the organisation to: **Tadley Elderly Day Care.**

Finally, it is good to see the Loddon Valley Day Care Centre go from strength to strength, the Day Centre is a vital service (asset) to Tadley and the surrounding area and we look forward to another busy and successful year.

Warwick Lovegrove

Chairman – Loddon Valley Day Care Centre

2nd August 2018

6. Day Centre Manager's Annual Report

Attendance

Our current attendance stands at 7 on Monday; 7 on Wednesday; 14 on Thursday. We have had several enquiries recently and attendance numbers look to increase in the near future.

Throughout the year we have had a number of clients going into permanent residential care. We have sadly had a number of clients pass-away during the last year, some unexpectedly. I would like to thank all the families who have donated money and have had donations given in memory of their loved-one.

We have had new volunteers joining us in the last year and they have all been great and very committed to the Day Centre, as are all of our volunteers. Everyone is working as a really good team and I would like to thank them personally for all of the hard work and support they give us. We said a very sad goodbye to Jenny Tuck who passed away earlier in the year. We had a collection and raised £40 which we gave to St Mary's Church towards their new kitchen, which was a pet-project of Jenny's.

Staff

Thank you to Teresa and Sarah for all of their hard work throughout the year, both the day-to-day caring and activities and the extras, such as fund raising. Thank you to Sarah for all of the paperwork she does for the Centre and the Committee.

Theme Days and Events

We have had fewer theme days than previous years due to the number and abilities of the clients. This year we are planning many more as numbers increase and the clients are more able.

A lovely lady called Wendy Orpwood came along and sang for us at Christmas. Everyone really enjoyed it, sang along and some got up and danced. Wendy kindly donated her time free of charge. We are hoping to book her again for this coming Christmas.

Treacle Fair 2018 – the sun shone on us and with our new gazebo, which is far stronger than the previous one, we were well protected and seen.

Clare Hawkins, the daughter of one of our former clients (Pat McCann) ran the London Marathon and split the her fund raising between us and Citizens Advice. Clare raised £835.16.

Other donations and fund raising this year include: The Masons (Mike and Teresa Bulley) who raised £1000; collection box in the New Inn which raised £159.75; Teresa (staff member) who raised funds through her sponsored Acrobatic Flight this week.

For their continued support and donations, our thanks to Loddon Valley Lions, Tadley Town Council, The 'Buffs', Ambrose Allen Charity, Turbary Charity, Helping Hands, the Coffee Morning team at St Mary's Church and Tadley Singers. Also, not forgetting, all those who wish to remain anonymous.

Finally, thank you to the Management Committee for their support during the last year and particularly to Warwick as Chairman, Jo as Vice-Chairman and Neil as Treasurer.

Beverley White, Day Centre Manager 2nd August 2018

7. Treasurer's Report

The Accounts for 2017/2018 were distributed (copy attached). These were proposed and accepted by the Management Committee.

I offer my sincere thanks to Les Bone our External Examiner, who promptly checked and returned the accounts. He has performed the task for many years now and the Trustees and Management Committee are very grateful for his services.

Warwick Lovegrove thanked Neil Merricks for his work this year.

8. Election of Officers

For the purpose of the election of the Chairman, Warwick Lovegrove stood down and Jo Page chaired the meeting.

Chairman - Warwick Lovegrove was proposed as Chairman by Jo Page and seconded by Beverley White. There were no other nominations for the position. Unanimously elected.

Warwick Lovegrove, as the newly elected Chairman, resumed as chairman of the meeting.

Vice-Chairman – Jo Page was proposed by Warwick Lovegrove. Seconded by Barry Germain. There were no other nominations for the position. Unanimously elected.

Treasurer – Neil Merricks was proposed by Martin Slatford. Seconded by Steve Davey. There were no other nominations. Unanimously elected.

Secretary – Sarah Huddart was proposed as Secretary by Jo Page. Seconded by Martin Slatford. As Sarah is a paid staff member it was agreed that if there was any conflict of interest, i.e. employment issues, etc. then Jo Page would stand in as Secretary. All agreed and Sarah Huddart unanimously elected.

9. Management Committee – Committee Member and Representatives

In addition to the Officers the following people were elected to the Management Committee:

- Beverley White, Day Centre Manager
- Teresa Leahy, Day Centre Staff
- Martin Slatford, Baughurst Parish Council
- Barry Germain, Loddon Valley Lions
- Steve Davey, Loddon Valley Lions
- Gill Metcalf, Volunteer
- Jon Dance, Citizens Advice

It was confirmed that staff have full voting rights except where there is a pecuniary interest and items on the agenda that concern staff or employment matters.

Quorate is five members of the Management Committee.

10. Any Other Business

None

The Annual General Meeting closed at 16:05

The AGM was followed by a short Management Committee meeting.

LODDON VALLEY DAY CARE CENTRE (RESPITE)

Income & Expenditure account 12 months ending March 2018

<u>INCOME</u>		<u>2017</u>	<u>2018</u>
Fees		£30,139.50	£31,689.80
Fundraising		£985.92	£3,015.00
Grants/Donations		£4,519.08	£5,382.08
Misc Credits		£123.95	£1,159.37
		<u>£35,768.45</u>	<u>£41,246.25</u>
<u>EXPENDITURE</u>			
Salaries		£26,254.94	£27,369.11
Rent		£8,320.00	£8,220.00
Catering/Supplies		£3,680.79	£3,112.67
Transport		£0.00	£60.75
Telephone		£170.10	£174.24
Entertainment		£0.00	£57.37
Insurance		£340.62	£344.03
Post/Stationery		£308.57	£151.55
Training		£99.00	£10.00
Fundraising		£140.42	£10.00
Equipment		£148.82	£0.00
Miscellaneous		£303.54	£383.37
		<u>£39,766.80</u>	<u>£39,893.09</u>
INCOME/EXPENDITURE		<u>-£3,998.35</u>	<u>£1,353.16</u>
OPENING BALANCES:	CURRENT	£9,958.47	£5,886.47
	RESERVE	£20,068.71	£20,142.36
	CASH	£0.00	
		<u>£30,027.18</u>	<u>£26,028.83</u>
CLOSING BALANCES:	CURRENT	£5,886.47	£7,201.15
	RESERVE	£20,142.36	£20,180.84
	CASH	£0.00	£0.00
		<u>£26,028.83</u>	<u>£27,381.99</u>
		<u>-£3,998.35</u>	<u>£1,353.16</u>

TREASURER N Deller-Merricks CHECKED BY L Bone ACLB
DATE

signed copy retained by Treasurer

Treasurers Report to LVDCC Management Committee

15th March 2018

Summary

Likely to break even over the year!

Income

All outstanding fees from HCC have now been paid and the average daily attendance continues to be around 10.

A grant from Tadley Town Council of £2000 has been received in March.

Overall income for the year without March income has already exceeded the annual budget, and with March fees and the TTC grant is expected to be approx. 110% of budget at £40,500

Expenditure

Expenditure is marginally above budget at 93% YTD and the final total for expenditure is forecast at £40,500, only £800 over budget.

Bank Accounts

The current account has £5358.39 at the end of February, with a further £3000 already paid in during March.

The reserve account has increased to £20,184.

Planning

I have prepared some budget scenarios based on the estimated final figures for 2017-18.

Based on the current average of 10 clients per day for 140 days per year:

- a) Costs will probably increase to about £42,000 in the coming year. A salary increase of at least 2%, and a rent increase of 2% along with catering increases of 5% should be planned for and this equates to 4% of all expenditure.
- b) Catering in 2017-18 actually cost much less than the £3/day budgeted so the budget has not been increased but allows for increased costs.
- c) Income from fees should increase partially due to the increase in clients and also with a 2% rise in charges to £26.0

Given similar fundraising efforts to 2017-18 and grants of £2000, this budget will break even.

One area where fees are not recovered is absences. At present, clients are not charged for absences although costs remain largely the same. I propose that a policy is adopted whereby clients are charged for their planned attendance each month except in very exceptional circumstances where their attendance may be 'put on hold' for a period. This would allow for simpler planning of income from fees and therefore more certainty in the budgeting.

Neil Deller-Merricks