



## LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

## **AGM Meeting Wednesday 21st<sup>th</sup> September 2022 12noon at Lutterworth Town Hall**

Age Concern Lutterworth & District a small financially independent local charity, established in 1962. A friend of Age UK Leicester Shire and Rutland.

### **Agenda**

- 1. Welcome and Apologies**
- 2. Minutes from the 2021 AGM**
- 3. Treasurers Report**
- 4. Report of the Board of Trustees**
- 5. Trustees for 2022/3**
- 6. Election of a Chair**
- 7. Any Other Business**

*A local Age Concern working for people of Lutterworth and surrounding villages, making later life a fulfilling and enjoyable experience. A Lutterworth charity working for local people.*

**Minutes of the Annual General Meeting held on Wednesday 15<sup>th</sup> Sept 2021  
at Lutterworth Town Hall at 12 noon.**

1. **Welcome and Apologies:** 17 people attending the meeting were welcomed by the Chair Carol Scholes. Apologies were received from Carole Harrington, Sam Weller, Jane Leaning, Pam Harrop, Shirley Farinah, Lizzie Sowerby, Tony Hirons, Helen Sowerby and Molly McMillan.
2. **Financial report:** Carol discussed the report and explained how the closures during the lockdown affected funding. We were aided by grants, furlough payments from the government and donations and have managed to remain financially secure.
3. **Trustees Report 2020:** The spring of 2020 heralded the first Covid 19 Lockdown leaving many old people afraid and isolated, all activities had to cease and the shop was closed for several months. The staff set up a telephone befriending service keeping in contact and supporting many clients. Thanks were given to all those who helped during the crisis.  
**Trustees Report 2021** Throughout this year many activities have been able to restart with care and some changes. The shop has reopened and the financial situation is improving. The staff received thanks from clients and the Trustees for their work during the lockdown. Tributes were paid to Joan Williamson, a volunteer for many years also to Rita Nicholls who organised a very popular lunch club in Walcote.
4. **Reserves:** The Reserves have been set at £80,000. This is a requirement of The Charities Commission.
5. **Election of Trustees:** We have a full board of 9 Trustees all of whom have agreed to stand. Carol Scholes was nominated as Chair by Anne Hicks and seconded by Helen Potter and was duly appointed.
6. **A.O.B.** Alison thanked the Trustees for their assistance throughout the last difficult year.

The meeting closed at 12.40pm.

## Treasurer's Report 2022

The Trustees would like to express our grateful thanks to the large number of clients and residents who have made generous donations during the last year and to those who make regular monthly or annual donations. Gift Aid has been claimed where applicable.

The accounts have been examined by Val Cooper (Company Accountant Retired) and found to be satisfactory, and therefore we recommend them for adoption.

### Annual Accounts

#### Statement of Financial Activities

Year ended 31 Mar 2022

	Unrestricted Funds	Restricted Funds	Total Funds 2021-22	Total Funds 2020-21
	£	£	£	£
<b>Incoming Resources</b>				
<i>Fundraising Activities</i>				
General Fundraising inc				
Shop Sales	76,580	0	76,580	33,883
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	2,290	0	2,290	335
All other services	39,364	0	39,364	-867
<i>Other Income</i>				
Donations inc Gift Aid	51,889	0	51,889	6,139
Grants	21,286	3,000	24,286	34,164
Investment Income	1,385	0	1,385	1,688
<b>Total Incoming Resources</b>	<b>192,794</b>	<b>3,000</b>	<b>195,794</b>	<b>75,342</b>
<b>Resources Expended</b>				
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	4,301	0	4,301	300
Provision of Other Services	39,437	0	39,437	3,671
Staff	60,521	0	60,521	54,426
Property	25,327	3,000	28,327	23,725
Overheads	9,263	0	9,263	4,942

<b>Total Resources Expended</b>	<b>138,849</b>	<b>3,000</b>	<b>141,849</b>	<b>87,064</b>
Net Incoming Resources	53,945	0	53,945	-11,723
Balances Brought Forward	130,682	0	130,682	142,405
<b>Fund Balances</b>	<b>184,627</b>	<b>0</b>	<b>184,627</b>	<b>130,682</b>

### Balance Sheet

For the Year Ended 31 Mar 2022	2021-22	2020-21
	£	£
<b>Current Assets</b>		
Short Term	162,443	119,973
Cash at Bank and in hand	22,184	10,709
<b>Total</b>	<u>184,627</u>	<u>130,683</u>
<b>Funds</b>		
Restricted	0	0
General	184,627	142,405
<b>Total</b>	<u>184,627</u>	<u>142,405</u>
<b>Restricted Funds</b>		
Grant for Travelling Lunch Clubs	0	0
<b>Total</b>	<u>0</u>	<u>0</u>

### Reserves

Reserves are to be maintained at a level which ensures Age Concern Lutterworth & District's core activities could continue during a period of unforeseen difficulty.

In order to provide for these obligations, the Trustees consider it necessary to establish financial reserves for costs over a 9 month period of £80,000

## **Board of Trustees Report 2022**

The Trustees of Age Concern Lutterworth & District warmly welcome you to their Annual General Meeting.

Midway through 2021 we were emerging from the Covid-19 Pandemic. Work started in earnest to move the charity forward meeting its mission and aims which is to:

*“Combat loneliness and isolation, promoting health and wellbeing along with providing information and support for older members of Lutterworth and local villages”.*

*“A local Age Concern working for people of Lutterworth and surrounding villages, making later life a fulfilling and enjoyable experience. A Lutterworth charity working for local people”.*

The services gained momentum, Christmas parties were held in July and enjoyed by many clients. Generally elderly people were finding the new situation challenging, lots of kind encouragement from our staff helped clients take the first small steps towards a return to something more normal, where they could meet up with friends and start to enjoy life again without suffering the isolation of the previous 18months.

Another big change this year has been the retirement of our General Manager, Alison worked in the charity for 16years, started working 15hours a week she and the charity grew together, latterly she was promoted to General Manager and under her leadership the charity continued to develop into an essential and respected part of the community.

In February the trustees appointed a new General Manager Sarah Boot, who has a wide range of management experience in a retail environment and has held many volunteering roles. With 4 staff (2 part-time and 2 full-time) there will be plenty of opportunities for extending the work of Age Concern Lutterworth & District into the future. The shop sales continue to improve, and trade has been increasing steadily. A focus to improve online sales by training staff and volunteers has seen a marked increase in online sales over several months.

The charity is in a secure financial position which can be seen in the financial reports which have been prepared by Sam Weller, we would like to thank him for his commitment to the charity as treasurer for many years. We are continuing to look for a replacement so he can retire from his position.

Thanks go to all the staff and volunteers; without these individuals the charity could not function, they enable our charity to provide quality services, trips and information to a larger number of residents year on year. Their dedication and friendly smiles make Age Concern Lutterworth an enjoyable place to shop and raise the funds needed to support the work of the charity.

Trustees continue to monitor and evaluate the day-to-day workings of the charity through policy reviews along with staff and trustees' meetings.

Again, we thank you for attending today and welcome your questions and comments.

## **Trustees for 2022/3**

We have received 2 resignations from the Board of Trustees Anne Hicks and Cathy McManus. Both ladies have been trustees for many years attending meetings and taking active roles in the running of the charity. Prior to the opening of the shop Anne was a busy fundraiser, baking cakes, organising coffee mornings and taking part in the Rotary Santa Fun Run, she also helped in the office, at the tea and natter and the exercise class. For several years Cathy would be in the office on a Friday morning providing accounting support, she continues to help serving refreshments at the tea and natter and bingo. We thank them for the time and help they have given to Age Concern Lutterworth & District.

The Trustees staying on the board of Trustees are;

Carole Harrington  
Carol Scholes  
Helen Potter  
Sam Weller  
Allan Heggs  
Inger Parsons  
Sandy Wheelwright

### **Nominations for trustee vacancies**

There are 2 vacancies for new Trustees, ideally one of these will be filled by someone who in the future can accept the post of treasurer.

### **Nomination for Chair of Trustees 2022/23**

### **Any Other Business**