



**LUTTERWORTH & DISTRICT**

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Registered Charity No 247288

**AGM Meeting Tuesday 17<sup>th</sup> September 2024  
1pm at Lutterworth Town Hall**

**Agenda**

1. Welcome and Apologies
2. Minutes from the AGM 2023
3. Treasurers Report
4. Report of the Board of Trustees
5. Trustees for the year 2024/5
6. General Manager
7. Election of Chair
8. AOB

Age Concern Lutterworth & District a financially independent local charity.

*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 AGM held on Wednesday 20th September 2023 at 12noon

1. **Welcome and apologies:** Carol Scholes (Chair of Trustees) welcomed 16 people to the meeting. The following Trustees were also present- Allan Heggs, Inger Parsons, Sandy Wheelwright, Helen Potter, Roger Platt, Shirley Farinha, Carole Harrington. Apologies were received from Sam Weller (Trustee), Carolyn Sandland, Jane Leaning, Sarah Simms (Trustee), David and Sheila Jones, Anne Hicks, Sue Smith, Doreen Gibson.
2. **Minutes from the 2022 AGM:** The minutes were approved.
3. **Treasurers Report:** The report for the year ending 31/03/2023 was examined. This was prepared by Roger Platt and approved by Val Cooper to whom we send our thanks. The total funds at the year end were £174,048. The charity has had a steady year but has ended with a small deficit in funds.  
The reserve figure is set at £80,000 to cover 9 months.
4. **Report from the Board of Trustees:** Carol went through the report. She thanked all staff and volunteers for their hard work this year. Roger Platt has joined us as Treasurer.  
The meeting was attended by Rohini Corfield (VASL), Amanda Harvey (Care and Share), and Graeme Thomas (Community Transport) who gave outlines of the services which they provide to our charity.
5. **Trustees for 2022/3:** The following Trustees are continuing—Carol Scholes, Carole Harrington, Helen Potter, Sam Weller, Allan Heggs, Inger Parsons, Sandy Wheelwright, Roger Platt, Shirley Farinha, Sarah Simms.
6. **Election of a Chair:** Carol Scholes was elected—proposed by Shirley Farinha and seconded by Judy Smith.
7. **Any other business:** Sarah Boot (General Manager) thanked her staff and the Trustees for their work during the year.  
Eileen Rands asked about the Mens Group and Sarah outlined the various activities which they have taken part in.

The meeting closed at 12.30pm

# Treasurer's Report 2024

## Annual Accounts

Statement of Financial Activities

Year ended 31 Mar 2024

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2023-24</b>	<b>Total Funds 2022-23</b>
	£	£	£	£
<b>Incoming Resources</b>				
<i>Fundraising Activities</i>				
General Fundraising inc				
Shop Sales	92,904	0	92,904	88,948
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	4,232	0	4,232	4,837
All other services	72,759	0	72,759	66,340
<i>Other Income</i>				
Donations inc Gift Aid	7,290	0	7,290	6,451
Grants	0	0	0	0
Investment Income	2,433	0	2,433	837
<b>Total Incoming Resources</b>	<b>179,618</b>		<b>179,618</b>	<b>167,413</b>
<b>Resources Expended</b>				
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	8,770	0	8,770	8,569
Provision of Other Services	79,520	0	79,520	59,655
Staff	71,738	0	71,738	70,029
Property	24,000		24,000	28,425
Overheads	8,842	0	8,842	11,313
<b>Total Resources Expended</b>	<b>192,870</b>		<b>192,870</b>	<b>177,991</b>
Net Incoming Resources	(13,252)	0	(13,252)	(10,578)
Balances Brought Forward	174,048	0	174,048	184,626
<b>Fund Balances</b>	<b>160,796</b>	<b>0</b>	<b>160,796</b>	<b>174,048</b>

## Balance Sheet

For the Year Ending 31 Mar 2024		2023-24	2022-23
		£	£
Current Assets			
	Prepayments	1,294	0
	Short Term	150,522	148,255
	Cash at Bank & in hand	12,849	25,793
	<b>Total</b>	<b><u>164,665</u></b>	<b><u>174,048</u></b>
Current Liabilities			
	Accruals & deferred income	3,869	0
		<b><u>160,796</u></b>	<b><u>174,048</u></b>
Funds			
	Restricted	0	0
	General	160,796	174,048
	<b>Total</b>	<b><u>160,796</u></b>	<b><u>174,048</u></b>

The Trustees would like to express our thanks to the 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 Valerie Cooper (Company Accountant Retired) she reported

“Once again I must report that the maintenance of these accounts is kept to a very satisfactory level. I had no queries and as in past years I found everything is clear, simple, analysed and balanced, a credit to those concerned in the upkeep of these accounts”.

Therefore we recommend them for adoption.

## 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 2024**

Welcome to the Annual Report from the Trustees of Age Concern Lutterworth & District in which we inform you of the work the charity has engaged in over the last year.

The key objective of the charity is: “Combating loneliness and isolation, promoting health and wellbeing along with providing information and support for older people of Lutterworth and surrounding villages”. This is achieved through weekly and monthly services, day trips, information events, parties and holidays. These are well attended, most have waiting lists. Your ideas are welcomed by staff and may be used when planning future activities and will be included in the newsletter.

The trustees sincerely thank the volunteers who give their time freely. Volunteering within the charity varies and everyone’s contribution is equally important, whether it’s working in the shop, helping at an activity, writing quiz questions or putting up a poster. Every volunteer helps the charity to continue its successful work. Volunteers are the backbone of the charity, their contribution is essential and highly valued by staff and trustees. Staff often receive compliments from clients and shoppers about the help and kindness they have received from volunteers. Thank you.

The Trustees are pleased to report the continuing success and growth of the charity. Day to day work is carried out by 1 full-time and 4 part-time staff. A new General Assistant role has been created to assist within the shop and the office. Andrew Clarke joined the charity in July and fulfils this role. Trustees thank Sarah, Jane, Carolyn and Karen for their dedication and professionalism when carrying out their roles. The charity is committed to promoting staff development, training opportunities are sourced through local companies and on-line. All staff, several trustees and volunteers have attended first aid at work courses. Two members of staff are qualified in PAT testing electrical donations ahead of offering them for sale. In house training ensures staff and volunteers understand and complete their roles effectively and with confidence.

The charity continues its links with other local organisations, businesses and charities including, the “Share and Care”, VASL, and Lutterworth Community Transport, the newly opened Churchgate Community Centre, Forging Futures, Lutterworth Museum, the Local PSCO’s and many more. Age Concern Lutterworth & District is also part of the Lutterworth Retail Forum which shares local concerns and organises activities for children throughout the year. Through these many links we have received financial donations from Lutterworth Rotary, Sherrier reception children, Town Estates Charity, Inspire, Lutterworth Lions, Gilmorton Friday Coffee Club and the Town Mayors charity appeal.

Income is achieved through shop sales, and to maximise income we claim Gift Aid. Having completed a full year of claiming Gift Aid on donated goods we thank the staff and volunteers for successfully implementing the process. Income is spent on overheads, staff salaries and associated costs, property expenses including rent, power, telephone etc. The trustees are committed to provide financial support for day trips, services and activities. This reduces the price of activities and supports the charity’s aims and objectives.

There are challenges ahead. Another charity shop is now next door, competing for donations and shoppers. Landscaping the Town Hall carpark starts in February and will cause significant

disruption to our access at the time of development and afterwards. Only time will tell if the changes impact our footfall and income. We must all continue to be welcoming, helpful and promote the charity widely.

Age Concern Lutterworth & District has a group of 9 Trustees who meet bi-monthly discussing the business of the charity including, finances, staffing and business planning. They have responsibility to ensure the Charity is run in a professional manner and its finances are used appropriately. In order to do this several policies have been produced for use by staff and volunteers. These policies are monitored, evaluated, reviewed and updated by the trustees in collaboration with the staff throughout the year. Trustees are also volunteers and they help run charity services and events. Allen Heggs resigned as a trustee in March and we thanked him for the many years' service he gave to the charity. The charity promotes an open environment in which everyone's ideas can be nurtured. We welcome your comments and views. Thank you for attending today.

### **Trustees for the year 2024/25**

All current trustees are willing to re-stand to the board of Trustees for 2024/25, these are:

Carole Harrington  
Carol Scholes  
Helen Potter  
Sam Weller  
Inger Parsons  
Sandy Wheelwright  
Sarah Simms  
Roger Platt  
Shirley Farinah

There are no trustee vacancies currently.

### **General Manager**

### **Nomination for Chair of Trustees 2024/25**

### **Any Other Business**