



LUTTERWORTH & DISTRICT

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Registered Charity

No 247288

AGM Meeting Wednesday 20th September 2023 12 noon at Lutterworth Town Hall

Age Concern Lutterworth & District is 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 AGM 2022**
3. **Treasurers Report**
4. **Report of the Board of Trustees**
5. **Trustees for the year 2023/4**
6. **Election of a Chair**
7. **General Manager**
8. **AOB**

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 21st1 September 2022 at 12noon

1. **Welcome and apologies:** Carol Scholes (Chair of Trustees) welcomed 28 people to the meeting. Apologies were received from Sam Weller, Carolyn Sandland and Val Cooper.
2. **Minutes from the 2021 AGM:** The minutes were approved, proposed by Judith Smith and seconded by Allan Heggs.
3. **Treasurers Report:** The report for the year ending 31/03/22 was examined. This was prepared by Sam Weller and approved by Val Cooper to whom we send our thanks.
The total funds at 31/03/22 were £184,627. This was secured via a legacy and grants.
A Trust Fund based in Market Harborough closed and the £10,000 received from this has gone towards transport and the 90th Birthday Party. Carol thanked those of our clients who have also made contributions.
Our reserve figure has been set at £80,000 to cover a 9 month period.
4. **Report from the Board of Trustees:** Carol went through the report. She thanked Alison Anderton who has retired as our General Manager. She is replaced by Sarah Boot whom Carol welcomed. Our Treasurer (Sam Weller) is hoping to retire from the Charity and Carol voiced our request for a replacement.
Carol thanked all staff and volunteers for their hard work during the year.
Town Mayor- Cllr. Bill Zilberts and representatives from Community Transport and VASL were thanked for attending.
5. **Trustees for 2022/3:** Two Trustees are resigning from the Charity – Anne Hicks and Cathy McManus who have been Trustees for many years and have worked really hard.
The following Trustees are continuing—Carol Scholes, Carole Harrington, Helen Potter, Sam Weller, Allan Heggs, Inger Parsons and Sandy Wheelwright. We therefore have two vacancies. Shirley Farinha was proposed by Lizzie Sowerby and seconded by Louisa Dace.
John Skeet will be observing Trustee meetings with a view to joining us.
6. **Election of a Chair:** Carol Scholes was elected—proposed by Doreen Gibson and seconded by Shirley Farinha.
7. **Any other business:** Sarah Boot thanked all Trustees for their input to the Charity.
Doreen Gibson asked for a bell to be fitted to the front door.

The meeting closed at 12.30pm

Treasurer's Report 2023

Annual Accounts

Statement of Financial Activities

Year ended 31 Mar 2023

	Unrestricted Funds	Restricted Funds	Total Funds 2022-23	Total Funds 2021-22
	£	£	£	£
Incoming Resources				
<i>Fundraising Activities</i>				
General Fundraising inc				
Shop Sales	88,948	0	88,948	76,580
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	4837	0	4837	2,290
All other services	66340	0	66340	39,364
<i>Other Income</i>				
Donations inc Gift Aid	6,451	0	6,451	51,889
Grants	0	0	0	24,286
Investment Income	837	0	837	1,385
Total Incoming Resources	167,413		167,413	195,794
Resources Expended				
<i>Services to Further the Charities Objectives</i>				
Lunch Clubs	8,560	0	8,569	4,301
Provision of Other Services	59,655	0	59,655	39,437
Staff	70,029	0	70,029	60,521
Property	28,425		28,425	28,327
Overheads	11,313	0	11,313	9,263
Total Resources Expended	177,991		177,991	141,849
Net Incoming Resources		0	-10,579	53,945
Balances Brought Forward		0	184,627	130,682
Fund Balances	174,048	0	174,048	184,627

Balance Sheet

For the Year Ended 31 Mar 2023	2022-23	2021-22
	£	£
Current Assets		
Short Term	148,255	162,443
Cash at Bank and in hand	25,793	22,184
Total	<u>174,048</u>	<u>184,627</u>
Funds		
Restricted	0	0
General	174,048	184,627
Total	<u>174,048</u>	<u>184,627</u>
Restricted Funds		
Grant for Travelling Lunch Clubs	0	0
Total	<u>0</u>	<u>0</u>

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 Val Cooper (Company Accountant Retired) and found to be satisfactory, and 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 2023

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

The Trustees are pleased to report the continuing success and growth of Age Concern Lutterworth and District. Another year has passed, and the charity has now been working for older people of Lutterworth & District for over 60 years. The objective of the charity remains the same: "Combating loneliness and isolation, promoting health and wellbeing along with providing information and support for older people of Lutterworth and surrounding villages". We cannot hazard a guess as to the number of people who have taken part in the hundreds of activities which have been organised in that time. What we do know is, currently there are approximately 650 people on our database who attend one or more activity on a regular basis.

Sincere thanks go to the volunteers who give their time freely. Volunteering within the charity comes in many guises and everyone's contribution is equally important, our volunteers are always there to help with a cheery smile, whether it be working in the shop, helping at an activity, or putting up a poster, every volunteer makes the charity the success it continues to be. Every contribution is essential and valued by the staff and trustees. Thanks to you all.

The trustees recognise there continue to be many difficulties and circumstances which affect clients and, thank Sarah, Jane, Carolyn and Lizzie for their dedication and professionalism when carrying out their roles. The staff structure has seen a new office assistant role being created and we welcomed Karen to the charity in August.

Trustees continue to monitor and evaluate the day-to-day workings of the charity through regular meetings and policy reviews. We are pleased to report the continuing development of the charity. New activities this year include a Men's interest group, Boogie through the decades and the Coronation event. A variety of traditional activities, events, trips, parties, and holidays continue to be well supported.

The quarterly newsletter is eagerly awaited by clients who, make the office very busy while they book their places on events for the coming months.

Financially this year has seen many challenges, the grants which have been available over recent years are no longer there. The charity must generate its own income which is done through sales in the shop and online. To maximise income the Gift Aid scheme has been extended to include goods donated by taxpayers, when these are sold the charity can claim Gift Aid from HMRC, earning an extra 25% on each sale. Thanks go to the staff and volunteers for developing and implementing this new process.

The Income generated from the shop is used for overheads such as staff salaries and associated costs, property expenses including rent, power, telephone and internet services. The trustees are committed to continue to provide the financial support for the day trips, services and activities. This support, which is allocated at source, silently reduces the price of the activities for clients. We thank Sam Weller for his support as treasurer for the last 8 years and are glad to report and welcome a new treasurer, Roger Platt of PWH Chartered Accountants and Statutory Auditors.

Improvements to the premises and the working environment this year include, a smart extractor fan fitted in the kitchen and redecoration of the kitchen the back office.

The charity continues to maintain links with other agencies including "Share and Care" and VASL. For accessibility, we hire minibuses from Lutterworth Community Transport. Age Concern Lutterworth & District is also part of the Lutterworth Retail Forum which shares local concerns and organises activities for children at Christmas and Easter, the staff also enter the Christmas window competition which is organised by the Town Council.

The objectives for the coming year include, developing and supporting current and new activities. Increasing income with the aim to make the charity financially stable without being reliant on grants.

The Trustees thank you for attending today and welcome your comments and questions.

Trustees for the year 2023/24

Trustees willing to re-stand for the board of Trustees 2023/24 are;

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

Currently there are no trustee vacancies.

Nomination for Chair of Trustees 2023/24

Any Other Business