

## **Rural Community Services (West Cheshire)**

### **Minutes of the 5th Annual General Meeting**

**October 26th 2016 at the Kelsall Methodist Church, Kelsall, Cheshire**

#### **1 Welcome**

Jane Colville, Chair of the Board of Trustees, welcomed everyone to the meeting.

#### **Members of the Company present**

Gill Clough	Trustee, Tarporley	Mary Diggle	Kelsall
Jane Colville	Trustee, Kelsall	Elaine Dunham	Tattenhall
Doug Haynes	Trustee, Tattenhall	Biddy Mason	Malpas
Pat Holder	Trustee, Helsby	Keith Titchener	
Ilene Hoyle	Trustee, Malpas	Jim Wilkinson	
Roger Parrott	Trustee, Tarporley		
Mary Thompson	Trustee, Tarporley		
John Webb	Trustee, Malpas		

#### **Other attendees**

Susan Jelks	Z Blocksidge	Joyce Duloherly	Joan Lyon
Martin Colville	Brian Edgerton	Linda Middleton	

#### **2 Apologies for absence**

Brenda Platt	Julie Turner	Irene Skinner	Liz Cheshire
Eric Platt	Val Armstrong	Christine Millward	Eleanor Johnson
Carol Hitchen	Jean Toyn	Helen Campbell	Chris Whitehurst
Pat Carter	Denise Pritchard	Pam Oatley	Phil Leviston
Yvonne Cockburn	Lesley Duggan	Richard Brook	Christine Millward
Janet Ford	Norma Nixey	Jenny Burkhill- Howarth	

#### **3 Minutes of the 4th AGM held on October 21st 2015 at Tarporley Community Centre**

Acceptance of the minutes as a true record was proposed by Doug Haynes and seconded by Ilene Hoyle, and approved unanimously by the Members present. The minutes were signed by the Chair.

#### **4 Presentation of the Trustees Annual Report**

Jane Colville presented the 2016 Trustees Annual Report.

The following points were highlighted in the Chair's report:

- 2015-16 has been another successful year of consolidation of our services and some expansion of our OPAL Clubs, BreakTime and GoOnLine. This success is based on effective teamwork, doing things properly, a passionate belief in our aims and values, and a loyal and generous team of volunteers

- Our services are directed at helping older people who are living in isolation and loneliness in order to help prevent the physical and emotional health problems that can arise
- We have had to meet challenges during this period in fundraising and volunteer recruitment.
- We have successfully maintained our funding level from CWaC who are under considerable financial pressure on their budgets. Performance reporting to our funders has increased and this is taking up more of our resources.
- RCS offers many opportunities for people to volunteer in their local communities, and we recognise that volunteering offers health benefits to our individual volunteers through job satisfaction, increased self esteem, a sense of belonging, and new friendships.
- Recruiting volunteers is a continuous activity and everyone is asked to look out for potential recruits amongst their family, friends and acquaintances
- Although we are a relatively small charity we believe we “punch above our weight” and we are well regarded by CWaC commissioners
- The Chair expressed a big thank you to .....
  - all of our volunteers who make such a vital contribution by providing our services, or as Local Management Committee members, Steering Group advisers or Trustees
  - to our members of staff for their commitment to the success of the charity
  - to those trustees, staff and treasurers who together maintain control of our finances
  - to the Board of Trustees and its advisers for continuing good governance
- Finally, Jane Colville expressed her confidence in the future of the charity based on the skill and commitment of the whole team

## **5 Presentation of the Financial Statement for the financial year to March 31<sup>st</sup> 2016**

Mary Thompson, Honorary Treasurer, presented the Financial Statement for the year ended March 31<sup>st</sup> 2016.

The following points were highlighted:

- This was another good year for RCS in which overall income exceeded expenditure allowing for a further build-up of reserve funds
- The 6 OPAL Clubs were supported by a grant of £37,600 from Cheshire West and Chester Borough Council (CWaC). In addition, OPAL Clubs benefitted from fee income from members, occasional fund income from local organisations, and local fundraising activities
- Management charges on the OPAL Clubs helped meet the RCS operating costs of running the OPAL Clubs, with the exception this year of Tattenhall OPAL which made a small loss and Frodsham OPAL which has not yet built sufficient local funds
- The BreakTime service was supported by a further grant of £21,000 by CWaC and the Cheshire West and Vale Royal Clinical Commissioning Groups, in addition to a £12,000 grant from Lloyds Foundation (the second part of their two-year grant) to help expand the service.
- The GoOnline service received £7,500 from CWaC, and donations from Westminster Foundation and others
- CWaC remains our biggest funder and we are grateful for their ongoing support
- Each of our services has its own budget, and overall expenditure was again kept within budget
- We have achieved our £40,000 reserves target this year
- Interest rates on our cash deposits have remained disappointingly low again this year

- The Fundraising team has continued its efforts to maintain and diversify our overall funding as the Board of Trustees is well aware that there are no certainties for future funding.
- We are grateful for the support of the Sunflower Foundation and Equilibrium which enabled us to run another event in October 2015 at Eaton Hall for our service users and volunteers
- The raffle at Eaton Hall raised £425; the “Allo, Allo” evening a further £1800; and £ the OPAL lottery raised £1,000.
- Gift aid claims amounted to £304.
- Our thanks are due to our staff, treasurers and key volunteers for the effort put in by everybody to maintain and improve our financial reporting systems
- The RCS Board of Trustees considers the financial position to be satisfactory.

## **6 Presentation of the Report of the Independent Examiner**

Susan H Jelks CTA ATT presented the Report of the Independent Examiner.

Sue Jelks emphasised the importance of keeping good records of our financial transactions and commended the continuing year on year improvement in our internal record keeping.

## **7 Re-appointment of Independent Examiner, Susan H Jelks CTA ATT**

Jane Colville proposed and Mary Thompson seconded a proposal to re-appoint Susan Jelks as Independent Examiner, and this was approved unanimously by the Members present.

## **8 Retirements and Elections of Trustees**

In accordance with clause 29 of the Articles of Association, three Trustees were required to retire by rotation at this AGM. Accordingly, Jane Colville, Pat Holder and Doug Haynes agreed to retire and seek re-election. The Members present voted unanimously in favour of the immediate re-appointments of Jane Colville, Pat Holder and Doug Haynes.

## **9 Any other Ordinary business**

Jane Colville informed those present that RCS had just successfully progressed to stage 2 of an application for significant funds from Aviva Community Fund to support the continuation and development of the OPAL GoOnline service. Stage 2 requires the charity to seek as many votes as possible from the public and the Chair urged everyone present to vote in support of our submission and to persuade as many of our family, friends and acquaintances as possible to also give RCS their votes.




**Jane Colville**  
Chair of Board of Trustees

**Roger Parrott**  
Hon. Secretary

**Date:** November 30<sup>th</sup> 2016