

D R A F T**To be approved at the next AGM, November 2018****Rural Community Services (West Cheshire)****Minutes of the 6th Annual General Meeting****November 29th 2017 at the Barbour Institute, Tattenhall, 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	Pat Carter	
Ilene Hoyle	Trustee, Malpas		
Roger Parrott	Trustee, Tarporley		
Gill Swash	Trustee		
Mary Thompson	Trustee, Tarporley		
John Webb	Trustee, Malpas		

Other attendees

Susan Jelks	Z Blocksidge	Linda Middleton	Julie Ennis
Eula Hersey	Jean Toyn	Brenda Platt	Chris McClelland
Martin Colville	Ray Hall	Eric Platt	Andrew Farrell
Victoria Ridgeway	Jackie Hind	Richard Brook	Julie Ennis

Apologies for absence

Carol Hitchen	Julie Turner	Irene Skinner	Liz Cheshire
Yvonne Cockburn	Wendy Dingwall	Helen Campbell	Julie Shankey
Janet Ford	Irene Ross	Rita Dolan	Ann Ridge
Marianne Foster	Pat Culverhouse	Ann Tonge	Alan Gerard
Joanne Bennet	Christine Webber	Fiona Lee	Jill Fifoot
Liz Cowell	Hazel Warne	Patricia Morris	Barbara Walters
Jim Wilkinson	Sheila Evans	Agnes Bentley	Margaret Sheppard
Jackie Parrington	Jill Hayns	Jane Beattie	Mike Thomas
Catherine Matthews	Loretta Moore	Cathy Peel	Alan Bell
Sally Hopkins	Joanne Lynch	Pam Hinckley	Phil Roberts
Margo Webb	John Lynch	Margaret Withington	Joan Handforth
Ann Tindall	Joyce Dulobery	Esme Crane	Keith Titchener

2 Minutes of the 5th AGM held on October 26th 2016 at Kelsall Methodist Church

Acceptance of the minutes as a true record was proposed by Gill Clough and seconded by Ilene Hoyle, and approved unanimously by the Members present.

3 Presentation of the Trustees Annual Report

Jane Colville presented the Trustees Annual Report.

- Rural Community Services has been providing OPAL services since 2011 and in that time we have increased the range of those services each year, attempting always to address the needs of those older people and carers we provide for and their communities. This year was no exception as we have been successful in an application to Brightlife to develop two new services called New Horizons and What's' Cooking, initially in the Frodsham area. Both are intended to reduce the risks of older people becoming socially isolated and feeling lonely. These services are currently being developed by a new Organiser and will 'go live' during 2017.
- The environment we operate in becomes ever more complex. This creates additional work for the staff and Trustees and this has certainly been a feature this last year. A lot of work has been undertaken by the Trustees to improve our governance and forward planning and there are several work streams and plans in place. We recognise that we need more Trustees to help run the charity, and this year we have run a Trustee recruitment campaign. This has had some success but we intend to continue to expand the Trustee group, partly to allow some Trustees to move on after their long service.
- Funding requires our constant attention and planning. Cheshire West and Chester Borough Council is currently undertaking some significant changes to the way our services and others are commissioned and funded. We are of necessity tied into and contributing to these developments, and are trying to ensure that our services remain adequately funded.
- In the last year we have received significant funding from the Westminster Foundation, specifically to develop our GoOnline service and improve our approach to volunteer recruitment and development. As a result, we are delivering additional GoOnline sessions, and we have produced a comprehensive volunteer's handbook plus additional recruitment material. We are very appreciative indeed of this grant funding.
- Without all the people involved in our charity we would be unable to achieve any of what we do. Huge thanks have to go to our staff team who are so committed and work so very effectively together, and also to our Trustees for the time and effort they put in, all on a voluntary basis.
- Finally, I must acknowledge and express appreciation to our many volunteers without whom we could not operate and on whom the older people and carers we support rely on for comfort and companionship.

4 Presentation of the Financial Statement for the financial year to March 31st 2017

Mary Thompson, Honorary Treasurer, presented the Financial Statement.

- The charity has had a good year financially, receiving a number of grants to continue with and add to the services we are able to deliver.
- **OPAL Clubs:** Once again, we received £37,600 from Cheshire West and Chester Council to support the 6 OPAL clubs. Additionally, the OPAL Clubs themselves contributed a total of £5,370 as a management charge at the year-end towards the running of the OPAL Clubs service. The management charge from the OPAL Clubs has now become an essential part of the funding of this service.
- The OPAL clubs themselves received local donations as well as raising funds from coffee mornings and other events. This income is used to purchase equipment for the clubs and pay towards outings and entertainment for the members throughout the year.

- **BreakTime:** Cheshire West and Chester also continued to grant funding for the OPAL BreakTime service, the charity receiving £32,000 from them in 2016/17.
- **GoOnline:** The OPAL GoOnline service was also supported by CWaC with a grant of £3,000. In addition, we are grateful to the Westminster Foundation for a grant of £25,000 to expand the GoOnline service further.
- We are very grateful to Cheshire West and Chester Council for the support they have given the charity which has allowed us to provide and develop our OPAL services.
- The Westminster foundation also awarded a small grant to the charity to invest in our very important volunteer recruitment and training activities.
- At the end of the last financial year, the charity was awarded funding by Brightlife for two new projects, New Horizons and What's Cooking, to be developed in 2017, initially in the Frodsham area.
- **Expenditure:** The charity draws up budgets for all its services and this year overall expenditure has been kept within budget. Inevitably, staff time is the greatest proportion of any budget and the Board is very aware of how hard the staff work to keep their increasing work load within these budgeted hours, and we are very conscious that they sometimes also give their own time to the benefit of the organisation.
- Most of the OPAL clubs ended the year with operating surpluses. Staff and volunteers work hard in the clubs to keep costs within budget.
- **Reserves:** The charity continues to build up its reserves for the future, with a target of at least 6 months running costs.
- The company holds its surplus cash funds in an interest bearing Virgin Money Account. The clubs also have savings accounts to house any surplus monies they have.
- **Fundraising** A major focus of the charity is to consider where our future core funds will come from and the funding group is constantly striving to find sources of funding.
- The RCS Lottery brought in a profit of £900; the Christmas raffle raised £767 and the collection boxes in various retail outlets brought in £175.
- 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.

5 **Presentation of the Report of the Independent Examiner**

Susan H Jelks CTA ATT presented the Report of the Independent Examiner. There are no areas of concern in keeping accounting records or preparing the accounts.

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. Sue encouraged everyone to "keep up the good work".

6 **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.

7 Retirements and Elections of Trustees

- 7.1 In accordance with clause 29 of the Articles of Association, three Trustees were required to retire by rotation at this AGM. Accordingly, Roger Parrott, Gill Clough and John Webb agreed to retire and seek re-election. The Members present voted unanimously in favour of their immediate re-elections.
- 7.2 In accordance with clause 34 (2) of the Articles of Association, Gill Swash was required to resign and seek re-election, having been elected a trustee by the Board of Trustees in July 2017. The Members present voted unanimously in favour of her immediate re-appointment.
- 7.3 In accordance with clause 32 of the Articles of Association, the appointment of Eula Hersey as a trustee was recommended by the Board of Trustees. The Members present voted unanimously in favour of her election.

8 Any other Ordinary business

None.

Jane Colville
Chair of Board of Trustees

Roger Parrott
Hon. Secretary

Date: *January 31st 2018*