

**DRAFT**

## **OPAL SERVICES (RURAL WEST CHESHIRE)**

### **ANNUAL GENERAL MEETING 9**

**11<sup>th</sup> November 2020 at 5pm via Zoom**

#### **1. Welcome**

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

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

Gill Clough	Trustee
Jane Colville	Trustee and Chair
Philip Hearfield	Trustee
Brian Mackie	Trustee
Gill Swash	Trustee
Mary Thompson	Trustee
John Webb	Trustee
Rhiannon Wilson	Trustee
Mary Diggle	
Ilene Hoyle	
Roger Parrot	

#### **Staff**

Zoe Blocksidge  
Julie Ennis  
Janet Handley  
Morag Hutson  
Sam Moggan  
Brenda Platt  
Jean Toyn

#### **Guest**

David Briggs, MBE, K.St.J. The Lord-Lieutenant of Cheshire.

## **Other attendees**

Sheila Sheen, Janet Ford, Phil Leviston, Maureen Anderson, Richard Moggan, Gill Foster, Anne Tonge, Norma Nixey, Gill Foster, Jackie Clegg, Jan Bailey, Joanne Stanton, Julie Turner, Juliet Compston, Loretta Moore, Louise Waters, Martin Colville, Mike Wilson, Myra Garnett, Rachel Williams, Ray Hall, Simon Traynor, Stephen Duder, Sue Mort, Sue Proctor, Tony Day, Cllr Val Armstrong, Joy Leighton, Beverley Stubbs, David Hayns, Jill Hayns, Christine Millwood, Christine McMahon, Ann Ridge, Dorothy Turpy, Ann Tindall, Duncan Round, David Crosthwaite, Ian Bailey and Gillian Edwards.

## **2. Queens Award Presentation**

David Briggs, MBE, K.St.J. The Lord-Lieutenant of Cheshire attended the meeting on behalf of Her Majesty the Queen to present OPAL with the Queens Award for Volunteering. He described OPAL as 'spreaders of happiness' and indicated how impressed he was with the activities of OPAL and the pleasure that they give to older people in rural West Cheshire. He offered a huge thank you to all the OPAL volunteers.

Jane Colville thanked the Lord-Lieutenant for his kind words and indicated that a celebratory event would be held Covid-19 restrictions were lifted.

## **3. Apologies**

Apologies were received from Rebecca Ellams, Jo Preston, Jackie Hunt, Cllr Louise Gittins, Morgan Mansell, Roger Eagle, Susan Walsh, Steve Green, Cllr Paul Roberts, Carol Berry, Irene Skinner, Rita Dolan, Cllr Harry Tonge, Celia Wells and Jim Wilkinson.

## **4. Minutes of the 8<sup>th</sup> AGM held on 13<sup>th</sup> November 2019**

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

There were no matters arising.

## **5. Presentation of the Trustees Annual Report**

Jane Colville presented the Trustees Annual Report for 2019/20, highlighting what she felt were the three most significant issues: The Queens Award; the new OPAL branding; and the successful response to the Covid-19 restrictions.

She thanked Sam Moggan and Philip Hearfield for the new lively and attractive format of the report.

The Chair thanked all trustees, staff, and volunteers for their commitment during the year. She thanked the former Volunteer Coordinator, Jackie Clegg and welcomed two new members of staff, Janet Handley, and Sam Moggan.

Jane thanked trustee Philip Hearfield for taking on his new role as Company Secretary, new trustee Brian Mackie who had taken on the role of Treasurer and former Treasurer Mary Thompson who had been a trustee since the inception of the Charity.

## **6. Presentation of the Financial Statement for the financial year to 31st March 2020**

Brian Mackie, Honorary Treasurer, presented the Financial Statement and summarised the financial situation for 2019/20. For the year to March 2020 we had a £3,500 surplus in funds received over costs which compared with £12,200 in the previous year.

Brian reported that we are obliged to report on three types of funding categories – Restricted funds, Designated Unrestricted funds and General Unrestricted funds. Total funds raised were £170,700 compared with £202,200 in the previous financial year, a reduction of £31,500.

Restricted funds of £103,600 were received in the year to March 20, compared with £113,300 in the previous financial year, a reduction of £9,700. The main components of Restricted Funds were:

- Three Cheshire West and Chester funding grants, all consistent with previous years:
  - £25,200 restricted to Breaktime Services
  - £34,700 via Cheshire Community Action, restricted to Opal Club services
  - £8,500 via Cheshire West Carer's Trust, restricted to Carer's Connect services.
- Duke of Westminster Foundation funding grant – £15,600 restricted to GoOnline services, down £6,700 from previous year
- Marshes Community Benefit Funding grant – £15,700 restricted to Branching Out services. This replaced both New Horizons and What's Cooking, which had been funded by Brightlife in the previous year, with a net funding reduction of £5,600.

Unrestricted funds of £67,100 had been received in the year to March 20, compared with £88,800 in the previous financial year, a reduction of £21,700. The main components of Unrestricted funding were:

- Fees from members – which make up the difference between funds received from Cheshire Community Action, and the cost of running the Opal Club services. Funds of £43,400 were received in year to March 20, consistent with

the previous year. The Club daily fee of £12 was unchanged. We had around 3,600 member visits across the clubs over the year.

- A reduction in Other Fundraising Activities of £19,400. This shortfall was somewhat mitigated by a saving of £10,600 in fundraising costs.

Brian then moved on to expenditure. Total expenditure for year to March 2020 was £167,200 compared with £190,000 in the previous financial year, a saving of £22,800. The main expenditure variances were:

- Cost of provision of services - £10,400 reduction in costs, mostly in cost of travel and transport.
- Administration costs - £3,000 cost saving, mostly reduction in fixed asset depreciation.
- Fundraising Costs - 10,600 reduction due to the impact of reduced fundraising activity.

Moving onto the funding position, Brian reported:

- Restricted Funds were £46,400 in surplus compared with £39,100 at the previous year, with all individual funds in surplus.
- Designated Funds were £44,100 compared with £49,000, with all individual Club funds in surplus.
- General Unrestricted Funds were £114,300 in surplus compared with £113,100 at the previous year.

The funding position at March 2020 was a result of prudent financial management over previous years' and has enabled us to sustain the financial impact of the Covid-19 pandemic.

Whilst we continue to receive the valued and vital support of our funding partners, the most significant Coronavirus financial impact has been the total loss of member fees from early March this year. Some of this shortfall had been made up by securing additional funding sources and reducing costs. However, we anticipate a shortfall in funding of up to £32,000 in the 20/21 financial year which will be financed from reserve funds. Brian reported that we will still be in a strong financial position going into the 21/22 financial year.

Finally, Brian thanked Mary Thompson, the retiring Treasurer, for her valued support in his transition to Treasurer. He also thanked Ilene Hoyle for her assistance and Moe Hutson, Financial Administrator, for her hard work and dedication.

Jane Colville thanked Brian, Mary Thompson, Ilene Hoyle, and Morag Hutson for their finance work during the year.

## **7. Receive the report of the Independent Examiner**

Rebecca Ellams, Independent Examiner, was unable to attend but had confirmed acceptance of the financial reports. All that she had seen concerning the accounts and financial practices were as they should be, and she had no concerns or issues to raise.

## **8. Re-appointment of Independent Examiner**

It was proposed by Jane Colville and seconded by Brian Mackie that Rebecca Ellams be reappointed as Independent Examiner for 2020/21, and this was approved unanimously by the Members present.

## **9. Retirement and re-election of Trustees**

In accordance with clause 32 of the Articles of Association, three Trustees were required to retire by rotation at this AGM. Accordingly, Jane Colville, Gill Clough and Philip Hearfield agreed to retire and seek re-election. The Members present voted unanimously in favour of their immediate re-elections.

In accordance with clause 37(2) of the Articles of Association, Brian Mackie was required to resign and seek re-election, having been co-opted as a Trustee by the Board of Trustees during the year. It was proposed by Jane Colville and seconded by Mary Thompson that he be re-appointed, and this was approved unanimously by the Members present.

## **10. Resignations**

The meeting noted the resignations as trustees of Eula Hersey on 5/08/19, Ilene Hoyle on 31/08/2020 and Vicky Ridgway on 14/09/2020.

Jane Colville thanked Ilene for her contribution, particularly regarding governance and fund raising. She also expressed her regret that Vicky had left after a sabbatical due to pressure of work.

Jane also reported that Mary Thompson intended to resign shortly as a trustee but would continue as a volunteer. Jane thanked her for her contribution, both as a trustee and as Treasurer.

Jane indicated she intended to resign as Chair over the next 12 months but intended to continue as a trustee.

## **11. Another ordinary business**

Congratulations and thanks were received from Sue Proctor, David Crosthwaite, Cllr Gillian Edwards, Rachel Williams, Joanne Stanton, and Cllr Val Armstrong.

John Webb thanked Jane Colville on behalf of all those present.

Cllr Val Armstrong passed on her best wishes and congratulations on receiving the award and urged everyone to contribute to the Unprecedented Times consultation exercise being undertaken by Cheshire West and Chester Council.

**The meeting closed at 18.12 pm.**

Jane Colville Chair of Trustees

Philip Hearfield Hon. Secretary

OPAL AGM 9 minutes 11<sup>th</sup> November 2020