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**EAST KENT MENCAP**

**58th Annual General Meeting**

**Our Next Steps**

**Thursday 18th October 2018**

**Meeting Start Time – 19:00**

**Present:** See the attached list of attendees.

This meeting was attended by 35 people. [Click here to view the attendee list.](file:///C%3A%5CUsers%5Clynda%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CONJAK1HA%5C2016%20AGM%20Attendee%20List.pdf)

**Housekeeping:** Lynda Salisbury advised that there were no planned fire alarms this evening. She pointed out the fire exits in the event of an alarm sounding and advised that everybody should make their way to the car park at the rear of the building. The location of the toilets was also pointed out.

Amy welcomed everybody to the meeting and asked that everybody read the minutes for approval. She advised that an easy read versions of the minutes was available on the tables. She also asked that everybody sign the register to confirm their attendance.

1. **Apologies were received from 12 people, they were:** Jill Kennington, Mitch Kennington, Rob Warren, Ronnie Duval, Amanda Cooper, Karen Blaney, Denise Hunter, Alison Fengas, Sara Ward, Angela Brown, Christina Savva and Max Farmer.
2. **Minutes of the Last Meeting** held on 19th October 2017.

The minutes of the 2017 AGM were proposed by Doreen Leach, seconded by Lynda Holding and agreed by the majority by the members present.

1. **Reports – Chair (Amy Rutland)**

**Reports – Secretary (Angela Stuart)**

**Reports – Treasurer (Keith Smith) including The Audited Financial Statements**

**Reports – The Members’ Committee**

**Reports – C.E.O. (Jason Gerlack)**

**Reports – Services Fundraising & Communications**

**Introduction – Sue Beaumont**

1. **Any Other Business**
2. **Presentation of Officers and Committee**
3. **Appointment of the Auditors**

**Chair’s Report – Amy Rutland**

The past 12 months has seen a lot of important changes and updates at East Kent Mencap.

On the Executive Committee we have said goodbye to three of our trustees including Claire Goldfinch, Dora Smith and Sarah Hammond - thank you for all the hard work and support you have given EKM. We have also welcomed Scott Cheater to the committee, who is having a valuable input representing the members of EKM.

Our services as a charity have expanded along with the demand for them. This has seen the wonderful Clarence House open, providing specialist care for some of our older members. This model is proving really successful and popular, and is a model we will look to expand in the future. Along with our Resource Centre getting even bigger, and the sessions at Foresters Hall becoming more popular; along with all of our housing and services provided across Kent as a whole.

Geographically, we have now expanded along the East Kent coast and taken on a service in Deal, supporting residents. This is somewhere we have wanted to work for a long time, and we are now beginning to establish ourselves in Deal.

We have also further invested into our services in Herne Bay and Swale, with some exciting updates coming in the future.

We have worked very reactively to the different challenges we have faced as a committee, but we are really looking forward to the opportunities they are providing; including at Foresters Hall and in Swale, which we can update you further on in the future.

The past year has seen a lot of hard work from the staff at East Kent Mencap, and as always we cannot thank them enough for the invaluable effort and impact they have helping us improve the lives of people with Learning Disabilities, our members; enabling them to achieve and succeed! The charity is only as successful as it is because of you!

Amy Rutland

**Secretary’s Report – Angela Stuart**

As you will be hearing from others East Kent Mencap continues to grow and develop more services for our members in Thanet and also in other areas around Kent.

The committee have held meetings every month to talk about how we can support you in the best way and to help Jason make decisions about what we are going to do.

The dances continue to be well supported and sold out every time and I know that those who go always have a great time.

We had another open day in the summer at Margate Football Club but sadly the weather wasn’t kind to us this year and we had to abandon it just after lunch because of the rain. However everyone really enjoyed what we were able to do and I heard lots of singing and cheering going on during the morning!

We continue to start new activities and projects and have acquired new properties so that we can do this. The bungalow we bought in Palm Bay to support our older residents has been a big success and all those who live there have settled in very well. Foresters Hall is being well used and we will be expanding services there and renovating it during the next year.

A members’ committee has been set up to talk to members and learn for themselves what we are doing and they will be telling you all about themselves later.

Please remember that the members of the committee are always available to talk to you if you have any comments or ideas you want to bring up. Just contact the office and someone will get back to you.

Angela Stuart

Secretary

**Treasurer’s Report for Year ending 31 March 2018**

**Slide 1** Click here to view the Slide Show

**Slide 2**

My name is Keith Smith. I am the Acting Treasurer since Claire Goldfinch retired.

The Treasurer is a person who, in conjunction with the other Executive Committee members, makes sure that the charities funds are used properly.

**Slide 3**

I had been the Treasurer for 15 years until October 2017 and Acting Treasurer from August 2018 and have seen East Kent Mencap grow.

**Slide 4 - Highlights of the Year**

**Slide 5**

1. Clarence Avenue in Margate; this property was purchased for £500,000 at the end of 2017 and was opened at the beginning of 2018.

**Slide 6**

1. We secured Bids for a wide selection of grants including the KCC ‘Valuing People Now’ grant. We have continued to be funded by Big Lottery Funding” grant for GOLD (Getting On with Learning Difficulties). This is a four year project which commenced in November 2015.

**Slide 7**

1. We had our first Festival in August 2017 which was funded by the “Tesco Bags of Help Scheme” at Margate Football Club. Over 250 attended and was well supported by volunteers. This was another great success, thanks to Jane Brooke and her team.

**Slide 8 - Highlights of the Society's Financial Performance during 2017-2018:**

**Slide 9 – Go to pages 14 and 23; The Balance Sheet** [Click here to view the Audited Accounts](file:///C%3A%5CUsers%5Clynda%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CONJAK1HA%5CEKM%20Audited%20Accounts%2015-16.pdf)

**Slide 10**

Page 14: Fixed Assets in the Accounts is property, furniture, computers and the minibus that East Kent Mencap own

**Slide 11**

As you can see from the year-end Balance Sheet, our Fixed Assets (Portfolio of Property owned by the Society) shows an increase in value of over £512,000; this is due to the purchase of the property in Clarence Avenue for £500,000

**Slide 12**

The debtors or the money that people owe to East Kent Mencap has more than doubled from £206,000 to £422,000. Collecting the money is important to us and we have now employed somebody to chase these debts for us.

Our overall balance sheet value has increased by £7,000. This means that things are quite stable in these difficult times.

**Slide 13**

The cash we held at the bank has decreased during the year from around £960,000 to close on £507,000. This was because;

1. We paid a deposit for the property in Clarence Avenue for £200,000

**Slide 14**

1. We spent close to £113,000 ***more*** on our properties during the year. We have a rolling programme of updating the tenanted properties, we continued to decorate, replace flooring, carpeting and furnishings. We also spent over £50,000 on upgrading and improving the shop that the Charity owns in Margate. This ‘shop’ in 215 Northdown Road, is used as a base for the GOLD (Getting On with Learning Difficulties) project.

**Slide 15 – Go to pages 15, 16 and 17 of the Accounts**

**Slide 16**

Donations are down again by just over £4,000; close to 50%; however, we had over £65,000 in legacies bequeathed to us.

**Slide 17 - Go to pages 21, 22 and 24 of the Accounts**

Page 21: Governance Cost is the cost of services from our Auditors, which have increased by a small percentage but is still considered good value; it is nonetheless, monitored on a year to year basis.

Trustees Remuneration and Benefits; is negligible reflecting the generous nature of those who volunteer their time.

**Slide 18**

Page 22: Staff Costs have increased from £1.5 million to £1.6 million, this is as a direct consequence of our expanding workforce.

**Slide 19 -** Go to pages 25, 26, 27, 29 and 30 of the Accounts

Page 25: This shows;

a) Leasing Agreement; this is for Forester's Hall in Ramsgate and is renewable on a year to year basis. We are negotiating to purchase the property at the moment from Thanet District Council.

b) Secured Debts; are the Mortgages and Bank loans secured on our properties and amount to just over £881,000; these represent 32.2% of the Net Book Value of the Freehold Property we owned as at 31 March 2018.

Pages 26 and 27; continues with further details of movement of funds within our Restricted and Unrestricted Funds together with other related information..

Pages 29 and 30; provide more useful figures and detail mainly of our Income and Expenditure regarding our Charitable Activities.

**Concluding Statement;**

The ongoing objective of diversifying its Income Streams and thereby reducing the Society's reliance upon Central Government Funding, is proving effective, as can be seen by the year on year strengthening of its accounts.

However, we seek never to become complacent, but frankly, I believe that's rather unlikely with this excellent team of star performers.

I simply don't have the time to individually mention all of our outstanding people so I will limit myself to mentioning just some of those who I come into contact with in my duties of Treasurer.

Once again I thank our irrepressible Chief Executive Officer, Jason, who continues to amaze me with his 'original' solutions for defeating the many challenges that crop up.

In passing, I must mention some of the many unsung heroes of our East Mencap Team, they work tirelessly in their jobs such as; Property Portfolio Management; Administration, Fund Raising, Human Resources and the Operational Teams; without whom, the best laid plans would simply remain just that; plans.

These dedicated staff members are the engine and vital components of the Society without which it simply wouldn't run at all. I have to say that whenever I come into contact with any of them, I am always inspired by their drive, passion and enthusiasm for the job; good on you all I say!

After fifteen years as Treasurer and retiring last year, I stepped back in the role temporarily after the retirement of Claire Goldfinch. I would like to thank Claire for the 10 months that she served as Treasurer.

Keith Smith

Hon Treasurer

Amy introduced the Members’ Committee explaining that the agenda had been shuffled and what was going to be the finale was being inserted here.

**Members’ Committee Report** [Click here to view the presentation](file:///C%3A%5CUsers%5Clynda%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CONJAK1HA%5C2016%20AGM%20Report%20CEO.pptx)

Presented by Neil Emmett (Chair), Lee Harrison and Natasha Rudkin, supported by Karen Loughrill. The other committee member, Max Farmer was unavailable.

They reported that they visit the services, ask questions about the service and provide feedback to Jason and the trustees on their findings.

During a recent visit to Arkley they asked if the tenants liked living where they did, if it was well maintained and how easy was it to get around. The tenants from Arkley Road indicated positive responses in all areas.

Questions were invited from the floor.

Amy asked where they were planning to go next. The next planned visit is to Sondes Road in Deal and then to Swale.

**C.E.O.’s Report – Jason Gerlack** [Click here to view the presentation](file:///C%3A%5CUsers%5Clynda%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CONJAK1HA%5C2016%20AGM%20Report%20CEO.pptx)

Jason reminded members to say what they wanted and went on to demonstrate areas where this had happened.

* Our pilot service for our Older Members has proved to be a huge success. Referrals have demonstrated a need to expand
* We enhanced services aimed at increasing independent living outcomes
* We have developed the new service for people with Complex needs and now seek to build on referrals
* We were successful in bidding for Foresters Hall.

Other positives

* Secured new contracts to provide day services for four years
* Appointed a new Registered Operations Manager
* Were invited by Kent County Council to deliver services in Deal. Jason invited Stephen, one of the tenants, to return next year and tell his story.
* Made significant improvements to employee wages
* A charity has chosen EKM to receive funds and assets upon closure
* Our GOLD Project has continued to provide important opportunities for isolated and lonely people.

The future

* We will not tender for new Supporting Independence Service contracts
* Expand by increasing housing services in Swale, Herne Bay, Deal and other Districts
* Continue to modernise or replace our Supported Living properties. Ashley House is being sold as it no longer what people want.
* Continue to work in partnership with Special Schools
* Form the new Charity
* Make full use of “Foresters” Hall
* Update our Strategic Plan to increase services for people with autism, dementia, older people and young people in transition.

Jason expressed his thanks to our partners, volunteers, employees, members and the Executive Committee for their hard work and dedication, through what has been, a very busy year.

Paul Pinder spoke about Della and the team and the commencement of day services at the Arkley Studio.

**Interval**

**Fundraising & Communications Report – Jane Brooke** [Click here to view the presentation](file:///C%3A%5CUsers%5Clynda%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CONJAK1HA%5C2016%20AGM%20Report%20Fundraising.pptx)

Jane introduced the team and said goodbye to long standing volunteer Dora Smith.

Fundraising - Grants and Events totalled £205,615, (including £97,915 from the Lottery) and included:

* KCC Member Community Fund – Changing Space, and Easy Read leaflet
* Awards for All – equipment for Swale
* One Stop Shop - Day trips for Children and Youth Holiday Clubs
* Quiz nights
* Clothes Swap
* Marathon

Donations and Gifts in Kind totalled £3,838.46 and included:

* Lens filter worth £100 for our photography group
* Giant bottle of Prosecco from Morrisons
* £100 worth of Christmas baubles from Sainsburys
* £2,000 of decorating from Community Payback
* Free use of Cliffs Café for a clothes swap

Communications - To raise awareness about our charity and people with a learning disability we:

* Designed 10 new leaflets and fliers
* Wrote 29 Press Releases resulting in 65 features in the press
* Produced 4 Newsletters
* Tweeted over 1000 time Twitter and posted over 180 post on Facebook – resulting in over 200 new followers on social media
* Created four new Pop Ups
* Welcomed 8749 new visitors to our website
* Posted five new films on YouTube, viewed by 2,100 people

What was the impact?

The festival is a showcase of the work that we do and allows people to try new activities. As a result more people with a learning disability felt valued, treated equally, listened to and included. Jane showed a short film of the day.

**An Introduction to Sue Beaumont – Sue Beaumont**

Sue introduced herself and explained that she had recently been recruited as the new Operations Manager overseeing supported living and community support. She had attended the festival and had realised how dedicated and committed the staff and members of East Kent Mencap were. Everybody enjoyed themselves despite the day being very wet and very grey. Sue felt that she’d joined at a really exciting time and was looking forward to developing new services.

On a personal level she comes from Huddersfield, along with the current Dr. Who, but has lived in Kent for thirty-eight years. She has two grown up children and one young grandchild. She has worked in Health and Social Care for all of her working life; starting as a support worker and has worked her way up covering all types of people and job roles.

1. **Any Other Business**

No questions had been received by the 5th October 2018. There were no additional questions from the floor.

1. **Election of Officers and Committee.**

There are nine existing Executive Committee members who are willing to stand again.

**Chair**: Natasha Rudkin nominated Amy Rutland to be re-appointed as Chair, this was seconded by Della Heaton and agreed by the majority of members present.

**Vice Chair**: Jackie Rogers nominated Audrey Emmett to be re-appointed as Vice Chair, this was seconded by Lucy Rutland and agreed by the majority of members present.

**Treasurer**: The post of Treasurer will remain vacant until a suitable replacement can be found. Keith Smith will continue as acting treasurer in the interim period.

**Secretary**: Emma Croucher nominated Angela Stuart to be re-appointed as Secretary, this was seconded by Faye Goldfinch and agreed by the majority of members present.

No correctly completed application forms had been received to join the Executive Committee by the closing date of the 5th October 2018 and the remaining six members are willing to stand again, they are:

Scott Cheater, Doreen Leach, Lynda Holding, Paul Pinder, Mandy Rackley and Keith Smith.

The members agreed to re-elect these people en-bloc to the Executive Committee, proposed by Joan Backler, seconded by Faye Goldfinch and agreed by the majority of members present.

Jason declared to committee to be:

Amy Rutland (Chair), Audrey Emmett (Vice Chair), Angela Stuart (Secretary), Scott Cheater, Doreen Leach, Lynda Holding, Paul Pinder, Mandy Rackley and Keith Smith.

The floor was handed to Amy Rutland.

1. **Appointment of Auditors.**

The decision to retain the services of the auditors, Percy Gore, for the coming year was proposed by Karen Loughrill, seconded by Maria Kourellias and agreed by the majority of members present.

The next Executive Committee meeting will take place on **8th November 2018 at 18:30.**

The next Annual General Meeting will take place in October 2019, the date to be confirmed.

**Meeting Concluded – 20:24**

Amy thanked everybody for attending the AGM and promoted the Thanet District Council Lottery in place of the now defunct 50 Club.

Della requested a change of date for the 2019 AGM.