

Minutes of Sutton Mencap Charity Company 22nd Annual General Meeting held 19th October 2022

Attendance: Approximately 15 members, plus staff members, services users and other supporters and Kevin Fisher, independent examiner.

Apologies: Mavis Peart, Eve Clark, Michael and Sally Marchant, Edwina Morris, Amit Srivastava

1. Welcome and Introductions

Clare Fionda opened the meeting.

2. Apologies for absence

Apologies for absence were noted, in particular Mavis Peart who was unable to chair the meeting due to ill health.

3. Minutes of AGM of 13th October 2021

The minutes of the previous AGM were **agreed** without amendments. Proposed by Dennis Henstock, seconded by Sue Stone.

4. To receive and adopt the 2021/2022 Annual Report and Financial Statements

Clare asked Dave Hobday, Sutton Mencap CEO, to present the report on other activities during the financial year of 2021/22.

Dave explained that the activities were listed under the 3 key headings in Sutton Mencap's strategy plan.

Priority 1: Service development

Dave reported that the organisation had been able to deliver a wide range of services despite the challenges presented by the pandemic. Service numbers had however been lower than in previous years, due in part to the need to maintain social distancing and as a result of having fewer staff available for service delivery. Dave explained that a major staff recruitment campaign has been taking place throughout 2022, which is proving to be very successful.

Priority 2: Community development

Dave reported that the new Digital Paths to Inclusion project started in April 2021, with funding from City Bridge Trust. The project aims to use digital technology to strengthen the collective voice of people with a learning disability, through making films and podcasts.

Priority 3: Service support

Dave reported on the considerable effort put into infection control measures and the work done to support staff during the pandemic. Dave also highlighted plans to increase the space available for service delivery over the coming year, following the receipt of a substantial legacy.

Financial report

Clare asked Paul Solomon, Sutton Mencap's Treasurer to present the financial report. Paul asked members to note the fall in the number of service users being supported across all services. This had had a significant impact on income, resulting in a shortfall of £56,129. Paul reported that the trustees were confident that this will improve as we move back to pre-pandemic levels of service.

Paul also reported that the shortfall was reflected in the balance sheet. However, on a more positive note, the level of debtors has been reduced in recent months following considerable work with the council on improving their payment systems.

Paul asked that thanks be noted to Lynn Mason, Finance Officer for her work in producing management accounts and the annual report and also to Kevin Fisher and Kashif Yasin for acting as independent examiner.

Members **agreed** to adopt the annual report. Proposed by Michelle Perret, Seconded by Sue Stone.

5. Appointment of Independent Examiner

The appointment of Kevin Fisher from Myrus Smith was **agreed**. Proposed by Paul Solomon, seconded by Simon Vines.

6. Authorising Trustees to set remuneration of Independent Examiner

It was **agreed** that the board should be authorised to set remuneration of Independent Examiner. Proposed by Kevin Dillon, Seconded by Liz Rogers.

7. Nomination of Trustees

Clare reported that no new nominations to the trustee board had been received. Members **agreed** to approve the re-election of trustees as follows:

Titilayo Dairo
Clare Fionda
Dennis Henstock
Michele Humphreys
Edwina Morris
Mavis Peart OBE
Michelle Perrett
Amit Srivastava
Paul Solomon
Simon Vines

Clare also reported that Kevin Dillon had stood down as a trustee and asked that thanks to Kevin for many years of service to the board be recorded.

Paul asked members to note that work of the board and thanked the members for their work during the year.

8. Any other business

Clare thanked Dave and the staff team for their hard work throughout the year. The meeting was followed by a number of films showing the range of activities carried out on Sutton Mencap services.