Minutes of Sutton Mencap Charity Company

25th Annual General Meeting held 23rd October 2025

Attendance: 13 members, plus staff members and other supporters.

Apologies: received Clare Fionda (Vice Chair) and Dennis Henstock (Trustee) and 6 other members.

1. Welcome and Introductions

Mavis Peart opened the meeting and asked those trustees present to introduce themselves.

2. Apologies for absence

Apologies for absence were noted

3. Minutes of Annual General Meeting of 6th November 2024

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

4. To receive and adopt the 2024/2025 Annual Report and Financial Statements

Mavis Peart, Chair of Trustees at Sutton Mencap, explained that the full annual report and financial statements had been made available on Sutton Mencap's website. Mavis referred the meeting to the easy read version of the report, copies of which were circulated at the meeting.

Mavis explained how Sutton Mencap is run and how decisions are made. Mavis highlighted the three broad aims of the 2019-2024 strategic plan, which are Service Delivery, Community Development and Service Support. Mavis asked David Hobday, CEO to give an overview of progress towards delivering these aims.

David noted the uncertainty over delivery of children's services following the councils retendering process in 2024. That said, Dave stated that attendance on services had increased significantly during the year, which ensured more people were able to benefit and made the service more sustainable. David also reminded members of how surveys had shown that the services are greatly valued by parents and carers.

David noted that children's services are continuing to be run on a spot-purchasing basis as they had since 2014. These are high-quality services for children with very significant support needs and the board remains committed to ensuring the quality of services is sustained.

David also reported that our two adult day services are full on all five days. We are therefore looking for a suitable venue to enable us to provide additional day service groups, with the aim of a new service starting in January.

David asked members to note that a new safeguarding recording system has been introduced, which will improve trustee oversight. In addition, all trustees completed a safeguarding course this year.

David also highlighted the work of the Digital Paths to Inclusion project, which had focussed on using digital technology to provide people with a stronger voice in the local community. The project supported people with a learning disability to make podcasts and films, discussing issues that mattered to them, reviews of local services and information pieces on local health services. Funding for the project, provided by the City Bridge Trust, has now come to an end and we aim to incorporate our learning into activities on our other services.

David reported on the work of the tea and cake sessions, which are held once a month. We invite guest speakers to come and discuss issues of interest to people with a learning disability. We also organise adult parent's evenings, with the next session due on 27th November, which will discuss help with utility bills.

David explained that plans to build a garden room had been put on hold due to the cost of the development and uncertainty over the continued delivery of children's services. Future plans will likely focus on improvements to existing spaces within the building, which would benefit both children and adults..

David also noted that during this year we had replaced the main kitchen and purchased two minibuses. David highlighted the work of the volunteers on the fundraising group in supporting these activities.

Finally, David asked members to note the role of the sessional staff team in ensuring provision of high-quality services. David reminded members that Sutton Mencap had registered as a London Living Wage employer, in recognition of the how staff are valued within the organisation. David also noted that London Living Wage will be increasing by 6.9% in the coming year, which we will aim to cover through the expansion of services.

Roger Quemby asked about other adult services at Sutton Mencap. David responded that Groupies is still running every other Tuesday and has a regular group of attendees. Breakaways still takes place on Friday night, Saturday daytime and weekends, and are attended by people that ive at home with their families.

Roger Quemby then asked about any similar groups for children. David responded that services tend to be for children with very high support needs, so we don't tend to have evening activities or drop ins. Other organisations, such as the Fantastic Freddie Foundation provided activity groups for young people.

Mavis asked Paul Solomon, Treasurer, to present the accounts. Paul also referred to the easy read annual report and thanked Lynn and Kevin for preparing the accounts.

The accounts showed how income was £124,000 more than in the year before, with the increase mainly coming from the provision of more services. Paul noted that there was a small surplus of £8,311 which he was happy with as it shows we are a professional organisation that looks after our costs.

Paul expressed his thanks to staff that work extremely hard. He noted that there had been a significant increase in some costs, including NI employer's contributions as well as other one-off improvements such as the kitchen refurbishment, replacement fire doors, and minibus purchases. The total value of the organisation on the balance sheet was £750,000, which is £8,000 higher than in the previous year, so a good position to be in.

Mavis asked members to adopt the annual report and financial statements. This was proposed by Simon Vines and seconded by Michelle Humphreys. Members **agreed** to adopt the annual report.

5. Appointment of Independent Examiner/ Auditor

Paul asked members to agree to the appointment of Kevin Fisher from Kingston Burrowes, as auditor. This was proposed by Paul Solomon, seconded by Bambina Gonzales. Members **agreed** to the appointment of Kevin Fisher.

6. Authorising Trustees to set remuneration of Independent Examiner/ Auditor

It was **agreed** that the board should be authorised to set remuneration of Independent Examiner/ Auditor. This was proposed by Bambina Gonzales and seconded by Sue Stone.

7. Nomination of Trustees

Mavis reported that no new nominations to the trustee board had been received. Members **agreed** to approve the re-election of trustees, proposed by Sue Stone and seconded by Bambina Gonzales, Trustees were confirmed as follows:

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

Mavis reminded members that if they were interested in joining the board, they could speak to her or David.

Other business

There were no other items of business.

Mavis closed the formal part of the meeting by thanking her fellow trustees and the staff team for their hard work and dedication during the year. On behalf of the trustee board and staff team, David asked members to thank Mavis for providing such strong leadership for the organisation.

With the business of the meeting closed, members received a presentation on children's services and a recent case study from adult services.