

# Minutes of the Nineteenth Annual Meeting of Sutton Mencap Charity Company held at 7pm at Sherwood Park School on 9<sup>th</sup> October 2019

## Agenda

1. Clare opened the meeting and warmly welcomed all attendees. She noted that Mavis was unable to make the meeting due to illness, and wished her a speedy recovery. It was noted that this would have been Mavis' 25<sup>th</sup> AGM.
2. Apologies for absence – The Worshipful Madam the Deputy Mayor Annie Moral, Mavis Peart, Paul Solomon, Edwina Morris, Eve and Martin Clark. Judy Taylor and Dennis Henstock also sent apologies as they were attending the Sutton Community Awards ceremony, where Sutton Mencap has been shortlisted for Voluntary Organisation of the Year.
3. Minutes of last meeting were accepted and signed as a true representation of the AGM 2018.
4. Clare presented the Easy Read Version of the Annual Report.

The report covered Sutton Mencap's work from April 2018 to March 2019. It identifies aims were during the year and how well we did to achieve them, activities during the year and what we want to do in the future.

Sutton Mencap is run by the trustees elected by members at the AGM. The Trustee Board meets eight times per year, agreeing a strategic plan which sets the aims of the organisation. From the Strategic Plan the Trustees agree an action plan for the year. The Trustee Board also agrees a budget for the year, setting out how much money is needed and how it will be spent. The Trustee Board gets regular reports that show how well Sutton Mencap is doing.

Our new strategic plan runs from 2019-2024 and covers three big areas.

The first area is all about delivering services. We want to run even more services so we can help even more people to set and achieve their personal aims. We want to make sure people and their families can get advice and support when they need it.

The second area is all about taking part in the local community. We want more people with a learning disability to be able to get involved in activities in their local community, and to support people with a learning disability to have a stronger voice about what happens in Sutton.

The third area is all about our needs as an organisation. We need to make sure our building and equipment are up to date and meet the needs of people who use our services. We want to make even better use of computers to help us manage the organisation. We want to make sure we have enough money and skilled staff to deliver and manage our services.

We appointed a new manager and assistant manager to run our Children's Services.

The service ran for 71 children and young people, over 50 of whom have high support needs. All together we provided over 900 hours of services. We increased our prices for our children and young people services, with the council's agreement. The Co-op Community Fund gave us a grant for lots of outings and activities. We were able to use outcome ladders to find that children using our services are getting better at joining in, having fun, making friends and making choices.

We also ran the Phoenix Rangers youth group, which meets at the Phoenix Centre on Thursdays.

We ran services for over 100 adults during the year. We went from 21 to 38 service users each week on our Day Service. Most of the new people who came had high support needs, so we had to increase the price we charged.

We provided our Breakaways services. Breakaways is for adults who live with their parents. Over 40 families make use of the Breakaways service. Breakaways runs groups on Friday evenings and Saturday day time. Every month, we also provided a weekend away

We ran lots of activity groups, including Art Café, Groupies, High Fliers and Zest. We had to stop our cookery classes as we found it difficult to raise the funds needed to run it. We also had some great parties for Chinese New Year, Halloween and Christmas

Our Circles of Support project helped people to set up a support group which helps them make decisions about their life. By March 2019, there were 35 circles running. Nearly all the people who had a circle said they had improved their skills and confidence in speaking up for themselves, and nearly all the parents and carers who were involved in a circle said they felt more positive about future caring arrangements. We are very grateful to the James Trust for funding the project, which will last until October 2019.

We started work on an exciting new project called Digital Paths to Inclusion. Our aim is to strengthen the voice of people with a learning disability by using digital technology. A group of service users called the Radio Stars put together and present the programmes a new online radio station called Our Sutton Radio. We also helped service users to make films about what they do at Sutton Mencap. We are now looking for funding to develop the Digital Paths to Inclusion project.

We also started work on making it easier to book and pay for services online, with help from volunteers from Barclays Bank.

We continued to work in partnership with lots of other organisations. We worked with other local organisations on a project to develop stronger local communities and on tackling hate crime. We supported the Treat Me Well campaign which aims to improve health services for people with a learning disability. We worked with national and local Mencap organisations and provided a base for the Sutton Gateway Club when their premises closed.

We were awarded the PQASSO quality standard, which shows that we are a well-run organisation. We provided lots of staff and volunteer training.

Clare thanked all the volunteers for their time and effort on behalf of Sutton Mencap.

In 2019 – 20, we want to complete the work with volunteers from Barclays Bank on improving our booking and payment systems. We will start discussions with the council on staying at 8 Stanley Park Road, as our lease is due to end in a few years. We will look for funding to develop our Digital Paths to Inclusion project. We will work with the council to try to increase the number of children who use our services.

Dave then presented the Financial report on behalf of Paul Solomon.

Dave explained that the accounts were produced by Paul and Lynn, and checked by Kevin Fisher, the Independent Examiner, who approves our accounts.

Our income was £770,333 and our outgoings were £742,640, with a surplus of £36,000. Our income was £100,000 more than 2017/2018. A major factor in this was a price increase in the Children's Service, which is now no longer running at a loss. The Day Service also grew from 5 to 8 groups a week, and the price was increased here too.

The biggest cost of the services is the staff, the cost of which was up 4% on previous years.

The balance sheet is healthy, with cash from increased by £20,000. We receive a small income from the interest on the surplus.

£111,000 is owed to us – there has been an issue getting payments from direct payments and Lynn and Dave have done a lot of work.

Overall there has been a considerable improvement in the finances of the charity. The full accounts are available on Sutton Mencap's website should anyone wish to see them.

Clare noted that Trustees visited all the services and were particularly impressed with the way that the services were led by the service users and the staff helped and facilitated their choices.

It was agreed to adopt the report.

5. Appointment of Independent Examiner – it was agreed to allow the Trustees to do so.
6. Authorising Trustees to set remuneration of Independent Examiner – it was agreed to allow the Trustees to do so.
7. The following Trustees stood for re-election

Mavis Peart OBE  
Clare Fionda  
Paul Solomon  
Michele Humphreys  
Dennis Henstock

Edwina Morris  
Michelle Perrett  
Titilayo Dairo  
Kevin Dillon

The Trustees were all re-elected.

Clare closed the meeting by thanking the staff, supporters, members and volunteers for their hard work, and noting again how lovely it was to have so many people present.

The formal business of the day was followed by a series of short presentations about life at Sutton Mencap.