

# **MAIDSTONE MENCAP CHARITABLE TRUST LIMITED**

Registered Charity No. 1009677 - Registered Company No. 2672192

## **MINUTES OF THE ANNUAL GENERAL MEETING**

HELD AT COBTREE HALL (8pm, Monday 26<sup>th</sup> March 2018)

**ATTENDEES:** Andrew Wells, Sue Roughley, Liane Morris, Mark Smith, Hazel Callaghan, James Burrows, Marlene Ive, Carolyn Piper, Alice Enfield, Lynn Snedden and Guy Roughley .

### **1 OPENING REMARKS**

Andrew Wells our President welcomed everyone to the AGM; he thanked everyone for attending.

### **2 APOLOGIES FOR ABSENCE**

Helen Grant MP, Helen Whately MP, Tom Tugendhat MP, Calcutt Matthews, Lesley Rowbotham, Sally Collett, Margaret Leeds, Barry Leeds, Nick Hume, Sarah Heath, Tom Newman and Shirley Saunders.

### **3 MINUTE FINANCIAL REPORTS**

Minutes of the Annual General Meeting held on 27th March 2017 previously circulated to all members, were unanimously accepted as a true record and signed by Andrew Wells, President.

### **4 CHAIRMAN'S REPORT**

Sue summarised her report and thanked everyone for pulling together to save costs as this has helped to keep this year's loss low. She thanked Liane and her team of staff and volunteers as they are the core element to the successful clubs that we run. Sue also thanked Sarah and Marie for all their hard work.

### **5 FINANCIAL REPORTS**

The accounts had been provided by Nick Hume of Calcutt Matthews.

James summarised the accounts and advised that although there was a deficit for 2017, expenditure had been controlled. Playschool accounts are shown differently this year and are now included in the overall balances and receive analysis on a monthly basis. Youth club and junior gateway were in a surplus position and Playschool had also done very well. Holiday club and Youth club had not done so well due to the loss of the grants however with the successful KCC grants for the next two years this should improve. James advised that they have budgeted for Maidstone Mencap to break even this year.

The adoption of Maidstone Mencap Charitable Trust Ltd accounts for 01/01/16– 31/12/17 Proposed by James Burrows, Seconded by Mark Smith - carried unanimously.

Annual Subscription – It was proposed that the subscription should remain at £10; The Annual subscription was proposed by James Burrows, Seconded by Sue Roughley. This was agreed unanimously.

The Appointment of the Auditors to remain with Calcutt Matthews - Proposed by James Burrows, seconded by Andrew Wells - carried.

It was suggested that Rosanna from Calcutt Matthews be asked to present the Accounts at the next AGM and that the completed accounts are provided prior to the day of the AGM.

## **6 FUND RAISING COMMITTEE**

Mark said that the fund raising team had had a successful year with the same events provided by the same team but they are desperate for help on the fund raising committee.

## **7 PLAYSCHOOL AND CLUBS REPORT – Liane Morris**

Liane advised that Playschool had a good year, there is still a waiting list and she is showing round potential new children. The referrals are ongoing and fortunately they are not losing out to the new Five Acre Wood setting. From April there will be a fee paying, stay and play session for current families and those on the waiting list will also be invited.

Junior Gateway – There is a waiting list

Youth Club – This is full and the flexibility of our age groups was a reason for KCC providing the funding for the next two years.

Volunteers are required across all the groups and it is hoped that the sponsored walk in April will make Maidstone Mencap more visible in the community and attract volunteers.

Andrew thanked Liane for all her hard work

## **8 HOUSE COMMITTEE REPORT**

The next project is the changing places wet room and fund raising is going well with £9,913 received from the National Lottery.

## **9 APPOINTMENTS OF PRESIDENT AND VICE PRESIDENTS**

President Andrew Wells agreed to stand and was unanimously re-elected.

Proposed by Sue Roughley and seconded by Hazel Callaghan.

Helen Grant, Helen Whately and Tom Tugendghat are all willing to stand for re-election as Vice President's. Proposed by Mark Smith, seconded by Hazel Callaghan – carried unanimously.

## **10 ELECTION OF DIRECTORS**

It was proposed that all members of the Board should remain en bloc – Proposed by Andrew Wells and seconded by Hazel Callaghan - unanimously agreed.

Guy Roughley was nominated to stand on the Board of Directors and this was agreed unanimously.

## **11 ANY OTHER BUSINESS**

None.