

# CARERS IN HERTFORDSHIRE

## Minutes of the 2016 Annual General Meeting of *Carers in Hertfordshire*, held on Thursday 29 September 2016 at The Fielder Centre, Hatfield, Hertfordshire



### Members in attendance

Susie Anderson  
Gwendolyn Andrew  
Steve Begg  
Rod Cottrell  
Brenda Dalton  
David Dickson  
Chris Evans  
Dawn Hung  
Paulette Kane  
Henny Latheron

Philip Latheron  
Tony Lenten  
Iris Maggs  
Clive Martin  
Patrick Nash  
Dennis Rimmer  
James Vibert  
Jane Walker  
John Willmott

### Trustees in attendance

Albert Binns  
Slava Budin-Jones  
Julia Everett  
Janice Guerra  
Santo Mann  
Andrew Mills  
Mark Montgomery  
Mike Ormerod  
Nial Thackray  
Mina West  
Alan Weston  
Jenny Young

## 1 Welcome

The meeting was opened by the Chair of *Carers in Hertfordshire*, Mike Ormerod, who welcomed everyone to the meeting.

## 2 Approval of Minutes

### 2.1 Minutes of the Annual General Meeting – 23 September 2015

The Chair asked Members for approval of the minutes of the AGM held on 23 September 2015.

Proposer: Alan Weston  
Seconder: Andrew Mills

Following a show of hands from Members (none against and one abstention), the minutes of the AGM held on 23 September 2015 were approved.

### 2.2 Minutes of the Extraordinary General Meeting – 31 March 2016

The Chair asked Members for approval of the minutes of the EGM held on 31 March 2016.

Proposer: Dawn Hunt  
Seconder: Rod Cottrell

Following a show of hands from Members (none against and no abstentions), the minutes of the EGM held on 31 March 2016 were approved.

### 3 Directors' Report for the period 1 April 2015 to 31 March 2016

On behalf of the Directors, the Chief Executive, Michèle Stokes presented the Directors' Report.

NOTED:

- a) Members were provided with a Summary of the Directors' Report and Financial Statements for the period 1 April 2015 to 31 March 2016. A full copy is available on the *Carers in Hertfordshire* website or in hard copy by contacting the office.
- b) It is estimated that there is a 1 in 3 chance of an adult becoming a carer in their lifetime and the impact of caring on individuals increases their risk of ill health and poverty. The 2011 census indicates that there are over 109,000 carers in Hertfordshire with Carers UK estimating this to have risen to 115,827 by the end of 2015. They also estimate that the support provided by the UK's carers in 2015, saved the public purse £2.5 billion each week nationally and £1,955 million in Hertfordshire annually.
- c) The charity aims to identify carers earlier in their caring journey, provide them with support in their caring role and make sure carers have a voice. The charity regularly asks carers for their views and experiences and during 2015/16 a local State of Caring survey was undertaken with 1,229 carers responding.
- d) During 2015/16 the charity received income of £1.6 million which generated £40 million worth of benefits to society from the charity's activities.
- e) The charity provided information and advice to 8,175 carers during the year, against 6,105 in the previous year. 382 carers took part in training. The courses enable carers to learn new skills and have time for themselves. 97% of carers who attended the training felt less isolated, 93% said it had given them a break from caring and 99% reported that the training had meant they felt more positive and less stressed.
- f) The charity provided support to young carers aged less than 18 years old, with the aim of reducing age-inappropriate caring and increasing community awareness of young carers. During the year we reached an additional 249 young carers. Information and support offered to young carers and their families has led to a 60.5% decrease in the caring role (compared to 51% last year).
- g) The charity received a GSK Impact Award during the year in recognition of the impact that our work has on the health and wellbeing of carers.
- h) In the coming year, the charity will implement, monitor and evaluate its new strategy, *'Building our Future'*, in order to make the biggest difference that it can to improve carers' lives. This strategy includes a new focus on supporting carers through transitions and on building the resilience of carers. The charity will keep building partnerships with carers and other organisations; integrate the Crossroads Hertfordshire South activities so that carers receive a seamless service; build services that improve our support to particular groups such as male carers, young adults and isolated rural carers.

#### 4 Financial Statements for the period 1 April 2015 to 31 March 2016

The Finance Manager, Ian Parker, presented the financial report.

NOTED:

- a) The accounts for the year to 31 March 2016 had been finalised and audited by Price Bailey LLP and a summary of the accounts had been sent to the Members of the organisation.
- b) The organisation has three types of funds which are:
  - (i) The General Fund which covers all day-to-day operating expenses including direct carers' expenses and activities, marketing activities, and carer events. The Trustees agree an annual budget for the general fund based on our anticipated level of grant and each manager uses this budget throughout the year to control costs.
  - (ii) The Restricted Funds where the donor of the grant specifies what the money is to be spent on.
  - (iii) The Designated Funds where the Trustees designate what the monies are to be used for (rather than the donor).
- c) In 2015/16 there was a surplus on the General Fund because some of our previous restricted funds are now treated as unrestricted, so the balances on these were transferred from one type of fund to another. Added to the reserves brought forward from the previous year, there was an accumulated surplus on all funds at the end of 2015/16 of £707,000 which included £643,000 unrestricted and £64,000 restricted.
- d) Income for 2015/16 was just over £1.604 million. 90% of this income was from health authorities and social services (compared to 74.2% last year), and the rest was from voluntary donations, interest on bank accounts and receipts of monies into the Restricted Funds.
- e) Expenditure is divided into 12 categories representing the various activities of the charity, the largest of which are:
  - (i) Carer advice and information services (34.8% of total expenditure. This includes salaries and direct costs.)
  - (ii) Involvement services (22.5% of total expenditure. This includes salaries and direct costs.)

Of the total spend (£1.482 million), 69% related to salary related costs.
- f) At the end of March 2016, the total reserves were £707,000. £64,000 of those were restricted and were carried forward at 31 March 2016. Most of this relates to the Family Trust donation received in 2014/15, various other young carer donations and the Carer Friendly Project money received in 2014/15.  
  
The rest of the reserves (£643,000) have been built up over the life of the charity. The Board produces detailed development plans for the use of unrestricted reserves to increase support for carers.

- g) The Trustees designate a specific purpose for all these reserves rather than carry forward any general unrestricted undesignated funds.
- (i) The first designated fund is called the 'Contingency Reserve'. A sum is set aside to cover an emergency situation where the organisation was, for example, without a major source of funding. This reserve (£598,000) now represents well over 5 months at current spend levels. This would ensure the organisation has stability and continuity in the event of the reserve being required. The aim of the Trustees was to increase this to 5 months by the end of 2015/16 which they have done.
- (ii) The second designated fund is the 'Organisation and Future Development Fund' (£42,000). Five specific projects were identified by Trustees as requiring investment that had not been budgeted for in our annual general fund budget and these were:
- Healthier communities funding (£6,000)
  - Carer Friendly Project (£11,000)
  - Business development (£10,000)
  - 'State of caring' survey (£6,000)
  - Digital Inclusion Project (£9,000)
- h) A number of funds were received as restricted funds for 2015/16. These included: Advocacy Worker for work with young carers, Fit2Care Project, Community Navigator Project, Caring Communities Project and donations for young carer activity.
- i) The Finance Manager confirmed that the Auditors had recommended an unqualified clean audit opinion on the audit of the financial statements for the year ended 31 March 2016.

## **5 Adoption of the Financial Statements for the period 1 April 2015 to 31 March 2016 and the Auditors' Report**

Proposed: Albert Binns  
Seconded: Dawn Hunt

Following a show of hands from Members (none against and no abstentions), the Financial Statements for the period 1 April 2015 to 31 March 2016 and the Auditors' report were adopted.

## **6 Appointment of Price Bailey LLP as Auditors and authorisation for the Board of Directors to fix their remuneration**

Proposed: Rod Cottrell  
Seconded: Dawn Hunt

Following a show of hands from Members (none against and no abstentions), the appointment of Price Bailey LLP was approved for the financial statements 2016/17 and the Board of Directors was authorised to fix the Auditors' remuneration.

## **7 Re-election of Trustee/Board members**

Following voting by Members of *Carers in Hertfordshire* – Santo Mann, Mike Ormerod and Mina West were duly re-elected as Trustees/Directors of *Carers in Hertfordshire*.

**8 Election of Co-opted Trustee/Board members**

Following voting by Members of *Carers in Hertfordshire* – Slava Budin-Jones, Janice Guerra, Mark Montgomery and Chris Watts, Co-opted members, were duly elected as Trustees/Directors of *Carers in Hertfordshire*.

**9 Thanks to Julia Everett (Trustee/Board member)**

Julia Everett was retiring as a Trustee at the end of this AGM. Julia had joined the charity in 1997 and had held the positions of Secretary to the Board and Chair of the Strategy and Services Sub-Committee. The Chair thanked Julia for her sterling service and commitment to carers and to the charity. Julia was presented with a floral tribute.

Meeting ends

Signed ..... Date .....

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[www.carersinherts.org.uk](http://www.carersinherts.org.uk)