

Minutes of Sutton Mencap Charity Company

23rd Annual General Meeting held 31st October 2023

Attendance: Approximately 12 members, plus staff members, services users and other supporters and Kevin Fisher, auditor.

Apologies: Clare Fionda (Vice Chair), Edwina Morris, Michelle Perrett, Paul Solomon (Treasurer), Amit Srivastava, Jan Bywaters, Eve Clark, Derrick Copeman, Kevin Dillon, Pam Gray, Sally Marchant, Sue Stone

1. Welcome and Introductions

Mavis Peart opened the meeting.

2. Apologies for absence

Apologies for absence were noted

3. Minutes of AGM of 19th October 2022

The minutes of the previous AGM were **agreed** without amendments. Proposed by Simon Vines, seconded by Michele Humphreys.

4. To receive and adopt the 2022/2023 Annual Report and Financial Statements

Mavis presented the annual report, explaining how Sutton Mencap is run and how decisions are made. In particular Mavis explained the 3 broad strategic aims which Sutton Mencap works towards. The first of these, Service Delivery, focusses on the provision of services by the charity. The second aim, Community Development, looks at how the charity seeks to make the community more inclusive and supportive for people with a learning disability. The third aim, Service Support, looks at how we ensure we have the staff, resources, premises and equipment to support all our work.

Mavis asked David Hobday, Chief Executive Officer to run through the work of Sutton Mencap towards achieving these three aims in 2022/23. Dave asked members to note two key issues that shaped the work of the charity during the year. The first of these was the recovery from Covid and the return to a more normal model of service delivery. The second was the receipt of a large legacy, most of which will be used to increase the space available for service delivery.

In terms of service delivery, Dave explained that the number of people attending adults and children's services increased during the year, meaning more people were able to benefit from services. This also helped generate more income to support service delivery.

A key part of Community Development work had been the continued delivery of the Digital Paths to Inclusion Project. The project supports people to use digital technology to raise issues that matter to them, using podcasts, films and an online magazine. Dave explained that the funding for the project had been due to end in March 2022, but we were delighted to receive another 2 years funding from the City Bridge Trust to allow us to continue the work.

Dave also talked about a new film club that had been funded by the NHS for the year, which helped people make films about their experiences of NHS services and promoted access to cancer screening. Sutton Mencap also worked with the council and NHS in helping to shape delivery of their Learning Disability Strategy and worked with the South London Partnership on identifying the experiences of people seeking paid employment.

The charity's work on service support included the development of a new Quality Assurance system which will be used to ensure services are as good as they can be. There was also a significant focus on staffing, with the adoption of the London Living Wage and a staff survey.

Dave also gave an outline of the plans for the use of the legacy funds for a new building. The plan is to site a new building in part of the rear carpark, which will provide additional service space for children and adults.

Dave also highlighted work on measuring Sutton Mencap's carbon footprint. The charity will use this to look at how it can deliver services in a more environmentally sustainable way.

Due to apologies from the Treasurer, Mavis asked Dave to present the financial statements. Dave explained that the charity had had a successful year financially, with increased costs from the Living Wage and rising prices being largely covered by increased numbers of service users attending. The receipt of the legacy also helped to ensure financial stability.

Dave asked members to note an error in the easy-read version of the accounts that had incorrectly stated the income from charitable activities. The actual figure should have been £794,637 not £635,755. The figures in the full accounts were correct

Mavis asked members to adopt the annual report and financial statements. These were **agreed**, proposed by Dennis Henstock, seconded by Geraldine Childs.

5. Appointment of Independent Examiner

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

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 Nick Hawley, Seconded by Peter Buttress

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 Liz Rogers and seconded by Geraldine Childs, Trustees were confirmed as follows:

Titilayo Dairo
Clare Fionda
Dennis Henstock
Michele Humphreys
Edwina Morris

Mavis Peart OBE
Michelle Perrett
Amit Srivastava
Paul Solomon
Simon Vines

Other business

Mavis reported that two questions had been received from a member who was unable to attend. The first of these asked why Sutton Mencap no longer charges a membership. Dave explained that the membership fee was no longer charged due to the cost of collecting it. Members were however welcome to replace this with a donation, which many members had done.

The second question concerned the production of a paper newsletter. Dave explained that the charity had a dedicated news page on its website, but had stopped producing a paper newsletter some time ago due to the significant costs of production and distribution.

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, Dave asked members to thank Mavis for providing such strong leadership for the organisation.

With the business of the meeting closed, members received a series of films and presentations on the theme of A Day in the Life of Sutton Mencap.