

## **Reading Mencap AGM – 7pm, Thursday 26<sup>th</sup> July 2018**

### **Notice of Special Resolution to change the Reading Mencap Memorandum of Association**

**Date:** 15<sup>th</sup> June 2018

Dear Member of Reading Mencap,

I am writing to let you know that at the forthcoming Annual General Meeting at 7pm on Thursday 26<sup>th</sup> July 2018, we intend to propose a special resolution. The resolution is to amend the Reading Mencap Memorandum of Association or constitution – and I wanted to give you advance notice of the details of the changes proposed.

In fact, the changes are very straightforward and simply bring the document up to date. The changes have been discussed among the trustees who unanimously agree that these changes need to be made. The changes proposed are:

- 1) To delete entirely objects b) and c) which were:
  - b) prevent learning disabilities for the public benefit
  - c) to advance religion amongst persons with a learning disability

- 2) And finally in section 4.1.5 to update the name of the Royal Mencap Society **from:**

The Royal Society for Mentally Handicapped Children and Adults (which was the old name some years ago) **to:**

The Royal Mencap Society (which is the current name of the organisation).

There are no other changes planned. We trust you'll agree that these changes reflect better the objects of Reading Mencap as an organisation today and bring the document up to date and that you will use your vote to approve the changes. However, if you have any questions relating to the proposed changes please feel free to raise them with us.

You will also find enclosed a Trustee Election Nomination Form which, if you wish to nominate someone as a Trustee or stand for election yourself, must be completed and returned to our office at the latest by 5pm on Monday 23<sup>rd</sup> July 2018 for the attention of, Office Manager, Amanda Limm.

Yours sincerely



Leslie Macdonald

Chair of Trustees: On behalf of the Board of Trustees of Reading Mencap

THURSDAY



A19 \*A7GCK70Y\* #119  
11/10/2018  
COMPANIES HOUSE



The local voice of learning disability

**Reading Mencap,**  
**21 Alexandra Road, Reading, Berkshire RG1 5PE**  
**Registered Charity: 1118287 Company number: 05976118**

**Annual General Meeting - Minutes**

**26th July 2018**

**Present:**

**Trustees:** Leslie Macdonald, Nelson Walters (Treasurer), Peter Miller, Kimberly Norris, Zoe Rideout

**Staff:** Mandi Smith (CEO), Amanda Limm  
Charlie Macdonald, Marilyn Templeton,

See attached list for full list of attendees

**1. Welcome and Introduction**

The meeting was opened by Leslie Macdonald, Chair of Trustees, who welcomed everyone to our 56<sup>th</sup> AGM and thanked so many members for attending despite the blistering heat. Attendees list attached. It was confirmed that a quorum of Board members was present.

**2. Chairs Report**

Leslie gave the following highlights from the report;

Marie-Claire has done a fantastic job leading us to have a bumper year raising money for our core costs totalling £45,000 this was a wonderful and unusual result.

There have also been some financial challenges, we sadly lost our funding for Carer's respite. This meant we had to reshape our services to ensure we preserved as many of our activities as possible.

We also sadly lost our Health money meaning our "Getting it right in Reading" service had to close which was a great loss as many people had benefitted from the service. We will continue to try and raise funds for this service as we know how important it is for the health and wellbeing of everyone.

The future funding for our Saturday Youth Club is still in question and we continue to wait for a decision from the council.

Leslie gave particular thanks to her fellow Trustees who give their time to the charity voluntarily

and make her job as Chair much easier. Nelson Walters, Peter Miller, Zoe Rideout and Kim Norris. Everyone gave them a round of applause.

### **3. Reading Mencap Team**

Mandi Smith (CEO) gave an update on the staff organisation and introduced each of the department leads who gave a summary of the last year.

#### **Amanda Limm - Office Management**

The main focus of the year has been GDPR with many forms and processes to send to everyone. Thank you to all who have signed and returned their forms.

#### **Marilyn Templeton - ME Day Service**

Marilyn is the new Manager of our Day Activity Services. She explained the expansion of the service which will mean we are running the ME service an extra 4.5 days one extra day at Alexandra Rd and 3.5 days at a new site in Whitley "St Pauls church hall".

#### **Mandi Smith: –**

**Fundraising In Marie- Claire's absence:**

A great year for Fundraising as previously mentioned with core Grants, AYL festival was an outstanding success and won a culture award for best festival. We are still awaiting the final figures but early indicators look very positive. Alex our new community fundraiser will be trying out some new events this year and we have Harris gardens coming up in August. A new opportunity with some local Rock choirs raised £753.21 from teas coffees and raffle prizes towards our choir and we hope our choir can work with them in the future.

**Family Support Service in Kate Stonehouse's absence:**

This service has had a very busy year helping families with the charging for care issues, cuts in care packages and negotiating the benefits system amongst many other issues.

**Clubs in Abbi Chambers absence:**

The Coffee club, because of our funding changes has had a make- over and is now a self- advocacy group brilliantly voicing opinions on the issues that affect people with learning disabilities in Reading. The club is now based at MERL (Museum of English Rural Life) and has a wonderful mixture of activities and meets each week on a Monday. We hope to attract new members. Gateway continue to go from strength to strength with a fantastic mixture of activities both in and out of the building. Performing arts club workshops were a resounding success and people had the opportunity to develop the creative, dramatic, writing and musical skills. The club has received brilliant feedback.

### **4. Minutes of Last AGM**

Leslie Macdonald presented the minutes for the 2016/17 AGM held on 13th July 2017 they had been circulated and were approved and signed. An original signed copy is held in the office minute file and an electronic copy in storage.

### **5. Special Resolution**

In advance of the AGM all members were sent details of some proposed changes to Reading

## **Mencap's Articles and Memorandum of Association.**

The changes are very straightforward and bring the document up to date. All the proposed changes have been discussed with the Trustees who unanimously agreed that these changes be put forward to the membership they are as follows;

- 1) To delete entirely objects b) and c) which were:
  - b) prevent learning disabilities for the public benefit
  - c) to advance religion amongst persons with a learning disability

- 2) And finally in section 4.1.5 to update the name of the Royal Mencap Society from:

The Royal Society for Mentally Handicapped Children and Adults (which was the old name some years ago) to:

The Royal Mencap Society (which is the current name of the organisation).

Leslie Macdonald proposed these changes and the following members seconded;

Peter Brown, Sally Brown, Joanna Dem, Jeremy Frost, Mr Davis, Jamie Shillingford, Linda Lethbridge, Mandy Newman, Mandi Doyle, Zoe Ridout .

## **6. Treasurers report and approval of accounts.**

Nelson Walters (Treasurer) presented highlights from the report;

Reading Mencap is totally dependent on the commitment and effort that everyone involved with the Charity makes and I would like to say "Thank You" to everyone because the hours that you all contribute do translate into the financial well-being of our Charity.

Summarising a few of the key numbers I can report that the Financial Statements show total unrestricted income for the year of £173,710 compared with £152,616 for the previous year and total expenditure of £162,236 compared with £185,654 for the previous year. This gives a surplus of £11,474 compared with the previous year where there was a deficit of £33,038.

Restricted Fund balances at the beginning of the year were £47,156. During the year we have received additional funding of £192,556 and applied £197,515 to our operational costs. Overall there is an operational surplus of £6,515 compared with the previous year deficit of £43,957. A very pleasing outcome and one that was better than expected when the year began. The bank balance at the year-end was £139,541.

Closing Fund balances totaled £192,284 (2017: £185,769) and this is a level that exceeds 6 months of normal expenditure, so we are within our Reserves objective. There will always be fluctuations over the years between showing a surplus or a deficit as we try to provide services within budget and some projects cover 2 different accounting periods. We have had a run over the last three years of showing a deficit, so it is reassuring to record a surplus this year.

Our level of Reserves means that we have a buffer should income over the next 12 months fall short of expenditure. The Charity is constantly developing, and our financial position is always being reviewed. As I emphasised last year we are very lucky to have a team of enthusiastic staff

and volunteers to enable us to meet the challenges that we face in raising funds and providing quality support to our service users.

Nelson gave a mention to Marie-Claire whose tremendous effects have enabled us to receive £45,000 in core funds this last year.

Nelson asked for approval of the annual accounts.

Approval was proposed by Mr Davis and seconded by Joanne Dem

## **7. Appointment of Accountant**

Nelson Walters proposed that John Mack be re-appointed as company accountant for 2018/19 which was seconded by Jamie Shillingford

Nelson Read out a message from John Mack who was not able to attend tonight, John expressed his enjoyment at working with Nelson Paul Mandi and Leslie and how well the charity was doing in the current climate.

## **8. Election of Trustees**

We currently have three trustee vacancies but **no nominations were received.**

Currently Serving Trustees Co-opted since July 2017 AGM to be formally elected. **None**

**Currently Serving Trustees retiring by rote but re-standing for election;**

Peter Miller – Proposed by Peter Brown seconded by Jamie Shillingford.

Kimberley Norris – Proposed by Joanna Dem seconded by Mandy Newman.

**Trustees not required to stand for re-election this year**

Leslie Macdonald (Chair)

Nelson Walters (Treasurer)

Zoe Rideout.

## **9. Volunteer Awards**

A number of Volunteer awards in various categories were presented by Our Chair of trustees, Leslie Macdonald.

### **Service Awards 2018**

#### **One Year Service**

Teroun Kochhar

#### **Two Year Service**

Hayley Jenkins

#### **Three Year Service**

Mark Kershaw

**Four Year Service**

Rachel Thorns

**Five Year Service**

Kay Smith

**Long Service Award**

Jess Cox

Charlie Macdonald

Hannah Pritchard

**Best Newcomer**

Teroun Kochhar - For his increased confidence, reliability and effort

**You are a Star**

Kay Smith - For bringing calm and enjoyment to the ME Service. Her proactive, selfless can do attitude means she is a very popular volunteer with everyone

**Outstanding Contribution to Clubs**

Sally Brown - For her continued enthusiasm and dedication in preparing Disco refreshments at our monthly Disco

- Pauline McGinley - For her calming nature, reliability and patience
- Mark Kershaw - for his continued dedication to Saturday Youth Club
- Rachel Thorns - for her continued positive outlook and enthusiasm at Gateway Club

**Outstanding Contribution to Fundraising**

- Lee Duff - Raised over £2k for us by taking part in cycling challenges, he also made another generous donation of £2k. He is taking part in the Prudential RideLondon, this weekend
- Gavin Raw N - Raised over £2k for us by running a very hot London Marathon
- James Haines N - Raised over £1k for us by taking part in the Prudential RideLondon
- Mayah Bentley-Holder N - For her willingness and enthusiasm to assist in every kind of fundraising activity

**Team Mencap**

We rely on volunteers to be able to run our clubs and activities. However we also want to say a special thank you to those individuals whose help we couldn't do without!

- Peter Brown - for his enthusiasm and assistance in clubs and fundraising efforts
- Linda Lethbridge - for her assistance at clubs and activities
- Sally Brown - for her helpful attitude and continued support and assistance in clubs and activities
- Caroline Kurton - for her effort and enthusiasm at fundraising events
- Jeannette Russell - for her effort and enthusiasm at fundraising events

- Ernest Rixon - for his support and enthusiasm at fundraising events
- Jamie Shillingford - for his effort and enthusiasm at fundraising events
- Jeremy Frost - for his enthusiasm and assistance at fundraising events
- Michelle Bates - for her enthusiasm and assistance at fundraising events)
- Kate Apps - for her fundraising efforts at fundraising events, Kate has also completed the Green Park 3k
- Stacey Smith - for her enthusiasm and assistance at fundraising events)
- Mandy Newman - for her assistance at clubs and activities
- Mandy Doyle - for showing kindness in everything she does - Outstanding Contribution to Brightening our Day
- Jamie Shillingford - for showing enthusiasm in everything he does

#### **Wendy Allen – Volunteer of the Year 2018**

Andy Pipistrelli - for continued dedication in driving the minibus. Long standing volunteer Andy selflessly drives for our Disco, Performing Arts Club and events. Without Andy, many people would not be able to access our activities

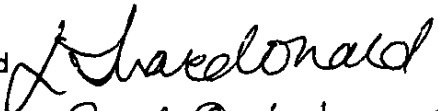
Jess Cox - for her exceptional efforts in Gateway Club, going above and beyond what is expected. Jess continues to support both staff and volunteers, always going the extra mile, well liked by all our service users.

#### **10. AOB**

The Meeting was brought to a close and Mandi Smith (CEO) Thanked all of the staff, Volunteers, Leslie and the Trustees for all of their hard work and support.

Amanda Limm presented our CEO Mandi and our Chair Leslie with flowers to thank them for their on-going dedication and contribution to the success of Reading Mencap during 2018/19.

Those present cheered.

Signed  (when approved at 2018/19 AGM)

Date: 2nd October 2018

Leslie Macdonald  
Chair of Trustees

*Pending ratification at  
2019 AGM*

## **Attendance Register 2018 AGM**

Leslie Macdonald  
Mandi Smith  
Peter Miller  
Fran Miller  
Nelson Walters  
Zoe Ridout  
Charlie Macdonald  
Marilyn Templeton  
Amanda Limm  
Linda Lethbridge  
Mandi Newman  
Mandi Doyle  
Jamie Shillingford  
Peter Brown  
Sally Brown  
Jeremy Frost  
Joanna Dem  
Sophia Dem  
Mr. Davis  
Pauline McGinley  
Lee Duff  
Caroline Kurton  
Teroun Kochhar  
Kate Clarke  
Alastair Cook  
Kimberly Norris