

Minutes of John Bellany Day Centre Board of Trustees

Annual General Meeting

Wednesday 26th August 2020 at 6.00 p.m.

1. **Welcome:** The Chairperson welcomed everyone to the meeting and thanked them for attending.

Present: David Ferrier (Chairperson), Christine Thomson (Minute Secretary), Frances Cunningham (Contracts Manager), Tom Shearer (H. R, & Training).

Invited to attend: Mary Ferrier (Financial Advisor), Anne Mercer (Centre Manager), Jamie Ferrier (I.T. Contractor)

Apologies: None

2. **Minutes A.G.M. Aug. 2020:** **Proposed – F.C.** **Seconded – T.S.**

3. **Chairperson's Report: D.F.** (Full copy presented at meeting)

- Staff and volunteers – currently 6 staff providing quality care to our clients supported by 4 volunteers. There are 4 Trustees and a financial advisor meeting 4 times a year as well as holding A.G.M.
- The Centre has undergone 3 Care Inspections over past 5 years which have all gone very well.
- We are in a very good financial position at the moment.

4. **Financial Report: M.F.** (Full copy presented at meeting)

Funds to 31st March 2020

- Benevolent Fund - £23,752
- Designated Fund - £15,611
- General Fund - £30,594
- Restricted Access Fund - £35,000

Total Funds - £104,957

Proposed – T.S. **Seconded – F.C.**

5. **Elections of Office Bearers 2020/21**

- **Chair – David Ferrier**
Proposed – C.T. **Seconded – F.C.**

- **Financial Advisor** – Mary Ferrier (co-opted)
Proposed – T.S. **Seconded** – F.C,
- **Minute Secretary** – Christine Thomson
Proposed – D.F. **Seconded** – F.C,
- **H.R. & Training** – Tom Shearer
Proposed – F.C. **Seconded** – C.T.
- **I.T. Marketing & Contracts** – Frances Cunningham
Proposed – T.S. **Seconded** – D.F.
- **Representative to AELDC** – Christine Thomson
Proposed – D.F. **Seconded** – T.S.
- **Accountants 2020/21** – Trustees agreed to continue with the services of current providers – Helen Lowe & Co.

6. Manager's Report: (A.M.) (Full copy presented at meeting)

- Covid response - Centre closed indefinitely from Mon. 23rd March '21. Clients supported by outreach provision – regular phone calls and home visits.
- Staffing – no changes this year
- Fundraising – no major fundraising event held this year but donations and grants have been received.
- Training – training modules being provided by Learn-Pro. No hands on or face to face training taking place at the moment.
- Care Inspection – have received very good results – no recommendations or requirements.
- Events/outings – prior to lockdown, outings based on input and feedback from clients, have taken place regularly – afternoon teas and trips to various venues around the county.
- Refurbishments and purchases – new kitchen completed, new rattan furniture for garden area – chosen by clients. Quiet/Meeting – redecorated – new reclining chair bought.
- Community Support – donations from family members, Port Seton Community Council, Tranent Inner Wheel, Longniddry Rotary, Blythe Family Trust and Cockenzie & Port Seton Bowling Club. Cockenzie Old Parish Church allowed us the use of their Church hall while our kitchen was out of use during refurbishment.

The Meeting finished at 6.15 p.m.

Date of Next Meeting – T.B.A.