

Minutes of John Bellany Day Care Centre Board of Trustees Annual General Meeting

Wednesday 21st August 2019 at 6.00 p.m. in the John Bellany Day Centre

1. **Present:** David Ferrier (Chairperson), Christine Thomson (minute secretary), Shelley Turnbull (H.R. & Training), Francis Cunningham (Contracts).

Invited to Attend: Anne Mercer (Centre Manager), Mary Ferrier (Financial Advisor to the Board)

2. **Apologies:** None

Welcome: D.F. welcomed those present and thanked them for attending.

3. **Matters Arising** - None

4. **Minutes:** approved and signed. Proposed – F.C. Seconded – S.T.

5. **Financial Report:** M.F. Papers presented at meeting.

Balance as at 31 March 2019 - £88,655

Accounts for 2018 – 19 approved and signed

Proposed – C.T. Seconded – S.T.

6. **Chairperson's Report:** D.F. – Papers presented at meeting. Items included:

- Details of refurbishment programme.
- Purchase of replacement bus.
- Information re community link – home visiting, opening up shower facility to vulnerable adults.
- Funding matters.
- Membership of Association of East Lothian Day Care Centres.
- Staffing – The centre currently operates with 6 staff members supported by 5 volunteers. D.F. praised them all for their hard work and dedication.
- Training – the staff have access to regular training sessions to update and enhance their skills.

Manager's Report: (A.M.) – Papers presented at meeting. Items included:-

- Fundraising – in-house fundraising taking place throughout the year – coffee mornings, tombola, raffles.
- Care Inspectorate – very good report – 4' and 5's, no recommendations or requirements.
- Events/outings – in-house activities – e.g. musical entertainment, pamper sessions, storytellers. Local outings for afternoon tea and trips outwith area – e.g. Queensferry Crossing, Dunbar Garden Centre.
- Community support –including regular visits from children from local nursery, money from Co-op Community fund.

7. **Resignations and Appointments:**

- Resignation from Board – Shelley Turnbull. Chairperson expressed appreciation for her commitment and dedication to her work for the Board and contribution to the work of the Centre.
- New Trustee Appointment – Tom Shearer (M.B.E.). Proposed – C.T. Seconded – F.C.

8. **Election of Office Bearers:**

- Chairperson – David Ferrier

Proposed – C.T. Seconded – F.M.

- Treasurer OR Co-opted Financial Advisor (non – voting) – Mary Ferrier
Proposed – F.C. Seconded – C.T.
- Minute Secretary – Christine Thomson
Proposed – S.T. Seconded – F.C.
- IT/Marketing/Contract management – Francis Cunningham
Proposed – C.T. Seconded – S.T.
- Appointment of Accountants for 2019 – 2020 – Helen Lowe and Co. Edinburgh
Proposed – D.F. Seconded – F.C.

9. A.O.C.B. - None

The meeting finished at 6.30 p.m.

Date of next meeting - August 2020. Exact date to be confirmed