



ANNUAL GENERAL MEETING

FRIDAY 18th MAY 2018

FILTON COMMUNITY CENTRE
ELM PARK
FILTON

SOUTH GLOUCESTERSHIRE OVER 50'S FORUM

AGENDA

1. Welcome and Housekeeping.
2. Apologies for Absence.
3. Minutes of the last Annual General Meeting held on 22nd May 2017.
4. Matters Arising.
5. Presentation of Annual Report and draft Accounts.
6. Appointment of Management Committee.

(It is important that those wanting to be on the Management Committee are able to practically assist in running the Forum please. Ideally they will have access to a computer, Ipad or similar and use Windows software.

We require :

- ◆ Treasurer who can work in Excel
- ◆ Assistance with making grant applications
- ◆ Refreshment lead to take responsibility for providing refreshments at each of our meetings. Committee and Members Meetings.
- ◆ Key link for each area Greater Kingswood, Greater Yate, Thornbury & Filton, Patchway & the Stokes. In bigger areas there may need to be two people.
- ◆ Membership Secretary
- ◆ Webmaster
- ◆ Someone to work with the chair on leading the work for working members.

The appointments are made at the first meeting of the elected Management Committee on Thursday 14th June 2018.

7. Appointment of the Chair.
 8. Appointment of the Examiner of the accounts. It is proposed that Lloydbottom Ltd of Staple Hill is appointed
 9. Closure of the meeting.
- Launch of the South Gloucestershire Over 50's Forum survey of working aged members.

South Gloucestershire Over 50s Forum Minutes of the Annual General Meeting held on 22nd May 2017 at Chipping Sodbury Town Hall

Present: Not recorded.

Apologies:

David Moore, Ann and Max Reed, Gill Parker, Doreen Taylor, Dallas and Graham Williams, Annette Dixon, Dawn Dicken' Brian and Valerie Morgan, Brian and Mary Thornley, David Millar, Pam Day, Brian and Vena Kennedy, Ann Dilling, Roger and Mrs Hutchings, Eileen and Ronald Coleman, Mary Connolly, Andrew Buckle, Ann and Kelvin Noonan, and Rachael Williams-Lock from South Gloucestershire Council.

Welcome and Introductions

Margaret Slucutt introduced herself as the Interim Chair of the Forum and welcomed everyone to the meeting. She explained that Pat Apps had stepped down in December because she was planning to leave the area to move nearer to her family. Margaret had joined the committee and agreed to act as Chair until the AGM.

Minutes of the previous AGM

Margaret explained that there were no minutes from the previous AGM. She had been unable to find anyone and none of the Committee at the time had any recollection of minutes having been taken.

Presentation of Annual Report and Accounts for 2016-17

Margaret introduced the report which had been provided to the meeting. The events of the first half of the year had been compiled with the assistance of committee members as Margaret had not been a member of the committee during the period.

When she joined there was some concern about the future of the Forum. Margaret had organised a series of four meetings across South Gloucestershire to start a dialogue with members throughout the district and help

the Forum better represent its members. She hoped that this would provide a basis for a regular cycle of more accessible meetings in the future and she had been encouraged by the response to the meetings.

Margaret was also aware that the bulk of the Forum's 4,000 members are in their 70s and few were in their 50s and early 60s. Many in this younger age group would still be working and have different concerns to the existing membership. She was organising a special meeting targeting this age group in June, the meeting would be held in the early evening and include a focus on pensions.

Margaret said that when she took on the Chair that she needed a strong committee to support her going forward. The Forum had a good reputation and a very large membership, but a number of people had been forced to step down from the Committee over the past two years and new blood and fresh energy was needed.

A valued feature of the Forum was its newsletter and Margaret was pleased that the latest issue was available at the meeting. It was a little delayed because the relocation of the Council print room meant that the work had to be done by a new printer. Margaret thanked the editor of the Newsletter Zoe Williams for her work.

Margaret outlined plans to take the Forum forward which she hoped would draw in the new Committee members needed. This included moving to a new office in Warmley (saving nearly £2,000 a year in rent); a new website with increased use of email for those who use it which could reduce postage costs and enable more frequent communication about the work of the Forum and work to make the Forum representative of all the communities in the area. The Council was very supportive of the Forum and keen to involve it more in the work of the Older People's Programme Group.

Margaret saw exciting times ahead for the Forum, but it did need more people to get involved. She hoped that some of those present would put themselves forward to

join the Committee.

The meeting **agreed** the Annual Report unanimously.

Margaret and the Treasurer, Rosemary Dibble, presented the Annual Accounts. These showed a deficit on the year of just under £10,000. Despite this the Forum retained a comfortable balance of £26,000.

Some of the deficit was a result of increased expenditure to raise the profile of the forum and much of the balance was earmarked for planned activities. In addition steps were being taken to reduce expenditure such as the office move.

The Annual Accounts were **agreed** unanimously.

Appointment of Members of the Management Committee

Margaret took the appointment of the Committee in stages.

Margaret thanked the existing members of the Committee for their work during the year and invited those who wished to continue to indicate their interest in doing so. The meeting **agreed** to re-elect:

April Begley, Queenie Coles, Pauline Cutts, Rosemary Dibble, Patricia Lockett, Geoff Newman, Ann Pullin, Margaret Smith.

The following members present at the meeting volunteers to join the Committee and the meeting **agreed** to their election:

Darryl Collins, Christine Dugdale, Cllr Gloria Stevens

The following members who were unable to attend had indicated to Margaret that they would like to join the Committee and the meeting **agreed** to their election:

Ann Reed, Max Reed, Andrew Buckle

In addition Idwal Baines was interested in joining the Committee. Because he was a former member of the Committee who had found it difficult to get to meetings it was **agreed** that Margaret should meet him discuss his future involvement. The committee could then use their powers of adoption to add him to their membership.

Election of Chairperson

Matthew Riddle took the Chair for this item. Margaret Slucutt left the room.

Matthew invited nominations for the position of Chairperson.

Margaret Slucutt was nominated by April Begley and seconded by Geof Newman. There were no other nominations and Margaret was **unanimously elected**.

Margaret thanked the meeting for their confidence in her.

Moving Forward

Margaret said that she had covered a number of the next steps for the Forum when introducing the Annual Report.

The next practical steps would be a first meeting of the new Committee on Thursday 8th June. This would be followed by the evening meeting targeting younger older people on Tuesday 27th June in the Pop in Café in Yate. This would be followed by the next round of area meetings in July.

Margaret closed the meeting and thanked everyone for their attendance. Following tea and cake Matthew Riddle, Leader of South Gloucestershire Council would address the meeting on the topic of “South Gloucestershire comes of age – 21 years of service”.

South Gloucestershire Over 50's Forum

Information sheet.

Election and Appointment of Management Committee

The Management Committee is elected by the AGM but roles are not agreed until the first Committee following the Annual Meeting.

Committee Members

Chair:	Margaret Slucutt
Vice Chair	Darryl Collins
Minute Secretary	Ann Reed
Treasurer	Andrew Buckle May 2017- July 2018 resigned Geof Newman Sept 2017 – Nov 2017 resigned
Membership Secretary	Max Reed resigned January 2018
Website	Geof Newman resigned January 2018
Equalities	April Begley
Catering	Margaret Smith resigned January 2018
Thornbury & Alveston Rep	Christine Dugdale
Filton, Patchway & the Stokes Rep	Darryl Collins
Greater Yate Rep	Gloria Stephen
Greater Kingswood Rep	Vacancy
General Members	Queenie Coles Margaret Bracey Pat Lockett Pauline Cutts Max Reed Ann Pullin resigned Feb 2018
Newsletter	Mike Slucutt

Bankers

Lloyds Bank
Regent Street
Kingswood
Bristol

Postal Address

Clock Tower
Tower Road, North
Warmley
Bristol BS30 7XU

Accountants

Lloydbottoms, 118 High Street, Staple Hill, Bristol BS16 5HH.

South Gloucestershire Over 50's Forum

Our vision is for an influential and effective organisation which by working together offers representation for people over 50, who live in South Gloucestershire, through discussion and the collective voice thereby influencing decision makers in a way that will energise and enhance people's quality of life.

Our Mission is to represent the voice, profile, needs and interests of people over 50 and to campaign for inclusion, justice, respect and recognition.

Our aims are to:

To raise the profile of our organisation across South Gloucestershire.

To raise the voice and representation of people over 50 ensuring the profile of the needs, values and interests are represented, and speak up about economic and community issues, loneliness and isolation ,

To be a network, a forum and a platform for over fifties, of all protected characteristics, who are resident in South Gloucestershire

To hold regular meetings and forums across South Gloucestershire, working in partnership with other organisations.

To promote and assist opportunities for the over 50s to be consulted by statutory bodies.

To disseminate information and to publish a newsletter twice a year for the over 50s.

Organisational Structure

The organisation is a voluntary group which is run by its members.

We meet three times a year in each of four areas : Greater Yate, Greater Kingswood, Severnside and Thornbury and Filton, Patchway and the Stokes.

These meetings are for 2 hours and invite speakers that provide information on topics identified by the membership. There are opportunities to share issues as well as a chance for nattering between the members.

To ensure that younger members of the Forum have a voice evening meetings have been held, as pilots, in Kingswood and Yate.

This what we said we would do on 2017 - 18 for the funding we received.

Achievements and Performance

Attend Strategic Meetings in order to represent to voice of people over 50.

- ◆ We attended 4 Leaders Board meetings. This brings together the larger voluntary organisations in South Gloucestershire.
- ◆ 4 Older Peoples Programme Group meetings. We have through our members meetings & through the OPPG contributed to the development of the Ageing Better Plan. The Forum's Chair is Co-chair of the OPPG.
- ◆ 3 South Gloucestershire Equality Forum meetings. This group addresses issues across the protected characteristics.
- ◆ 3 Safer and Stronger Partnership Meetings. The purpose is to ensure that the Council prioritise area of greatest concern in keeping the population safe.
- ◆ 1 Physical Activity Partnership meeting. This is to ensure that everyone has the opportunity to improve their health and wellbeing through physical activity.

Increase membership by holding evening meetings for working people over 50.

Through Members Award Grant Cllr Ruth Davis sponsored the Forum to run 2 meetings for residents in the greater Yate area.

We held a meeting in the Pop-In Café addressing the issues of Pensions, Wills & Enduring Power of Attorney.

Our professional speakers gave their time for free and spent time talking on a one to one basis with attendees who has personal questions.

We offered a buffet in order that members who were coming straight from work had chance to have something to eat. However we learnt that this was not necessary.

We ran a second meeting on 'Getting a job when you are over 50' Colleagues from Southern Brooks led the session and the people who came were experiencing difficulties in getting a job. One to one help was offered. We offer basic refreshments.

We applied for a grant from Leidos Europe Ltd to run

evening sessions for working aged members in Kingswood.

We ran a session on 'Feeling Under Pressure' which was based on the five ways of wellbeing and caring for one's mental health. A small audience came but attendees said it helped them change their lives.

A second session was run on 'Getting a job when you are over 50'. A general talk was given and then each person was given one to one support

Visit BME Organisations

Ensuring we represent the voice of all members of the community is key.

Due to other pressures this was not undertaken but conversations have taken place with organisations related to other protected characteristics.

A meeting has taken place with the Race Equality Council for South Gloucestershire and a visit to the Avon Indian Community Association is in the diary.

Raising awareness of the Forum

Three members meetings in 4 localities

As a new Chair the first meetings were generally about members' issues and how they wanted the Forum to be run moving forward.

We agreed one of the Council's Older People's Commissioners would attend all meetings and discuss issues relating to the Older People's Programme Group. The members have become an advisory group.

This is particularly important for the new Ageing Better Plan.

At subsequent meetings members have also heard about Health Watch, Trading Standards – Scams and Rogue Trading, Carer Support, Housing, the Five Ways to Wellbeing, Keeping Active and from drop in speakers.

Members have been particularly concerned about transport. We collected the issues and spoke to a senior officer in transport. We asked for a speaker at our meetings but due to the new Combined Authority being developed this has not been forthcoming. We are therefore delighted we are able to address transport at our AGM.

We have promoted the Forum at the whole series of

Wellbeing events held throughout the last year by the Libraries and Community Connectors.

We have also had displays at Patient Consultation Committee for the surgeries from Kingswood, Hanham, North Common and Oldland Common events, Carers events and Feeling Good February.

We use local newspapers and websites to promote our activities as well as our website & recent Facebook page.

Communication

When the new Committee started they found that none of the communication systems worked. A new website, email address and phone number had to be set up and the new details were communicated to the membership and our partners.

2 full colour newsletters were sent to all members predominantly by post although we are promoting receiving news sedates by email, where possible.

Quotes were sent to identify a printer who could also provide a distribution service & mailing. The Council had been providing the service but their quote was higher than we found externally.

Keeping in touch with members has meant that letters were posted to members to keep them informed. With nearly 3000 letters being posted it is a major cost.

An application was made to the Council's Area Wide Grants for funding two News Sheets. We are grateful that our application was successful.

We have been encouraging members to share their email address to help reduce the costs. This has risen from 166 to 249.

We have begun asking all members to explicitly request to continue to receive information and meet the Data Protection Act, requirements under GDPR.

This will inevitably mean we will lose many of our members.

Other Activities

The Forum has purchased its own PA system to reduce the cost of members meetings but also to ensure at larger meetings speakers can be heard.

The Forum applied for 12 hours free consultancy via SEIP, which is delivered locally via CVS South Gloucestershire. We are using this time for a consultant to create a questionnaire targeting people over 50 of working age to enable the Forum to ensure it is able to provide the service for voice and representation that they require.

Although we have plans for the Forum's development it is crucial to elect an active Committee who feel suitably skilled to take on Committee roles and if possible can communicate by email.

This year we have been understanding the needs so that with an active Committee we can do more to promote the importance of the Forum in representing the voice of people over 50 in South Gloucestershire.

We would like to thank South Gloucestershire Council for their support of the Forum.

This was the last year of our current Service Level Agreement. Discussions began in October about funding for the next SLA for three years given the Council's continuing reduced budget.

All protected characteristic organisations met, who had previously been funded by the council, to discuss the situation with council staff and by organisations on their own. An equality partnership was set up led by South Glos CVS and a bid was made for funding the partnership.

The Council have agreed funding for which we are grateful although it is reduced. We are sorry that our partner Age UK has taken the largest reduction. We will continue to work with them and promote their activities as appropriate.

We are also grateful to Councillors for their support. Two Members Area Funding grants have been awarded. We were also successful in getting a Area Wide Fund grant. Through Connecting Kingswood Leidos Europe Ltd awarded the Forum a grant. We thank them for their support.

Margaret Slucutt
On behalf of the Management Committee

The Equalities Partnership is made up of:

- ◆ South Gloucestershire Race Equality Council
- ◆ Disabled Equality Network
- ◆ Diversity Trust
- ◆ South Gloucestershire Over 50's Forum
- ◆ Age UK South Gloucestershire
- ◆ Southern Brooks—Community Cohesion

The contract is between the South Glos Council and CVS South Gloucestershire

CVS South Gloucestershire has an agreement with each of the above organisations to deliver agreed outcomes.

**BALANCE SHEET FOR
THE YEAR ENDING 31 MARCH 2018**

	2018	2017
CURRENT ASSETS		
Debtor	(3719)	
Cash at bank and in hand	30,019	24,715
	26,300	24,715
 LIABILITIES		
Amounts falling due within 1 year	0	(175)
 NET CURRENT ASSETS	 26,300	 24,540
 TOTAL ASSETS LESS CURRENT LIABILITES	 26,300	 24,540

**SOUTH GLOUCESTERSHIRE OVER 50's FORUM
STATEMENT OF FINANCIAL ACTIVITIES FOR
THE YEAR ENDED**

31st March 2018

SUMMARY ACCOUNTS

INCOME AND EXPENDITURE

Grants

Donations

Taken from reserves

Misc

Total Incoming Resources

RESOURCES EXPENDED

Hall hire

Catering

Travel

Printing & distribution

Postage

IT Equip

Stationery

Insurance

Training

Equipment

Speakers Facilitators

Subs & affiliations

Accountants' fees

BALANCES CARRIED FORWARD AS AT 31 MARCH 2018

Unrestricted	Restricted	Total	2017
£	£	£	£
	14,011	14,010	10,000
243		243	335
5,000		5,000	
82		82	0
5,325	14,011	19,336	10,335
	897	897	8,150
	198	198	1,815
	16	16	263
3,088	9,271	12,359	9,355
	39	39	
	30	30	83
	233	233	
	113	113	534
	175	175	
254		254	1327
			226
	15	15	30
	60	60	7
3,342	11,071	14,389	21,790
1,983	2,940	4,947	(11,455)

SUMMARY ACCOUNTS

**You may like to make a note of our next round of
members meetings**

All are very welcome.

Thursday 26th July at Thornbury Methodist Church
10.30am 12.30pm

Monday 30th July at Ridgewood Community Association
in the Conference Room, Yate 10.30am -12.30pm

Thursday 2nd August at Hanham Community Centre
Elbow Suite, Hanham 2pm -4pm

Wednesday 8th August at Coniston Community Centre,
Patchway 2pm -4pm

THANK YOU FOR JOINING US TODAY