

CAMBOURNE PARISH COUNCIL
District of South Cambridgeshire

COUNCIL MEETING 4th December 2018

CORRESPONDENCE

	FROM	SUBJECT
14.1	Halina	Over Day Centre

heather.nigbur-day@cambourneparishcouncil.gov.uk

From: Halina Szulakowska <admin@overdaycentre.co.uk>
Sent: 22 November 2018 20:18
To: office@cambourneparishcouncil.gov.uk; clerk@cambourneparishcouncil.gov.uk
Subject: Over Day Centre Annual Report 2018
Attachments: Over Day Centre ANNUAL REPORT 2018.pdf

TO:
Mr Joseph O'Dwyer
Chairman Cambourne Parish Council
c/o Mr John Vickery
Clerk to the Council

Dear Mr. Vickery,

I am writing on behalf of Over Day Centre, a charity established in 1989 to provide professional care and friendship for older people living in Over and the surrounding villages. Open five days a week, the Centre offers social interaction and varied activities, as well as a freshly cooked two-course lunch, to help older people maintain their independence whilst continuing to be members of the local community. Our staff are fully qualified in a variety of care areas e.g. Alzheimers, Dementia, Diabetes, and the administration of prescribed medication. The Centre also enables the families of our clients, who are often the primary carers, to have a much-needed respite from looking after the needs of their loved one.

Each year I email out an Annual Report to local Parish Councils in the hope that more people can be made aware of our charity work. We currently have clients attending regularly from twelve villages, but it is not easy for us to promote our service to those who live in isolation, and yet could really benefit from our facility.

I would be very grateful if you would kindly forward our Annual Report 2018 to the Councillors of Cambourne Parish Council. We also have a colour leaflet that I would be happy to send to you with information about the Centre. Please do let me know if the leaflet would be of use.

If the Council is interested in finding out more, or would like to pay the Centre a visit, please do not hesitate to get in touch with myself (admin@overdaycentre.co.uk) or Centre Manager, Hayley Smith (care@overdaycentre.co.uk). The Day Centre telephone number is 01954 231807.

Thank you for your time.

Kind regards,
Halina

Halina Szulakowska
Administrator

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2018

Over Day Centre



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TABLE OF CONTENTS

INTRODUCTION	3
Governance	3
Operational Management	3
AIMS AND SERVICES	4
Background	4
Facilities	4
Recreational Activities	6
Ian Nye – Music Therapist.....	10
CLIENT DEMOGRAPHIC	11
CLIENT FEEDBACK	12
Jean – Over Resident	12
Paul – Willingham Resident	13
Dot – Haddenham Resident.....	14
THE VOLUNTEERS	15
Winnie – Bar Hill Volunteer	16
Amanda – Swavesey Volunteer (Organiser of the Five Pub Challenge)	17
CHAIRPERSON'S REPORT	18
TREASURER'S REPORT	21
CENTRE MANAGER'S REPORT	23
MINUTES OF THE 2018 AGM – OVER DAY CENTRE ASSOCIATION	24
1. Welcome.....	24
2. Approval of Minutes of last AGM – 29 th June 2017.....	24
3. Reports.....	24
4. Independent Examiner	24
5. Election of Council.....	25
6. Proposed amendments to the Association Constitution	25
7. Any other business	26
8. Meeting closure	26
Appendix – proposed amendments to the Association Constitution	27

INTRODUCTION

Over Day Centre Association is an unincorporated charity registered with the Charity Commission of England under Registration No. 800829 at the following address: 1 Dring's Close, Over, CB24 5NZ.

The Centre's aim is to promote and maintain the quality of life for older people through social contact, recreational/informative activities, and qualified care five days a week (Monday to Friday). Serving a larger population than just the village of Over, the Centre provides Tier 3 Health Care by professionally trained staff with many years of experience in the care sector.

GOVERNANCE

The Board of Trustees is responsible for governance and strategic direction in order to provide clients with the best care service possible. There is a full set of policies and procedures that incorporate the legal requirements of organisations looking after vulnerable adults, as well as the aims/objectives of the Centre, which management, staff and volunteers are required to follow.

Trustees elected at the 2018 Annual General Meeting:

Ex-officio Members:

Peter Hudson	County Council Representative
Bill Handley	District Council Representative
Adrian Tranter	Parish Council Representative

Ordinary Members:

Lynda Harford	Chair
Shona Johnstone	Vice Chair
Nigel Poulter	Treasurer
Steve Couper	Secretary
Sally Hunt	
Vicki Ultridge	

Ex-officio Staff Members:

Hayley Smith	Centre Manager
Graham Waters	

OPERATIONAL MANAGEMENT

The charity has a Centre Manager, a Senior Carer, five care assistants, a minibus driver, two cooks, a part-time administrator, and a team of dedicated volunteers.

AIMS AND SERVICES

BACKGROUND

On September 2nd 1989 the Day Centre was opened as a meeting place for older residents living in Over. Twenty-nine years on and the temporary portakabin is now a purpose-built care facility with qualified staff providing a safe, friendly environment for residents from eleven South Cambridgeshire villages; Willingham, Swavesey, Bar Hill, and Over accounting for the largest percentage of clients. The Centre's premises are part of a development by South Cambridgeshire District Council that includes a doctors' surgery, a pharmacy and a sheltered housing scheme managed by the District Council. Over Day Centre has been granted a 999-year lease on the building at a peppercorn rent.

FACILITIES

Clients are charged a reasonable fee that provides, amongst other things, morning refreshments, a freshly cooked two-course midday meal and afternoon tea. Menus are varied and planned carefully to ensure the right nutritional balance. (The trained cooks cater to any special dietary requirements on an individual basis).



Paul from Willingham is helped off the minibus by carer, Alesha

The Day Centre has its own minibus equipped with a tail lift for wheelchair users. (Floor tracking allows clients to remain in their wheelchairs whilst travelling). The minibus is currently used to pick up

clients from Bar Hill, Longstanton, Over, Swavesey and Willingham. Other clients are brought to the Day Centre by taxi, Social Services minibus or their own relatives/carers.

Facilities available for clients by arrangement include; hairdressing, foot care, and a carer-assisted bathing service using a special bath for those with mobility problems. Over Pharmacy also offer a daily collection service for client medical prescriptions.

The Centre can comfortably accommodate twenty-eight clients at any one time. Most attend full days but morning or afternoon sessions are also available with the inclusion of the two-course meal.

On the second Saturday of every month the Centre is open for a public lunch that anyone can attend. Although this session does not offer personal care, it is a much-used wellbeing service designed to attract a wider range of people who may not currently need a care facility, but who will be familiar with the Day Centre should their needs change.



Carers Liza and Karen with Willingham client, Jean

The service offered by the Centre not only supports the client but gives respite to their carer: most often the wife, husband, son, daughter or other family member. Caring for someone can be both mentally and physically challenging. Over Day Centre allows carers the space to 'breathe', take stock of the situation, and to care for themselves. It can also be an important factor in postponing the difficult decision of when/if to consider residential care for their loved one.

Little could Dr. Pamela Cressey have imagined the difference that her pipedream of a Day Centre - begun with a portakabin and a handful of enthusiastic volunteers - would make to the quality of life for so many people for so many years!

RECREATIONAL ACTIVITIES

Activities are varied and are offered to clients both in the morning and afternoon. This year, staff have made an exceptional effort to vary the entertainment and to make attendance of the Day Centre as engaging as possible.

Regular activities include: quizzes, exercise classes, active games, singing, crafts, themed talks, raffles, bingo, table top games such as scrabble and dominoes, and short services held by Pastor, David Smith from the Baptist Chapel in Over.



Clients work on a joint project to create a painted collage with artist Jenni Tilbrook from Creative Mojo

Musical events are always popular, especially with clients suffering with dementia. Ian Nye holds regular music therapy sessions (see below) encouraging clients to sing along to his piano playing and to join in with a variety of percussion instruments. Dr. Gordon Hewlett is a popular visitor who plays old time favourites on his violin whilst clients sing from provided song sheets.

A number of clients are themselves musical and are encouraged to make use of the piano. It wouldn't be a Tuesday morning now if staff and clients weren't treated to a musical performance by

Cyril, who has kindly played the piano ever since he joined the Centre. With a developed repertoire of favourite songs - including My Old Man Said Follow The Van, Daisy Daisy, and She'll Be Coming Round The Mountain - everybody gets ready to sing when Cyril's fingers tickle the keyboard.



Cyril at the Day Centre piano

The Day Centre also books professional musicians. Over village jazz band, Freddie and Friends are popular with their New Orleans style of music. The Rocking Ukuleles of St. Ives provide fun and laughter. Solo artists Jacqui Raven and Dave Gibson are regular visitors. Another band very much liked by clients is The Crofters who performed at the Day Centre Christmas party held at the Over Community Centre. The folk-band played a medley of tunes; some well-loved like The Wild Rover during which clients were encouraged to sing and clap along, and some less known like the fifteenth century Boar's Head Carol. Led by Crofters' Dick and Tim Brading, who very kindly supplied everyone with song sheets, festivities included the singing of Carols.

Themed days are a feature; often with a corresponding menu for occasions such as Valentine's Day, Halloween, Burn's Night, St. Patrick's Day and the Queen's birthday. The wedding of Prince Harry and Meghan Markle was commemorated with an indoor street party. Client birthdays are celebrated with the giving of a card, a toast with sherry, and a cake with candles. This year long-term client, Lily from Willingham celebrated her 100th birthday with two parties at the Day Centre.



The Crofters play at the Day Centre Christmas Party

Exercises classes are given regularly by Marion Foreman and her team from Forefront Fitness in Willingham. As a registered nurse, Marion has been keen to work with Day Centre clients, taking into consideration their individual medical histories, to ensure that her classes are tailored to their needs and physical ability. The classes are always fun with the majority of clients willing to join in.



Clients enjoying an exercise class run by Forefront Fitness

Long-term visitor Joyce Hedge holds keep-fit classes that are chair-based and set to music, with clients encouraged to sing along if they so wish. Her approach is to encourage movement (to whatever degree a client can manage) and a sense of general well-being.



Val builds towers and friendships
with children from Over

Our youngest guests are preschoolers from Over who visit with their qualified childminders on a 'playdate' designed for all ages! The Centre is then filled with the sound of nursery rhymes, story-telling, and hand-clapping, set to the sound of giggles (clients and staff included).

In as much as the Centre is about care work within the community, it is also about friendship, fun and social interaction.

IAN NYE – MUSIC THERAPIST

"I have been coming to the Day Centre once or twice a month for the past three years or so. After every session I get many comments about how much the clients enjoyed themselves. Most of these comments relate to how much that individual client has got from the session, but I'm also struck by the comments regarding how it has enabled the clients to relate to each other. Often, they will look and smile at each other as they sing, or shake their percussion instrument at another client, who then shakes theirs back.



Senior Carer, Andrew and Ian Nye entertain the clients

Almost all of the clients join in in some form or other, so the level of engagement is very high. When clients are singing along, it is easy to see how engaged they are. Some of the more confused clients join in in more subtle ways. These include tapping the arm of their chair in time with the music, or making eye contact with me or another client and smiling. These moments of contact are in sharp contrast to their verbal interactions which are often confused and riddled with anxiety. Music used in this way has the power to bypass such challenges and enable such connections to take place.

The sessions I deliver enable active participation. Passively listening to music does not enable the listener to influence the sessions. For example, they might choose to play louder or softer which in turn encourages other clients to react to them and so forth. Clients are also encouraged to move as best they can. For some this means getting up and dancing with other clients or members of staff, for others it means moving or swaying in their chairs.

I frequently come out of sessions feeling much brighter and more energised than when I began."

CLIENT DEMOGRAPHIC

The following table presents the current number of clients using the Centre. The first column shows how many people attend from each village, whilst the third illustrates the frequency of attendance (by the clients as a group) as a percentage of the weekly spaces available.

The majority of clients come for a minimum of two days per week, but there is a growing number who attend all five days.

VILLAGE	# OF CLIENTS PER VILLAGE	# OF SPACES PER WEEK	% OF SPACES PER WEEK
Bar Hill	4	14	14%
Caldecote	1	1	1%
Cottenham	2	3	3%
Fen Drayton	2	2	2%
Girton	2	3	3%
Haddenham	1	2	2%
Impington	1	1	1%
Oakington	2	3	3%
Over	15	40	39%
Swavesey	5	8	6%
Willingham	10	27	26%
	45	104	100%

CLIENT FEEDBACK

JEAN – OVER RESIDENT

"I've been coming to the Day Centre for about six years. I used to come with my husband, Eric. At first, he didn't want to come. He kept saying "That's for old people!" But I finally persuaded him and we both loved it!

When he passed away I just sat at home depressed. I thought "What's the point of anything?" But one of my daughters said, "Come on mum, why don't you go to the Day Centre?" I didn't want to go without Eric. We were married sixty-eight years and had six children. We only courted for two weeks before we married.



Jean on a Centre outing for tea at Carriages of Fen Drayton

When I came back to the Day Centre there were a lot of us in the same boat: you know, widows. And that helped because we all understood each other, and what we'd been through. The Day Centre has been my lifeline. I would have just sat at home, wishing for the end.

Now I come every day. It's always been fun. I have a laugh; I have a chat. I like it when there's something going on, like the children coming to visit, or when there's music. It's a friendly place. You can ask anyone who comes here and they'll have something nice to say about the Centre."

PAUL – WILLINGHAM RESIDENT

"My sister started coming to the Day Centre after she had a very slight stroke, which she got over completely in about a year. She really enjoyed her time at the Centre: said it was very friendly.

When she died, my doctor suggested that I should come to the Day Centre. I took a bit of persuading, but I tried it, and have been coming since 2014. I'm very pleased that he referred me.



From the left: John, Ken and Paul meet at the Day Centre

It is a very good place to come. The staff are very helpful and friendly. Everyone talks to you. I would recommend it. I recommended it to my very long-time friend, Ken who I used to go to school with in Willingham. He likes coming with me twice a week. The Centre minibus picks us up and takes us home again. My dear friend Ken is ninety-five, you know.

This year another of our school friends joined the Day Centre. John moved away from Willingham. We lost contact. It was a lovely surprise to see him again."

DOT – HADDENHAM RESIDENT

"I met a lady at the surgery in Milton who suggested that I come to the Day Centre. Her mother used to come and really enjoyed it. I had just lost my husband, Martin. He was a lovely man! I do miss him! We had been together for many years. I feel lonely without him.

I have a daughter who lives in Over and she brought me to the Centre. Coming regularly on a Tuesday and a Friday comforted me. When I lived on my own in Milton it was the only time that I got to socialize.

I now live with a daughter in Haddenham. Oh, she's lovely! Really looks after me. But she needs a break sometimes and I don't blame her. She knows that I'm well look after at the Day Centre, and then she has some time to herself.



Dot (on the right) shares a joke with friends Jean and Roy

We're a good crowd here. Everyone gets on. Nobody dislikes anyone else. We laugh and chat. I sometimes play scrabble with Olive and Lily. Sometimes I win on the raffle. I like doing the Word Searches and the quizzes that we have in the morning. That's what I do when I first get to the Day Centre. And have a cup of tea with a biscuit.

All the staff are so nice and helpful. Brilliant! I can't think of anything better to say!"

THE VOLUNTEERS

Volunteers perform a variety of valuable roles such as: escorting on and/or driving the minibus, fundraising, entertaining clients, washing up and preparing afternoon tea. Training is provided where necessary and all volunteers undertake a DBS check.

A number of people fundraise for the Day Centre annually. The October Quiz Night is organised by members of the Over Baptist Church. Bizi Lizi Fabric Gifts from Swavesey hold craft fayres where the entry fee is donated to the Day Centre. The largest annual event is the Five Pub Challenge walk (see below) across the countryside of South Cambridgeshire with five local pubs offering participants a variety of snacks along the way. Organised by a team of friends from Over village, the 2018 walk drew over 300 entries (some from as far afield as Yorkshire and Kent).



Over Day Centre 2017 Carnival Float
From the left: Centre Manager Hayley Smith, trustee Pippa Corney,
volunteer Georgia Smith, trustee Vicki Uttridge
and Minibus Driver Graham Waters

Trustees and staff participate each year in the Over Carnival, entering the Day Centre minibus as a float in the village procession. Not only is this a promotional opportunity, but the Carnival enables the Day Centre to demonstrate that it is very much a part of the larger community. Donation buckets bring in a modest amount in funding. The Day Centre burger and hotdog stall on the village green, however, is a great fundraising opportunity led by trustees and supported by a band of keen volunteers and staff members.

The contribution made by Day Centre volunteers cannot be under-estimated! Truly, they are essential to the running of the facility. They come from a variety of backgrounds and cover a wide age group (the Centre welcomes work experience students from local Village Colleges).

There are currently sixty regular volunteers, which perhaps demonstrates that Over Day Centre is held in high regard for the care service it provides.

WINNIE – BAR HILL VOLUNTEER

"I started volunteering because my husband, Denis enjoyed coming to the Day Centre. He said the girls were lovely. That's what he called the staff. I'd looked after him for sixteen years on my own. It started with Denis having a stroke, but then he developed problems with his hip and diabetes. Then bladder cancer. That's when we moved from Birmingham to be near one of our daughters. Denis coming to the Centre gave me the only break I had; apart from when our daughters could help.

When Denis died I was really very down. One of my daughters said, "Mum, it's time you started helping out with a charity somewhere!" So that's what I did! I've been involved with charities all my life.



Winnie helping with the lunch-time washing-up

I've been volunteering at the Day Centre every Wednesday since January. I always knew that I wanted to help here, because Denis loved coming here so much.

I make the drinks: teas, coffees. I help in whatever way is needed. I help in the kitchen with the tidying up. I like things tidy and clean. I have a chat with the clients. I'm very good at that. When I lived in Birmingham I visited older people who couldn't get out and about. The visits were organised through my local Methodist Chapel. On occasion I've been asked to come in to the Day Centre for an extra couple of hours, and I've always been happy to do that. It's a very friendly place, and this is my way of thanking the Centre and the staff for looking after my husband."

AMANDA – SWAVESEY VOLUNTEER (ORGANISER OF THE FIVE PUB CHALLENGE)

"One evening back in 2009, John Dyer (a Day Centre volunteer) rang asking me to think of an event we could organise to raise funds for the Centre in Over. After not sleeping very well it came to me: what are the two things I like doing best? Walking in the countryside and going to pubs. That's how the Five Pub Challenge was born!

Having persuaded five others to help, the first walk took place in May 2010. We had no idea how many people might turn up but 234 did, ranging from Katie Fenwick at five months old to Bob Stone at seventy-six years of age. From then on, the numbers have steadily risen with 320 taking part last year. Together with the Meridian Meander (which is an extended walk of twenty-six miles – Five Pubs is just over twelve) these walks have now raised around £39k for the Day Centre. In 2018 we raised just over six thousand. It's a great family day out for a great cause, and next year will be our tenth anniversary of the fundraiser! I can't believe the walks are still so popular: they've become a local, annual event!"

CHAIRPERSON'S REPORT

LYNDA HARFORD

First and foremost, my thanks must go to everyone who supports Over Day Centre in some way: our fantastic staff and volunteers and, of course, the trustees, to the parish councils and people of Over and villages like Willingham and Swavesey who so generously support us financially. Without your support, that of local charities and the tireless fundraising efforts of so many individuals and organisations, the financial impact of the drastic reduction in County Council funding could not have been overcome.

The year has been one of ups and downs. The success of the Day Centre's participation in Over Carnival was a highlight as were the very popular Five Pub Challenge, The Meridian Meander and the annual Quiz Night. These are major fundraising opportunities for the Centre and my thanks go to everyone who gives their time and energy into making them such a success particularly Amanda Monk, her team and our fundraising trustees, Pippa Corney, Sally Hunt and Vicki Uttridge, always ably supported by the administration skills of Halina Szulakowska. My thanks too to Vice Chair, Shona Johnstone for her help and encouragement during the year, our stalwart Treasurer, Nigel Poulter for his support and guidance on the tricky task of keeping to budgets and Vicki Uttridge, who adds the responsibility of Secretary to her contribution on the marketing and event organisation side of things.



Chairperson Lynda escorts Tony from Bar Hill into the Day Centre

I am pleased to say that we have had no changes to our staff team this year. It is the commitment and goodwill of our staff and the volunteers who support them that have seen us through the rostering challenges that Hayley Smith, our Centre Manager has faced at times. Thank you, Hayley for all your hard work. We were, I believe, poorly advised by the County Council about the need for

even volunteer drivers to hold a particular qualification resulting in some unnecessary cost and stress as the Day Centre strove to comply. Things are now back on an even keel in this respect but we would welcome new volunteers to support our long serving, contracted driver, Graham Waters. The trustees recognise the contribution of Hayley Smith and her small staff team who are key to delivering the day centre's unique service. We recognise the value of investing in training and development for our staff and are preparing ourselves to congratulate both our Senior Carer, Andrew Baker and our first Apprentice, Alesha Harding as they approach completion of their training qualifications.



Senior Carer Andrew with Eric from Cottenham
at the Day Centre Christmas Party

There have been some changes to the trustees. Pippa Corney, one of our very longest serving trustees stood down and whilst we will miss her greatly in that role, she is going to continue to work on events organisation as a volunteer. Thank you, Pippa for your long commitment to Over Day Centre and we are delighted not to be losing you entirely. We welcome new District and Parish Councillor Trustees and look forward to working with Bill Handley and Adrian Tranter in those roles.

We currently have vacancies for trustees and would be delighted to hear from anyone who would like to join what is a very happy and committed group particularly if they have previous experience and understanding of charity governance or are IT whizzes. We are always delighted too to hear from anyone with a few hours to spare who would like to join our band of volunteers. Feedback from our clients and their families and carers is also welcomed and we would particularly like to hear from residents about how we might serve a wider range of clients. There is much talked and written about loneliness and social isolation and we would like to hear from members of the Over Day Centre Association about ways in which you think we can help more to encourage wider interest in coming to the Centre.

As the number of clients steadily rose during the year, we considered how we might expand our capacity. We investigated the possibility of extending the floor area of the Day Centre through the installation of a conservatory. Our Parish Councillor Trustee, Steve Couper, led on work to submit an application to a County Council funding scheme which regrettably was unsuccessful. However, we thank Steve for his hard work and, undaunted we will consider the viability of taking this forward in other ways. We are also looking at other ways to build upon the legacy of Over Day Centre's founder, Dr Pamela Cressey. We are committed to maintaining the service that she initiated, keeping Over Day Centre at the heart of the community and relevant to the changing times. On that last point, we now have a social media presence so please do like us on Facebook or follow us on Twitter.

TREASURER'S REPORT

NIGEL POULTER

In the year to March 2018 there was a profit made up of the following:

Gain on investment (unrealised)	£ 2,384.57
Profit for the year	£ 163.33

This is against projected loss of £11,398.54.

This includes an amount received from Cambridgeshire County Council last year which was higher than expected and originally was thought it would be paid back. Now I have taken this into the profit and loss account realising £3,309.32 as it is unlikely to be repaid.

The income included:

Over Parish Council	£ 6,000.00	(Two years)
Willingham Parish Council	£ -	(This will become a grant every year)
Galon's Charity (Swavesey)	£ 2,000.00	
Over Town Land Trust	£ -	(Nothing claimed this year)
Girton Town Trust	£ 3,000.00	
Bar Hill Residents Society	£ 500.00	
Over Carnival BBQ	£ 1,466.10	(Including raffle)
Xmas Fair	£ 1,672.80	
Donations	£15,912.96	(Including Five Pub Challenge, etc)
Interest on investment (Epworth)	£ 759.34	
Interest on Cambridge Building Society	£ 354.09	
Interest on Barclays Accounts	£ 23.75	

The legacy has been invested in unit trusts as this brings in more interest than the bank but it carries a risk as it can go up or down.

As expected the grant that was at £53,000 was reduced to £13,208 with effect from January 2017.

Fees received have increased to £86,780.50 in the year to March.

Currently the Centre costs about £2,950 per week. This is made up of:

Wages	£97,358 (63%)
Food cost	£12,802 (8%)
Gas and electricity	£ 5,102 (3%)
Diesel, repair and insurance for minibus	£ 7,216 (5%)
Depreciation (excluding minibus)	£ 6,374 (4%) (Funded by donations £3,417.72)
Depreciation of minibus	£ 9,435 (6%)
General insurance	£ 2,341 (2%)
Office costs and household expenses	£ 6,158 (4%)
Activities	£ 1,722 (1%)
Miscellaneous	£ 6,572 (4%)

The minibus is being depreciated on a 25% reducing balance basis. There is a balance left of £10,839.38 that was raised, but not required. The amount left will go towards a minibus when the existing transport needs replacing.

I would like to thank the staff and volunteers who do such a wonderful job with the clients and fundraising.



Lily from Willingham celebrates her 100th birthday at the Day Centre with a telegram from the Queen

CENTRE MANAGER'S REPORT

HAYLEY SMITH

We continue to provide high quality care for the clients of Over and the surrounding villages.

During the last year, our clients have enjoyed a summer boat trip along the Great Ouse river, concerts by Jazz and ukulele players, visits from chair-based exercisers, and music therapy. We have also had regular visits from a local childminder group, which gives clients and pre-schoolers the opportunity to interact with one another, to listen to stories, sing songs and play games.



Clients enjoying their boat trip around St. Ives on the Great Ouse

Our Christmas party was held at the Over Community Centre with a festive sketch show by Tickled Pink, and live music provided by folk band, The Crofters. These are just a few of the activities that have been provided for our clients.

Cottenham, Over Owls and Histon car care schemes have continued to provide our clients with an excellent service to and from the Centre. Our thanks to everyone involved in these schemes because, without their vital service, some of our clients would not be able to attend.

Our fundraising events were once again well supported, especially our Easter and Christmas fayres. The annual Five Pub Challenge sponsored walk raised nearly £6,000, which is the most that this fundraiser has made to date. A big thank you to everyone who has so generously offered support. We value all of our volunteers as they are an important part of the Centre, and we appreciate the time that they give us. It is hoped that they find their roles rewarding. The staff and I look forward to another great year.

MINUTES OF THE AGM – 21ST JUNE 2018

OVER DAY CENTRE ASSOCIATION

PRESENT

Lynda Harford	Chairman & Ordinary Member
Shona Johnstone	Vice-Chair & Ordinary Member
Nigel Poulter	Treasurer & Ordinary Member
Steve Couper	Ordinary Member
Sally Hunt	Ordinary Member
Eight Members of the Over Day Centre Association	

APOLOGIES

Peter Hudson	Ex. Officio Member (C.Cllr)
Bill Handley	Ex. Officio Member (D.Cllr)
Adrian Tranter	Ex. Officio Member (P.Cllr)
Vicky Ultridge	Secretary & Ordinary Member
Hayley Smith	Centre Manager & Ex-Officio Staff Member
Graham Waters	Ex-Officio Staff Member
Halina Szulakowska	Minutes Secretary

1. WELCOME

The Chairman welcomed everybody to the Annual General Meeting of The Over Day Centre Association and explained that the number of apologies received was high due to new appointments following the recent District Council Election and consequent conflicts with other responsibilities.

2. APPROVAL OF MINUTES OF THE LAST AGM – 29TH JUNE 2017

The minutes were approved and passed as a true record.

3. REPORTS

Reports by The Chair, The Treasurer, and The Centre Manager were read out (see above).

4. INDEPENDENT EXAMINER

The 2017/2018 accounts were completed in compliance with Charity Commission standards and have been independently inspected and approved by Sarah Rutherford. Their adoption was proposed by Shona Johnstone, seconded by Steve Couper and accepted unanimously.

Sarah Rutherford was proposed as the 2018-2019 Independent Examiner by Shona Johnstone, seconded by Steve Couper and accepted unanimously.

5. ELECTION OF COUNCIL

a) Four Ex-Officio Members:

County Councillor for Over	C.Cllr Peter Hudson
District Councillor for Over	D.Cllr Bill Handley
Parish Councillor for Over	P.Cllr Adrian Tranter
GP Over Surgery	Currently vacant

b) Six Ordinary Members:

Lynda Harford, Sally Hunt, Nigel Poulter, Shona Johnstone and Vicky Uttridge.
One position is currently vacant.

c) Two Co-opted Persons:

Both positions are currently vacant.

d) Three Ex-Officio Staff Members:

Hayley Smith and Graham Waters.

In accordance with the Constitution one position is currently vacant, due to the Day Centre no longer employing a Head of Care staff member.

Election of the Council was proposed by Shona Johnstone, seconded by Graham Waters and approved unanimously.

6. PROPOSED AMENDMENTS TO THE ASSOCIATION CONSTITUTION

(see Appendix below)

NB: All numbering refers to items as they are listed within the existing Constitution under review.

The Chairman explained the reasons as to why the following amendments were being proposed. The changes were discussed at length by those present at the meeting.

4 (b) Over Day Centre's service is now offered to several villages in addition to Over. Some of those villages contribute financially, either through their Parish Councils or other charitable organisations and individual volunteers and it is considered that, with the ever-increasing demands on individuals' time, it was advisable to be able to draw Members of the Council, particularly the Ex-Officio Members from a wider pool. The meeting discussed the wording 'in the District of South Cambridgeshire' and agreed that it was too wide. It was suggested that this be changed to 'the usual catchment area of Over Day Centre and that this area be defined under delegated authority by the Trustees'.

4 (d) & 4 (h) Cosmetic changes were needed to reflect changes in staffing structure e.g. the role of Head of Care no longer exists.

5 [c] There was a good deal of discussion about the proposed change to the quorum requirement for an Annual General Meeting. It was acknowledged that last year the meeting was not quorate. There was an overall reluctance to encourage continuation of low attendance by members of the Association by making a reduction such as was proposed. It was agreed that the need was to engage the interest of more members rather than less. A suggestion was made that in future Annual General Meetings be held immediately prior to one of the regular fundraising events that are held at the Day Centre. These are always very well attended and would therefore provide for much wider attendance at the Annual General Meeting.

7 (f) It was agreed that the inclusion of the expenditure limit within the Constitution as it is currently expressed is inappropriate. It was suggested that there should be reference to the Financial Procedures within the Constitution and that the Financial Procedures should include definition of this particular matter. This would be actioned under delegated authority to the Trustees.

It was proposed by Roderick Johnstone and seconded by Steve Perry that the changes as detailed above be approved with delegated authority to the Trustees as discussed. The proposal was unanimously approved.

7. ANY OTHER BUSINESS

One member of the Over Day Centre Association asked for clarification about a recent fund-raising event organised by a third party. The Chairman provided assurance that the matter was being addressed.

8. MEETING CLOSURE

The meeting was formally closed at 20.42pm.

The Chair thanked everyone for attending and for their very valuable contributions.

Minutes taken by Lynda Harford – Chairperson

APPENDIX – PROPOSED AMENDMENTS TO THE ASSOCIATION CONSTITUTION

4 [b] **Currently states:**

- a) The County Councillor for OVER for the time being.
- b) The District Councillor for OVER for the time being.
- c) A person appointed by OVER Parish Council to serve on the Council of the Association.
- d) General Practitioner or Locum Doctor from OVER Doctors' Surgery.

4 [d] **Currently states:**

In addition, the **Council** shall also have three ex-officio members, namely the Day Centre Manager, Head of Care and a staff representative elected by the staff. These three members do not have voting rights and do not take part in decisions relating to remuneration.

4 [h] **Currently states:**

The **Council** shall appoint and fix the remuneration of the Head of Care and of all such other staff as may in their opinion be necessary. The **Council** shall determine the Terms of Reference, powers, duration and duties of the Head of Care. No **Council** member shall receive any remuneration in consideration solely of service to the **Council**.

5 [c] **Currently states:**

The quorum of the Annual General Meeting of the Association should be 10.

7 [f] **Currently states:**

All propositions involving cash expenditure between £50 and £200 may be approved by any two Officers of the Council and the Head of Care. The Treasurer will monitor all expenditure. Any expenditure in excess of £200 should be costed out and the entire proposal including amount should be published in the next AGENDA and circulated to all members, at least three days prior to the next meeting.



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