**Minutes of 24th ANNUAL GENERAL MEETING OF LATER LIFE CHOICES GLENROTHES (LLCG)**

**held by remote video conferencing via Zoom**

**on Wednesday 16th February 2022 at 4.00pm**

**PRESENT:**

**Board Members:** Rick Kiralfy (Chair), George Cunningham (Treasurer), Afifa Khanam, Greig Rattray, Allan Deeson, Sarah Deighan, Sharon King

**Name Organisation**

Bert Lumsden LLCG, Member

Helen Rorrison LLCG, Member

Fiona Mackay LLCG, Service Manager

Fiona Kennedy LLCG, Centre Manager

Cllr Derek Noble Fife Council

Wayne Matheson Fife Forum

Shelley Crombie FH&SCP, Link Officer

Audrey McCann NHS Fife, Dementia Support Team

Colin McCulloch Paterson Boyd, Chartered Accountants

1. **WELCOME FROM THE CHAIR**

R Kiralfy welcomed everyone to the 24th AGM of LLCG, formerly Age Concern Glenrothes. He explained the AGM would follow the agenda which had been circulated, and that it covered the financial year April 2020 to March 2021, and would also give an update on this year so far. The AGM is usually held in November to accord with finalising the previous year’s accounts, however as LLCG had been undertaking a significant strategic plan review it had been decided to postpone the AGM until February to allow for a more comprehensive update on the plan’s progress. The AGM will revert back to November this year to report on the financial year April 2021 to end March 2022, so there will be two meetings in 2022. R Kiralfy then explained Zoom etiquette for the meeting.

1. **APOLOGIES**

Apologies were received from: LLCG Members:- Tish McEwan, Winona Samet; LLCG Staff – Natalie Connelly, Susan Graham, Evelyn Kirstein, Ronnie McClean, Isobel Prentice, Barbara Taylor, Wilma Timms, Julie Young; LLCG Volunteers – Alice Adam, Angela Currie, Joanne Sinclair; Carol Anderson (Age Scotland), Cllr David Alexander, Nicola Broad (Fife Council), Joanne Fenwick (Fife Council), Kelly Nicol (Fife Council), Ruth McCabe (Fife Council), Anne Hinojosa (Fife Forum), Claire Baker MSP and Jenny Gilruth MSP.

1. **MINUTES OF 23rd ANNUAL GENERAL MEETING HELD of 25th NOVEMBER 2020**

The Minutes of Annual General Meeting held on 25th November 2020, having been circulated prior to the meeting, were reviewed and confirmed to be an accurate record of the meeting. Approving the accuracy (Motion 1) was proposed by R Kiralfy, seconded by H Rorrison, and approved by all in attendance. Therefore Motion 1 was passed unanimously.

*(Note: R Kiralfy would sign a copy of last year's AGM minutes and send these to the Centre Manager for recording purposes)*

1. **MATTERS ARISING**

There were no matters arising.

1. **A WORD FROM THE CHAIR**

R Kiralfy explained that the organisation had responded to the Covid crisis throughout the year as best we could. We altered our services to provide as much support as possible in changing circumstances, and the meeting will hear more on this from our Service Manager, F Mackay later. A Deeson will outline our substantial progress in creating the LLCG Strategic Plan to cover the next 5 years. We have reviewed our Articles of Association to ensure they stay fit for purpose and would like to propose a couple of amendments to resolve some anomalies.

R Kiralfy stated that our main aim has been to support our clients through this challenging year, and that the response of the whole staff and volunteer team had been outstanding. Whether working from home, telephoning clients, carrying out socially distanced visits or covering for each other when some were off sick, every team member has played a huge part in helping our clients to feel less isolated and more supported.

1. **NEW 5 YEAR STRATEGIC PLAN (Apr 2022 – Apr 2027)**

A Deeson introduced himself as the Chair of the Strategy and Marketing Sub Group. He explained that due to the uncertainties cause by Covid our existing Strategic Plan had been updated for just one year to end March 2022. He felt that due to the time and effort taken to produce the plan, perhaps less time than necessary had been spent analysing and actioning its findings. Fortunately, we had been introduced to Freshsight, a non-profit consultancy run by Edinburgh students to help transform third sector companies into more effective organisations. They agreed with the Board to produce two budgeted alternative strategic plans for LLCG at no cost; one based on what we were doing currently and another on how we could do this more effectively, including utilising more effective management techniques. Elements from both of these plans were incorporated to formulate our new 5 year Strategic Plan which will be published on our website shortly.

A Deeson informed the meeting that the Strategic Plan’s overall objective will be to establish an organisation that not only copes with increasing client demand, but establishes a programme to support carers, and continually explores better and more cost-effective ways of delivering our services. A key element of the Plan is to raise our profile to secure additional funding to recruit more staff and volunteers to satisfy demand. The Plan will be subject to continuous review based on targets which have been set against its planned activities. Importantly, it identifies the need for the Board to be more actively involved to properly support the team, for example with fundraising.

A Deeson concluded that as the Freshsight team had highlighted a need for more professional support in some areas, we are approaching local companies to ask them to second staff with the required experience to assist the Board to implement this Plan. R Kiralfy thanked A Deeson for his collaboration with Freshsight to produce the Plan.

1. **RESOLUTION FOR ADOPTION OF AMENDMENTS TO ARTICLES OF ASSOCIATION (AoA)**

R Kiralfy explained that the proposed amendments to the AoA were to better clarify the liability of directors as opposed to members, and to introduce voluntary and involuntary withdrawal from membership to allow for non-contactable members to have their membership revoked. B Lumsden asked if approval from the Office of the Scottish Charity Regulator (OSCR) had to be sought for changes to the AoA. H Rorrison replied that only changes to the charitable purposes of an organisation required OSCR approval, however we do have to notify them of any amendments to the AoA.

R Kiralfy proposed the adoption of the amendments (Motion 2), S King seconded this, and all in attendance approved thus passing Motion 2 unanimously.

1. **PRESENTATION AND ADOPTION OF ACCOUNTS FOR 2020/21**

G Cunningham, the outgoing Treasurer, presented the Financial Accounts to 31 March 2021, thanking C McCulloch for being in attendance should there be any technical questions. He was pleased to report that income exceeded expenditure this year by £8,953, and wished to draw everyone’s attention to the ‘Note’ column on pages 12 and 13 of this year’s accounts. The numbers in this column refered to the ‘Notes to the Financial Statements’ (pages 15 – 26) where more information on each heading could be found. He noted that turnover reflected the changes in the organisation’s activities this year, with limited income from day sessions. R Kiralfy commented that the organisation remained in a good position despite the impact of the first full year of Covid.

G Cunningham thanked Fife Health & Social Care Partnership (FH&SCP) for their continual funding of our services, F Kennedy for keeping the financial records throughout the year, and Paterson Boyd for preparing the year end Financial Statements.

As there were no questions regarding the accounts, R Kiralfy proposed their adoption (Motion 3), H Rorrison seconded this, and all in attendance approved thus passing Motion 3 unanimously.

1. **RETIREMENT/ELECTION/RE-ELECTION OF DIRECTORS**

R Kiralfy advised that the Board currently consisted of 7 directors, two of whom were appointed this year – S Deighan and S King - who await the AGM's consideration for formal election, and one of whom - N McGregor - was standing down as director. In accordance with Item 58 of the AoA, A Khanam is standing for re-election as she has been a director for more than 3 years.

The two office bearers of the board – himself as Chair, and G Cunningham as Treasurer - were standing down as required under Article 63. R Kiralfy was standing for re-election as Chair, but G Cunningham was standing down as Treasurer and as a director. S King was standing for election as Treasurer. G Cunningham thanked S King for her willingness to take on this role.

R Kiralfy proposed the approval of these changes (Motion 4), H Rorrison seconded them, and all in attendance approved thus passing Motion 4 unanimously.

1. **REPORT BY SERVICE MANAGER & CENTRE MANAGER**

F Mackay, Service Manager, opened the Managers’ report by informing the AGM that the team have remained extremely proactive throughout the year and have strived every day to the best we can. The rebrand to Later Life Choices Glenrothes had finally happened, with a quick change to add Glenrothes to the end of our new name as in the midst of our rebranding project another company had registered as Later Life Choices. Overall the name has been positively received and better reflects what we aim to do.

F Mackay explained our move to more ‘permanent’ temporary services in September operating 4 sessions a week, including 2 for those with a diagnosis of dementia, in addition to a Help to Stay at Home service. This service is a combination of 1 hour and 2 hour visits which support older people in the community and come with a degree of flexibility to better meet our clients’ needs. She reported that clients were very happy to return to some kind of normality, being able to engage with others and have some fun. She expressed her concern that currently there seems to be less support and opportunities to get out and engage with others available for older people and their carers, with services that were closed during the pandemic not re-opening again. This is evident in the increase of referrals to us for people with quite high or complex needs and there is often severe carer stress. However, despite the challenges we continue to make a difference to our clients and their carers, continuing to take referrals throughout the pandemic, and aiming to make our services as person-centred as we can. She explained our funders, FH&SCP, are undertaking a reimagining project so future service provision has yet to be confirmed. However she feels optimistic about the future and the potential development of our services, and looks forward to giving an update on new services in November.

W Mathieson from Fife Forum expressed his thanks and congratulations to F Mackay and the team for their hard work and prompt responses, saying he wished there were more organisations such as ours in Fife, and that we could be used as a blueprint as our set up seems to work very well.

Cllr D Noble wished to echo W Matheson’s thanks saying the organisation did a great job and long may it continue. He mentioned a Community Recovery Initiative budget worth £300,000 had just been announced by Fife Council which contained some provision for older people.

A McCann from NHS Fife reported fantastic feedback from her clients on her follow up visits to those she referred to our services, and thinks the organisation is making a positive difference to older people and their families.

H Rorrison from Fife Voluntary Action reported that the Scottish government will be opening applications for a new fund in October to apply for funding of up to £150,000 per year for 3 years commencing April 2023. She will send us the criteria and hoped her heads up would give us time to plan whether to apply.

F Mackay and F Kennedy, Centre Manager, wished to express their sincere thanks and appreciation to the amazing staff team for their commitment, drive, flexibility and ingenuity during the period, and the empathy, compassion and kindness demonstrated to those they support. They were delighted to welcome back volunteers to the day session in September and are very grateful for their continued support. It is planned to re-start our volunteer recruitment programme in the near future as volunteers remain a key part of the organisation and very much a part of our success.

F Mackay reported that some training had been undertaken during the year despite Covid, for example Fire Safety and Emergency First Aid, and the excellent Best Practice in Dementia Care course via Stirling University and facilitated by staff member W Timms.

F Mackay gave thanks to everyone who has supported LLCG over the last 15 months, in particular the Board for their continued dedication and hard work, and its new members who are proving to be very supportive and proactive. She gave a special thanks to R Kiralfy who she said does so much to support herself and F Kennedy they are not sure how they would manage without him. Finally, she gave a special thanks to G Cunningham, retiring Board Member and Treasurer whose support and the different perspectives he brings to any discussions will be much missed.

F Mackay highlighted our excitement for the future and continued development with the help of the focus and clarity of our new Strategic Plan, to ensure our services meet the needs of our clients and carers.

FM chose two topical closing quotes this year from Vladimir Putin, the first she feels being the most inspirational:

“It’s better not to argue with women!”,

and the other quite poignant

“Everything will probably never be okay, but we have to try for it”.

1. **QUESTIONS FROM THE FLOOR**

There were no questions.

G Cunningham gave his best wishes to everyone in the organisation.

1. **VOTE OF THANKS AND CLOSE**

R Kiralfy thanked everyone for attending and contributing to the AGM. He extended his thanks to all volunteers and supporters who could not attend, the Managers for their care, drive and imagination, and the staff for their enthusiasm, professionalism and caring attitude. He also thanked our sponsors and outside agencies for their continued and invaluable support, particularly the FH&SCP which has provided such welcome guidance and continued funding. Finally, he gave his personal thanks to his fellow Board Members for their active involvement throughout this uncertain year.

R Kiralfy closed the meeting with the hope that 2022 would allow for some stability, if not exactly normality, to return to all our lives.

The meeting closed at 5.00pm.

Minute approved ……………………................................. (Date)

Seconded…………………………......................................

Verified …………………………...................................... (Chair)