

## **Minutes of the Denby Dale Centre's Annual General Meeting**

**held October 19th 2020 at 2.00pm at the Kirkburton Hub and broadcast by Zoom**

The meeting included a Zoom broadcast to be inclusive however the main participants were socially distanced in the Kirkburton Hub, due to Covid19 restrictions.

### **Present**

Chairman	Jeanette Lodge
Chief Officer	Paul Jones
Treasurer	Sue Cutting
Trustees	Stuart Merry, Roger Bedford
Staff	Mark Clarke
Non members	Revd Nick Biggar

### **Present via Zoom**

Trustees	Peter Holt, Maggie Blanshard, Rev Dr Philip Bee, Diane Hughes
Members	Beryl Holt, Tom Richardson, Irene Richardson
Non-Members	Rev Joyce Jones, Carlie Dagg
Staff	Elle Walmsley, Lorraine Holtom, Paula Knight

### **Apologies**

Trustees Dianne Hughes, Richard Brooke and Con Taylor;  
Staff & volunteers maintaining services;  
Local Kirklees Councillors who were dealing with Covid issues and  
Members without access to the internet.

The Chairman, Jeanette Lodge, welcomed members and guests and explained the procedures today including:-  
All participants had been sent all relevant papers by email with their invitation to the meeting  
Votes, questions and comments to be submitted using the Zoom chat or by telephone to the numbers given out  
The system by which voting would be arranged - votes against and abstentions would be counted and all others would be assumed to be for the motion.

Paul Jones, our CO was congratulated on his well-deserved MBE awarded for the work he had done with Kirklees and other local organisations in maintaining services to those shielding and isolated during the pandemic. Paul has worked, and is still working, very long days to develop and run the services needed by the community which he played a leading role in setting up.

### **Minutes**

The Minutes of the last AGM which took place on 21st October 2019 had been circulated.  
The minutes were agreed as a true record, proposed by Jeanette Lodge and seconded by Roger Bedford, and accepted by the meeting and signed.

### **The Annual Report & Accounts**

The accounts had been prepared by Sue Cutting, who is now maintaining our management accounts, and inspected by Integra Advisors LLP.

The Chairman invited Sue Cutting, our treasurer, to report on the accounts which had previously been approved by the trustees. She explained that accounts for charities had a format set by the Charity Commission and outlined and explained matters which may have changed from last year. No particular concerns were identified.

Sue Cutting explained that our assets included the minibus and Hub values but that these values were depreciated each year in the accounts.

The Chairman outlined the changes and developments that had taken place during the year to March 31<sup>st</sup> 2020 and most of which were itemised in the report, (attached). Main points were:

- We were awarded the Quality for Health 2 certificate which re-assures health professionals of the high standard of our work.
- The number of Dementia Groups had been rationalised to reflect the demand.
- Café Extra was launched to provide a social prescribing service supported by local surgeries and Kirklees Link workers. Baroness Diana Barran, Dept. of DCMS attended the first meeting and has supported us since her visit. This followed a case study from our transport service which appeared in a government report on loneliness and transport provision.
- The VCS was extended across the whole of Kirklees, both rural and urban.
- The training centre has expanded its course provision to include Health& Safety and Mental Health First Aid.
- The web site had been developed and now can take payment for courses, project membership and fees.
- We became a community anchor for the HD8 area.
- The staff moved to working from home when a virtual office was set up at the beginning of March. Telephone redirection, IPN lines and mobile phones being used to maintain communications throughout the day.
- Concern about the welfare of our members who would have to isolate and the finances of the charity caused a project to be developed which was then taken to Kirklees and quickly escalated into a Kirklees wide programme for community support.

The acceptance of the Annual Report was proposed by Jeanette Lodge, seconded by Stuart Merry and agreed, with no objections or abstentions.

Thanks were expressed to all involved in the preparation and inspection of the Accounts, our funders, staff and volunteers who made our work possible by their generous contributions of time and effort.

The Chairman then asked the the Chief Officer, Paul Jones, to update the meeting on the work of the Centre since April 1st this year and his vision for the coming years.

### **Year To Date 2020**

Main points included:

- An outline of those projects which had had to be suspended and those which had been developed was given.
- The Hub was thoroughly cleaned and marked out to be Covid-secure and was one of the first community buildings to reopen. Our Covid Risk Assessment document has been approved our insurers and adopted by a number of organisations.
- The charity shop was closed during lockdown but reopened without the Drop-in in August.
- Blended training, which used online courses to reduce the time needed in the 'classroom' were developed and run in the Covid-secure hall in the Hub
- Short videos had been made and uploaded onto our website giving instruction about how to deal with different aspects of the management of Covid response precautions. These had been well used by outside organisations such as care homes.
- 300 volunteers from across Kirklees, who belonged to local mutual aid groups, formed to help the more vulnerable in their communities, were processed by DDC and supported by our Volunteer Co-ordinator. Other Community Anchors were supported by the Centre who processed their shopping orders and payments. 1000 shopping orders had been dealt with by mid-September.
- Members of our groups were called by our teams and the first 6 months saw 50,000 minutes of calls being undertaken. Activity packs were sent weekly to the members.

### **Present to March 31 2021**

Funders have included Kirklees Council, Third Sector Leaders, West Yorkshire & Harrogate Trust, CCG Greater Huddersfield, DDCW Methodist Circuit, National Lottery Community Fund, and combined National Lottery

Community Fund and the Government Department for Media, Sport and Digital and One Community using National Emergency Trust grants, for all their trust and support.

The projects which we will be able to reopen alongside the new programmes, that have been found necessary during lockdown, were listed and where necessary explained.

The Voluntary Car Service has resumed, Group Hire is starting again slowly, a R&R shopper bus service has been expanded to other areas of Kirklees in a Covid secure way but social journeys have not yet begun again.

A new charity shop is about to open in Skelmanthorpe. It will be serviced from the Denby Dale Shop and when funding allows it is hoped to have a community pantry at the back entrance to the property where food will be available to members at much reduced prices but people can choose what they take away.  
New tenants are beginning to use the Hub.

The use of technology within the organisation is being reviewed and cyber security reconsidered.  
It is hoped to continue the Community Anchors beyond the present emergency and to develop an Activity Directory as part of the post-Covid recovery programme.

The Trustees held an Away-day in January to update our Mem & Arts in view of the changes in our approach and practices. Many trustees were updated as to our present (pre Covid) projects and the area over which we were active. The following were the updated Vision, Mission and Values statements and the change needed in the M&A clause 3 Para 3.1.

#### **Changes to M&A.**

Memorandum

Clause 3 Para 3.1

Replace 'surrounding areas' with 'the wider area' to read '--for the benefit of the community of Denby Dale (West Yorkshire) and the wider area--'

#### **Other updates and clarifications**

<b>Vision</b>	We believe that everyone should be able to connect with other people	
<b>Mission</b>	We aim to... <ul style="list-style-type: none"><li>• Connect People</li><li>• Reduce Isolation and Relieve Loneliness, &amp;</li><li>• Improve Quality of Life</li></ul> ...by offering... <ul style="list-style-type: none"><li>• Activities</li><li>• Transport, &amp;</li><li>• Places</li></ul> ...to support fulfilled lives	
<b>Values</b>	Kindness	We promote kindness
	Understanding	We acknowledge we are all different and have a desire to learn about other people's lifestyles, in a way that helps us to help them
	Inclusion	We acknowledge our Equality principles, working (reasonably) towards inclusive services and operations
	Respect	Working within our Equality and Safeguarding principles, we will be considerate of our people and their ideas, situations and lifestyles
	Confidentiality	We will work to keep to our Safeguarding Information principles when dealing with people
	Integrity	We have good moral principles of operating to achieve our Vision and Mission
	Collaboration	We work with other like-minded organisations to benefit people, working within our Mission

These proposals were proposed Paul Jones, seconded Jeanette Lodge and accepted by the meeting. The meeting was also informed of changes to branding of the organisation and the wider use of the 'Time-Together' logo when promoting our activities away from Denby Dale as people feel the charity only works in the village and is not relevant to people outside the immediate area. The registered name of the Charity will not be changed.

### **Elections to the Board**

Jeanette asked the Trustees to make themselves known by waving to their camera. Nicki McLaughlin. Who was elected last year, is to be employed by the Centre at least in a temporary capacity so will have to step down from the board. However until it is known whether the work will become permanent it has been decided not to replace her at present.

Nominations for re-election are Stuart Merry, Richard Dawtrey, Rev Philip Bee, Dianne Hughes. They were re-elected en bloc.

The Chairman then thanked the trustees for their work and commitment, the members and attendees for their interest and support and the staff for their extraordinary willingness to be adaptable and flexible in their working practises during this time and Paul for his leadership and imagination.

As the meeting was about to be closed Paul presented Jeanette with a bouquet of flowers explaining that after 14 years she was stepping down as chairman at the next board meeting. He thanked her for her work in for the charity over the years.

Jeanette replied that she had gained much in friendship, knowledge and enjoyment in her time with the organisation and hoped to continue with it for some time to come, but in a less responsible position.

The meeting was then closed at 3.10 pm with thanks to all.

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