

Bacup Family Centre
Minutes of AGM
9th June 2025 - 12.30pm

Present: John Fielding (Accountant / Examiner), Di Isherwood (Supporter), June Divine (CAST), Janet Whittaker (Child & Family Wellbeing Service), Matt Sunderland (CFWS), Maggie Barnes (Volunteer), Pat Smith (Volunteer & Bacup Pride) Janice Lewer (Chair of Trustees), Rachel Allen (BFC Project Manager), Amelia Hallsworth (BFC - Community Family Support Worker), Zoe Leyland (BFC Team leader / Community Family Support) Kathryn Gill (Volunteer) Stuart Barker (BFC - Community Family Support Worker) Natasha Cartwright - (BFC Admin) Michelle Cartwright - (Supporter)

Apologies: Janet O'Neill (Trustee), Joe Emberton (Trustee), Alison Perry (Trustee), Leila Allen - (Volunteer)

		Actions
1	<p>Welcome & Introductions Opening Prayer by Janice Janice Lewer welcomed and thanked everyone for attending. Brief introduction of all attendees.</p>	
2	<p>Minutes Agreed Minutes of the previous meeting were distributed by Janice Lewer. Proposer Zoe Leyland, Seconder Rachel Allen</p>	Agreed
3	<p>Financials John Fielding Accountant talked through the accounts. John Fielding has been appointed the accountant for the year again. Di Proposer, Pat Seconder. Really big thankyou for all he does! Trustees have agreed his fee at £1250. Di Proposer, Rachel Seconder. This is for 12 months of accounting, including wages and annual accounts.</p> <p>Janice - also thanks to Tasha for the amount of work she does getting the accounts ready, managing SAGE etc - it's really appreciated.</p> <p>Natasha - We have had a funding surplus this year of £63217 it seems like a big figure but it's only around 3.5 months. Also to note Solutions Youth Project is only the figure for rent & resources - it costs us over £30,000 a year in staffing alone.</p> <p>LA Comms - is the increased expense in telecoms - they are an IT firm who look after our phones, broadband, IT support. It was decided we needed an outside agency for this to ensure we were adequately covered with IT security and assist us with licensing etc.</p>	Agreed
4	<p>Appointment & Re-appointment of Trustees</p> <p>Alison Perry Suzanne Craven Jo Emberton</p>	

	<p>Janet O'Neill Leila Allen Janice Lewer (Chair)</p> <p>All trustees were willing to stand for another year. Leila has become a Trustee this year. Janice Lewer proposed the decision and all those present agreed. We are still actively recruiting for a Trustee / Trustees.</p>	<p>Agreed</p>
<p>5</p>	<p>Annual Report Rachel summarized the Annual Report which, with our Audited Accounts/Financial Statement will be submitted to the Charities Commission and will be available online via their site. Items in the report included:</p> <ul style="list-style-type: none"> • The Project Aims & Objectives have stayed the same. • There have been major staffing changes in this last reporting period, with Leila retiring, Rachel becoming Project Manager, Zoe becoming Team Leader & welcoming Stuart & Amelia to the team - thankyou and we appreciate the work you do. Staff are working well in the new roles / dynamics and their ability to work flexibly has to be admired. • Welcome back to Leila who is now a Trustee & Volunteer. • "Giving a helping hand" has been busy with referrals over the last couple of months and the needs of many of these referrals have been complex & intense. • We have seen an increase with children & young people experiencing mental health problems and adhd / autism diagnosis or on the pathway to diagnosis. • Over the 12 months from April 2024 - March 2025 we have worked with a total of 578 people. The project has worked with 65 families, with a total of 88 adults and 118 children / young people providing intensive family support. Ad-hoc family support to 12 individuals/families 39 young people received befriending and mentoring individual support. The Listening Project which takes place in a local high school on a Friday provides support on a 1 to 1 basis. We have seen 28 young people benefit from sessions. Toddlers is well attended, we have seen a lot of new parents and has seen a total attendance of 136 parents/carers/children. Adult dop in has seen 32 people, attendee age ranges from 18 - 75 years. Adult Group - continued to struggle and we could not secure a regular volunteer for this group so we made the decision to close this group so staff time could be allocated to family support. If a suitable volunteer became available we would re open but there are other groups available to attend After school club is doing well with regular weekly attendees 29 children over 38 term time sessions. One week we had 19 children attend! Solutions Youth project has seen approx. 120 young people in attending weekly and ad hoc sessions. Been open 2 years in July and we can see up to 60 young people some weeks, many have 	

been accessing support through befriending, or in education, the listening project and wider family support.
 Empowered Girls Group - Currently running on a Tuesday evening, 20 week course where we look at topics, self identity, healthy relationships etc. We have group discussion, activities, guest speakers, check in and sit down for tea together.
 Community Drop In - a relatively new group where Rachel & Tasha work once a month at The Station providing support, sign posting, help with forms, referring to other agencies etc.

- Past reports are available to view on the charities commission website.

Achievements & Performance

- We are so very grateful for the support we receive from our local community, their generosity and willingness to support us is always deeply humbling.
- Our biggest achievement has to be securing partial funding from the National Lottery, having already supported us previously we really had to drive home the importance of our project continuing and we appreciate they see the value in our work.
- Funding remains to be a challenge as we navigate changes and challenges and loo to raise the shortfall but we hope other funders will see National Lottery Support as a positive sign and get on board too!
- Huge thanks and appreciation to our volunteers, 1200 hours of volunteering, 300 more than last year and probably higher than that as they do so much more behind the scenes! Including all of our Trustees who give their time, knowledge and guidance.
- We’ve been lucky enough to win Bacup Business Association Community Award for The Station and highly commended in the Rossendale Awards.

Future Plans

- To look at low level support and befriending roles, to free up staff for more intense families.
- Source funding to cover our shortfall and replace reserves
- Increase the number of sessions on offer at The Station.
- Increase volunteer numbers, training and responsibilities.
- Increase social media engagement and update our website

6 Contributions from those present

Maggie - expressed an interest in the volunteer befriending role and we discussed how training would be provided by shadowing staff, all other training is already in place for volunteers including safe guarding,

	<p>prevent, DBS checks etc. Maggie also asked how long was left on the lease for The Station - we have 1 year left sessions have moved up as the young people get older. We could really do with a bigger building.</p> <p>Kathryn - "Are the numbers up from last year?" - yes the numbers are up slightly from last year which was not to be expected as we were short staffed at one point. "It surprises me how much score there is, if you had more volunteers and money, what you could achieve as there are so many people who need your help."</p> <p>Janice - "Thankyou to the Trustees who give up their time, and to the staff who work so hard and I don't know how they do it some days, dealing what they deal with, we are very luck to have them. Bacup is very lucky! It HAS (BFC) just always been there, and because it has, people think it will be here forever, people who are here today please spread the word of our work. Thankyou to our volunteers and the outside agencies who we work well with and a note to Metis HR for all they have done for us.</p> <p>Janet " From an outside agency perspective, quite rightly Bacup are very lucky to have you, for many families you are seen as a less threatening support - we thankyou for working with us.</p>	
7	<p>AOB</p> <p>Janice Lewer - On behalf of all of the Trustees we would like to thank you all for coming today and we appreciate everyone's support and contribution in anyway.</p> <p>To adopt the report - Proposer Pat, Seconder Kathryn</p>	Agreed

Signed as a correct record:



Date.....09.06.26