**Bacup Family Centre**

**Minutes of AGM**

**14th September 2021 - 1pm**

**Present:** Jo Emberton (Trustee), Leila Allen (Project Manager), Janice Lewer (Chair of Trustees), Rachel Allen (Family Support Worker), Zoe Leyland (Family Support Worker), Zoe Ashworth (Family Support Worker) Natasha Cartwright (Administrator) Shirley Loughlin (Volunteer), Collette Banham (Volunteer) John Anderton, Michael McCabe, Julie McCabe, Suzanne Barnes (Children’s Social Care), Peter Dunn (ABD Centre Manager), Derek Allen, Pat Smith (Bacup Pride) Martin Kirk (IT provider),

**Apologies**: Lynne Kemp, Alison Perry, Suzanne Craven, Andrew Walmsley, Amanda Watson, John Fielding.

Actions

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| 1 | **Minutes Agreed**  Minutes of the previous meeting were read out by Janice Lewer and agreed by all present as correct. |  |
| 2 | **Project Update**  **Finance**  Janice summarized that the project had been in a good position thanks to securing 3 years Lottery Funding. We were part funded through year 1, and extremely fortunate to be fully funded for the next year ahead, however the funding reduces to 50% in year 3. BFC continue to seek and secure further funding beyond the National Lottery.  BFC seek to operate with 6 months reserves.  BFC will never be profit making and we could look to return to Tudor Trust for further funding in 12 months’ time.  We also received Martin Lewis Crisis fund – which was to help people with emergency needs as a direct result of the Covid Pandemic.  **Staffing**  As a result of securing the funds from the TNL Community Fund, the project has recruited a part time Office Administrator – Natasha started in November 2020. The recruiting of a full time Family Support Worker was delayed for 1 year due to Covid lockdowns and suspension of groups, However, we now have an additional full-time family worker and welcomed Zoe Ashworth in September 2021.  **Premises**  BFC moved into the ABD Centre in March 2020 ready to start services from the 1st April 21. Janice expressed that all the staff and trustees are excited for the future here and we would all like to thank Peter and Steve for all their hard work in their preparation for our moving in.  The move was a big change for the organization and to leave the estate was not an easy decision to make, nevertheless, we are hopeful that the central location and welcoming atmosphere in the ABD Centre will see people keen to enter the building and engage not just with us, but with all agencies and events happening in the building.  The ABD Centre is a charity within its own right and although the rent costs are considerably more than the bungalow the space is 3 times as big, which is a great asset for groups and fundraising activities, furthermore our rent contributes to the future sustainability of the building as a whole. |  |
| 3 | **Annual Report**  Leila 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:   * The Project Objectives have stayed the same. * The last 12 months have been challenging and highlighted the importance of face-to-face contact in the delivery of our work. * Family Support, befriending and crisis support all continued throughout the year via phone calls, WhatsApp, doorstep chats and deliveries, walk and talks in local parks and where possible within a safe space in schools. * Over the 12 months from April 2020 – March 2021 the project has worked with 38 families, with a total of 55 adults and 73 children offering top level family support. * There are currently 10 children or young people accessing befriending services. * Over the next year BFC is hoping to re-open Empowered - girls group, Toddler group and Adults Drop in (September 2021) * The project wishes to increase the number of volunteers over the next twelve months. Numbers have dropped drastically due to Covid and groups being suspended. Work is to be completed on the development of our volunteer training and support program and scope of volunteering opportunities. * This year we are fully funded thanks to The National Lottery (TNL) funding. Next year this is reduced to 50% funded. Leila explained that BFC will never be profit making or income generating and so it’s essential to source other funding streams. There was a discussion around TNL underspend from year 1, TNL has agreed that any underspend can be used to extend the life of the project making it run up to four years. * Tudor Trust, who are extremely supportive of the project and funded the project for five years, will be contacted to look at further funding to meet the needs not only of core costs, but developing services * Discussed the impact of the levels and thresholds changing for Children’s Social Care and that majority of people that are in “early help” are reaching crisis point. 90% of our families are at BFC level 2 & 3 and require intensive support. * We continue to work closely with other agencies and schools. The sharing of knowledge and information is essential in helping people. Many other support agencies are time limited and now have a higher threshold criterion, so we are receiving an increased number of referrals. BFC continues to work with anyone and for as long as they need. Some families have been with us for 14+ years!   Both the report and the accounts were approved. We also agreed John Feilding’s fee of £500 per year for the preparation of Accounts and Payroll Services for the year. Bacup Family Centre would like to thank John for all he does for the charity and extra support that he gives and the time he takes to do our accounts. |  |
| 4 | **Election of Trustees**  Lynne Kemp  Alison Perry  Suzanne Craven  Jo Emberton  Janice Lewer (Chair)  The above Trustees were all appointed for another year. Janice Lewer proposed the decision and all those present agreed. Bacup Family Centre would like to thank all the Trustees for their help, support, hard work and dedication – all trustees meetings continued via zoom during the past year. BFC are actively seeking new trustees. |  |
| 5 | **Volunteers**  Volunteer participation beyond Trustees has been absent this past year due to the pandemic. We have welcomed back Collette who we kept in touch with on a regular basis and she has been keen to come back to Toddlers. We are actively seeking new volunteers by advertising on our Facebook page, website and word of mouth to help with re-opening groups.  We welcomed our new volunteer – Shirley in August 21, who is helping within our Toddler’s group. |  |
| 6 | **Anti-Social Behaviour in the Town Centre**  Highlighted in the meeting the need for youth provision in the town. Ongoing anti-social behaviour and damage to the ABD building, Library, Bacup Pride planters, shops & more.  There is a need for a multi organizational approach to working with and befriending youth. It’s too big a project for BFC to tackle on their own. Pat Smith from Bacup Pride highlighted that it’s often hard identifying the youth and hope that BFC could help with that as they tend to have a link and are known to many.  The next Town Centre meeting to discuss this is on 29th September. |  |
| 7 | Contributions from those present  Statement read out on behalf of Andrew Walmsley who could not attend “I’m really pleased to see the family Centre in their new home. Whilst I think we all recognise that the roots will always be in the estate, the bungalow was not able to meet the needs of the Centre and therefore the families which they support. It’s clear that the staff and the trustees care deeply and where a solution is needed, they have worked towards it by compromise. As it’s the AGM Ill formally apologies to Leila, I know I nagged (and nagged) for her to come and visit the ABD, which she and the team did, probably initially just to just shut me up to say that they had been and ‘no it wasn’t for us’ - and for the record a decision that I would have respected. But that first visit become something different, the team saw the potential, I think the space is and looks magnificent and now that its furnished and homely it looks better still, I know they and most importantly children, families and young people will benefit by you being here.  I too am looking forward to the future, I know it will bring great things.  Peter Dunn – ABD Centre Manager – It is a pleasure working with Bacup Family Centre! Peter is looking forward to seeing the groups run from the building and pleased that the Family Centre is a grass roots project providing opportunities for the wider community.  Pat Smith – Bacup Pride – Hoping to work together with planting in the town and other projects.  Martin Kirk – Trustee of Bright Futures Nursery - Hopes Bacup Family Centre & the nursery can work together.  Suzanne Barnes – Children’s Social Care – We work closely with Bacup Family Centre – They are amazing!  Question from Derek Allen “When submitting your end of year report to the National Lottery, did they consider the impact of Covid and the reduction in services regarding the underspend of the funding? – Answered by Leila, that although we had an underspend for year 1, the National Lottery were happy to extend the life of the project and we would not lose the money. They were very understanding of the circumstances and the possibility of extending the project into 4 years. |  |
| 8 | **AOB**  The Trustees extended their thanks to everyone for coming and supporting the Centre.  Thankyou on behalf of the Trustees to all the staff & volunteers for all their hard work. |  |

**S**igned as a correct record: ………………………………………… Date…………………………….