

**PULBOROUGH & DISTRICT COMMUNITY
CARE ASSOCIATION**
Registered Charity No. 292359

ANNUAL REPORT
January to December 2017



**Providing Services & Activities for People
Living in Pulborough & the Surrounding
Villages**

Honorary President: Jean Seagrim MBE



Chairman's Annual Report for 2017

This has been a year of considerable change and development in the Community Care Association, and of handing on the baton to new people, with grateful thanks for those who have led services up to now. 2016 was full of celebrations for our first 50 years, and we were also voted 'Best Community Organisation in West Sussex' by the County Times. It also saw our co-founder Jean Seagrim accept the honorary role of President...which has not prevented her from continuing to lead three activities!

Others of our long serving Committee Members have needed to hand over the clubs and groups they led, and as they are so much valued by residents in our community we have put much care into securing the continuation of the services.

The first of these was the Lunch Club, where Ann Kaiser needed to stand down after building it up to a really high standard along with her husband Rene, so that it occupies a key place in the community activities in Pulborough, bringing together around 50 people every week. We knew that they would be a hard act to follow and, initially, advertising drew a blank, as it constitutes a considerable weekly commitment. So we were delighted when the Kaisers' daughter Louise offered to keep it in the family, as she had helped out in the past, with some help from Rene particularly on meal preparation. She took this on in the autumn, and the Club continues to flourish.

Next, and an equally substantial commitment, was the Community Transport. This service takes people in need mostly to medical appointments, either to hospital or to primary care, and over 1000 trips a year are made. The service has been organised for many years by Mike Clenshaw, with help from his wife Gill, and involves around 30 volunteer drivers using their own cars or where needed our purpose built adapted vehicle, the 'blue angel'. This has been our most costly service, and has been well supported by donations from our local GP practice, from Harwoods, and latterly by the Co-Op, to all of whom we are very grateful. Again we advertised and put the word around, initially with no success....until Christine

Lindsay, already one of the services volunteer drivers, who lives in Pulborough and is a member of the United Reformed Church, stepped forward and worked with Mike and us to take it on. Christine has taken the opportunity to update the administration and to make much more use of IT, where there are now suitable packages available for community organisations. She has been in charge now since the beginning of the year, and the transition has been very smooth. We are grateful to Mike for facilitating this, and for continuing to make himself available as needed.

We are hoping to follow on these successes with the Volunteer Visiting Scheme, where Jane Allison and Wendy Roberts have decided to stand down after ten years. Again, this service has been much valued, and we are looking for someone to take it on. In the meantime, the service is ticking over with its current volunteers; but we would very much like to expand it again.

During the year James Foulkes, who runs our valued toe-nail cutting service at the village hall, decided to retire. Jean Seagrim put in work to find a replacement, and in the autumn we were pleased to hear that James Barber will take this on from the end of the year. This service is well used, with around 20 people at each session, and James is planning to increase the number of sessions.

Alongside all this you will see from the rest of the annual report that there are a significant number of continuing activities which are well supported and meeting need in the local area; our thanks go to all those involved. In the autumn as usual we had a volunteers' thank you evening and general celebration, attended by Nick Herbert and Pat Arculus.

We would add that alongside the work of our volunteers and staff little of this would be possible without the continuing fund raising and donations from local organisations. We are a small organisation in terms of overheads, so what we get does go a long way, but we have little by way of regular income and depend on people's goodwill.

In the background we have also looked at updating our governance somewhat this year. In keeping with establishing the role of President with Jean Seagrim, we have done work to describe the role. We have also agreed an equality and diversity statement, and we have agreed that as an organisation we will work to Fair Trade principles.

We have also been doing work to align ourselves within the wider community arrangements, talking with Age UK, with the Parish Council to contribute to the Neighbourhood Plan, with the Sussex Partnership NHS Trust, with the Pulborough Primary Care Group, Action in Rural Sussex, and others. We have formally aligned ourselves with the new Good Neighbours' Scheme which has been established this year in the area, led by Peter Jones, and brought it within our Committee structure. This is also closely linked to the Parish Neighbourhood Wardens.

I wish to put on record my thanks for the work of the Committee. All those who lead activities have a place on the Committee, so that decisions are made by all. This year there have been some extra calls on people's time. I am particularly grateful to Alan Sugarman, who joined us during the year as Treasurer, and to Sheila Moore, our indefatigable Hon Secretary.

We are pleased that Pulborough, West Chiltington and the surrounding area are quite vibrant communities, and we are hopeful that we can continue to play some part in helping people to enjoy living here as independently as possible.

John Dixon

Trustees Report 2017

The Association is governed by its Constitution which was adopted on 22nd July 1985 and amended on 7th October 1991, 31st March 2003, 13th March 2013 and latterly on 23rd March 2015.

Our objects are:

a) To promote the benefit of the elderly inhabitants of the area of benefit in any manner which is now or hereafter may be deemed to be charitable in law, and

b) To relieve persons resident in the area of benefit who are in conditions of need, hardship or distress and to coordinate similar work undertaken in the said area by other voluntary organisations.

Trustees are appointed by the Committee and hold office for life or until discharged at their own request or by the Committee by resolution.

We now also have an honorary President, Jean Seagrim, who was also our co-founder, and was appointed in March.

Our activities during the year are reported on by their organisers elsewhere in this report.

Much of our funding is from local authorities, but we have funding from generous local organisations and from individuals who support what we do. We maintain a prudent level of reserves, given the current difficult economic climate and the uncertainty of a revenue stream.

During the year we have recruited additional Trustees: Alan Sugarman who is also our Treasurer, and Sheila Moore who is our Hon Secretary. This brings our number up to five.

John Dixon

Wednesday Afternoon Club

Venue: The Arun Hall, Pulborough Village Hall

Contacts: Rosemary Russell 01798 873174

Liz Sollom 01798 812573

Gerald Batt 01798 872388

We have just over forty members - a friendly group of 50 to 99-year olds who, each Wednesday afternoon from 2 – 4pm, enjoy scrabble, Rummikub, cribbage, short-mat bowls and occasionally indoor kurling. Monthly massages have been available from Hari Flanagan of Grapevine Therapies for a reasonable charge and Hari also leads us in sitting exercises when her time allows. A new venture for 2017 has been a very popular Art Table run by Jane Hogg.

We were saddened to lose Vera, Isabella, Teresa and John during the year but welcomed several new members.

Highlights of the year were two more of our members celebrating their 90th Birthdays with special cakes for everyone; Storrington and Pulborough Rotary Club treated us to an afternoon of films, tea and cake; Jane Grey of Mature Trading twice gave us the opportunity to buy ladies and gents clothing; we held three grand raffles and jewellery sales all raising money for club funds and, thanks to Lunch Club and our members' generous contributions, we were able to send more than twenty filled Christmas shoeboxes to Link to Hope. Members completed surveys on local health services for Cheryl from Healthwatch, Jane Sutcliffe gave us a talk on Falls Prevention and Laurie Ellis on Scams Awareness. Six young ladies from Pulborough Brownies came with their Brown Owl and her grandson, serving their own homemade and beautifully decorated cakes at teatime. They were all then presented with their Hostess Badges.

Thanks to part of a generous donation in memory of John Hunt, our Christmas Party entertainment was provided by Cantatrice Choir from Steyning with a medley of carols and songs. Our members were delighted when the choir stayed to join us for tea. On our last

afternoon of the year, after a splendid Christmas Lunch from the Lunch Club team, we enjoyed a light tea and a visit from a bearded gentleman bearing gifts. Colin Stewart was presented with a trophy for Star Bowler of 2017.



Colin Stewart, our Star Bowler for 2017, holding up his trophy surrounded by all the Wednesday Club bowlers

Our Treasurer, Joyce, has completed our annual accounts and reports that through 2017 we have had slightly less money coming in each week from subs than would cover the cost of renting the hall and providing refreshments. Although we made a loss on the year of just over £300, as we still have some reserves, we decided to keep members' weekly subs at £1 but increase Annual Subs to £6 from January 2018.

We are so grateful to our committed and loyal helpers, the minibus drivers and escorts. Together with our members we look forward to another happy, enjoyable and successful year in 2018.

The Wednesday Club Team

Toe Nail Cutting

Venue: Meadows Room, Pulborough Village Hall

**Contacts: Jean Seagrim 01798 872540
Christine Wells 01798 875291**

This year has seen an increased request for this service and we ended the year with a short waiting list.

James Foulkes has given many years of dedicated service and is now retiring to Wales. He will be much missed for his patience, friendliness and skill.

After much searching James Barber from Pulborough volunteered to take over and took a full clinic of 23 clients at the end of December. He works part time at a Petworth Cottage Hospital.

Jean Seagrim

Sight Problems Group

**Venue: Nightingales, Green Meadows, Rivermead,
RH20 2GG (with thanks to Saxon Weald)**

Contact: Helen Arbeid (01798 813176)

We meet in Nightingale House, Green Meadows (off Rivermead), Pulborough, RH20 2GG on the third Tuesday of the month.

The meetings start at 9.45 to 11.30

We receive information from Macular Society, Vision UK, RNIB, 4Sight and In Touch (BBC Radio 4 programme).

We have a coffee/tea morning; everyone puts £1.00 in the tin (that covers drinks and biscuits) and then we continue the meeting.

Helen Arbeid

Pulborough Good Neighbours

**Contact: Peter Jones 01798 875600 between 2 – 4pm weekdays
or 01798 874249 outside these hours**

Pulborough good Neighbours was launched at our volunteers thank you evening in November. The main phone number has been manned on weekdays from 2 – 4pm.



*Nick Herbert MP & Pat Arculus, West Sussex County Councillor
with Peter Jones & Sheila Moore at the launch of the
Pulborough Good Neighbour Scheme, November 2017*

Uptake of the service has so far been slow, but we are hoping that, as it is more widely publicised, it becomes a valued addition to our services.

Peter Jones

Tai Chi

Venue: United Reformed Church, Pulborough

Contact: Michelle Clifford 01798 872910
e-mail Killybegs9@gmail.com

Tai chi has grown in popularity over the last year and we have around 40 people attending the three classes in the United Reformed Church hall. Referrals do come in via GP and physiotherapists, primarily to help with balance and posture issues and as a way of preventing falls in later years. Other people come in response to seeing posters, the screen in the surgery or through 'Sussex Local' listing.

Typically, some people do attend regularly and when they see the benefits they continue to attend. Others find it is not for them and decide not to pursue tai chi as a form of exercise.



Tai Chi at the URC

For the first time we have had to instigate a waiting list as the classes are running at capacity and if too many attend then it is difficult for everyone to see the instructor properly. In the summer we will be restructuring the classes to reflect the needs of all groups attending. The classes will then be Beginners, Improvers and Advanced.

Raising the cost of a session to £5 has meant that we are able to cover our costs, which are the hire of the hall and instructor fees.

Our thanks must go to the Church for preparing the space each week and moving chairs so that we have the maximum room to work in.

Michelle Clifford

First Tuesday Club

Venue: Meadows Room, Pulborough Village Hall

Contacts: Jean Seagrim 01798 872540

Helen Arbeid 01798 813176

Janice Anstey 01798 874523 (Falls Prevention)

Gina Spain 01798 872497 (Knitting Group)

We meet on the first Tuesday of the month and serve drinks and cakes, and have recycled cards, a tombola and a sales table.

The knitting group is a happy gathering of some very skilled knitters who make premature baby outfits and others continue to knit jerseys for overseas. Donations of wools are always welcome.

At the other end of the Hall, on chairs in a circle, are those who do gentle exercises to help with falls prevention. Numbers have slowly increased through the year.

Jean Seagrim



Falls Prevention Group

Volunteer Visiting Scheme

The Volunteer Visiting Scheme (VVS) has been a well established and greatly valued service offered by a loyal band of volunteers for many years.

The scheme is very grateful for small grants from Horsham District Council, Pulborough Parish Council, Saxon Weald and a number of generous donations from grateful families which enabled it to meet any expenses.

Unfortunately, after running the scheme for ten years, Wendy Roberts and Jane Allison decided it was time to retire as from 31st December 2017. To date, a successor has not been found to take over the running of VVS, but the post of co-ordinator(s) is being advertised locally. Fortunately, all current volunteers have agreed to continue to visit their clients as long as they are required. In the meantime no further new clients or volunteers will be taken on.

Jane Allison

Pulborough Lunch Club

Venue: The Arun Hall, Pulborough Village Hall

Contact: Louise Kaiser: 01798 831829

This year saw quite a change with Ann Kaiser stepping down from running lunch club at the end of September. Ann ran the club for the last four years and before that was one of the volunteer helpers for many years. All at lunch club would like to thank her for all her hard work over the years and also for the support she still gives behind the scenes.

Sadly, we lost some of our members over the year but we also welcomed some new faces. On average we serve lunch to 48 people each week which includes our band of volunteers. Every week we served a homemade soup and once a month provided a cooked meal.

The partnership with Tesco and Fareshare has worked very well over the year and this has contributed to our being able to considerably reduce our food bill. We would like to thank Karen and Joanne from Tesco who help us at the store and also at Lunch Club.



Valentine's Lunch being celebrated

We were very grateful to receive donations from Pulborough Parish Council to help with the cost of running lunch club and from Storrington and Pulborough Rotary, whose donation enabled us to give all our members and guests a complimentary Christmas meal.

As always, a huge thank you goes to our group of helpers who keep lunch club running so smoothly, our 35 pudding makers who provide delicious homemade puddings and desserts and also to Rene Kaiser who continues to provide the delicious soup and fruit salad every week.

Louise Kaiser

Pulborough Community Transport

Contact: email christinelindsay1@talktalk.net

Phone 07591258409 between 09:00 & 17:00 weekdays

This service offers a much needed and valued service for our local community, using volunteer drivers who use their own cars to take people who are unable to use public transport, mainly to medical appointments.

In 2017 we completed 1037 car trips, of which 336 were to our local surgery. In the same period we completed 119 journeys in our wheelchair accessible vehicle (our “Blue Angel”), 12 to the local surgery.

We are pleased to announce that our new service co-ordinator, Christine Lindsay will take over from January 2018, introducing a new online system called RoadXS for organising the road trips and a mobile telephone number to call to make appointments, available between 9am and 5pm every weekday.

Michael Clenshaw

Michael Clenshaw - Outgoing Co-ordinator's farewell message

I would like to take this opportunity to say how grateful I am to have experienced the opportunity of working with so many dedicated volunteers in our charity. After completing exactly 10 years in the role of co-ordinator I have had occasion to meet many marvellous people, both as committee members, volunteer drivers and telephone answerers. I have also met so many interesting customers of this service who all have a different story to tell. It has been a rich tapestry of life in our community. I wish my successor, Christine Lindsay, every good wish for the future and hope that she will find this role both worthwhile and personally rewarding. It has been both challenging and also very fulfilling and I feel that it is a special privilege to be given the chance to help someone at their point of need. Our charity provides this in abundance in so many ways for the Pulborough community. Long may it flourish!



Volunteer driver David Clark (standing) and previous scheme organizer, Michael Clenshaw

Pulborough & District Community Care Association
Statement of financial activities
for the year ended 31st December 2017

	2017	2016
	£	£
<u>Incoming resources</u>		
Grants		
Pulborough P.C.	3,200	1,900
West Chiltington P C	500	500
Horsham DC		750
Good Neighbour Scheme	200	
West Sussex C.C.	2,500	3,000
Donations	15,193	10,304
Tai Chi class fees	4,779	3,666
Toe Nails	251	336
Holidays & outings	0	1,179
Subscriptions	1,538	1,563
Lunch sales	4,928	5,503
Other sales	563	154
Fares	1607	2,177
Raffles	235	253
Flag day and other fundraising	894	908
Interest	<u>125</u>	<u>404</u>
Total incoming resources	36,513	32,597

Statement of financial activities (continued)

<u>Resources expended</u>		
Volunteers' expenses	155	86
Dance & Tai Chi instructors' fees	4,148	1,870
Printing, postage and stationary	621	269
Insurances	458	498
Rent	5,970	4,971
Telephone	1,021	1,147
Salary costs	12,539	12,411
Other expenses	1,919	3,756
Catering supplies	3,095	4,865
Cost of holidays and outings		1,093
Vehicle running costs	2,318	1,925
Vehicle depreciation	<u>2,500</u>	<u>2,500</u>
Total resources expended	34,743	35,391
Net incoming resources	1,770	(2,794)
Total funds brought forward	<u>67,003</u>	<u>69,798</u>
Total funds carried forward	68,773	67,003

Statement of financial activities (continued)

	2017	2016
	£	£
Fixed Assets		
Tangible assets (Note 2)		
Cost	12,500	12,500
less Depreciation	<u>(8,833)</u>	<u>(6,333)</u>
	3,667	6,167
Current assets		
Debtors (Note 3)	1,530	1,802
Cash at bank and in hand	<u>65,928</u>	<u>59,078</u>
Total current assets	67,458	60,880
Creditors (Note 4)	<u>(2,352)</u>	<u>(44)</u>
Net current assets	<u>65,106</u>	<u>60,837</u>
Total net assets	<u>68,773</u>	<u>67,003</u>
Funds of the Charity	<u>68,773</u>	<u>67,003</u>

Notes to the financial statements for the year ended 31st December 2017

1 Accounting policies

- a) These accounts have been prepared in accordance with FRS 102, and the historical cost convention.
- b) All funds are unrestricted.
- c) All incoming resources are accounted for gross.
Income tax recoverable on Gift Aid Donations is recognised when the income is recognised.
- d) Grants are recognised when they are received
- e) Depreciation on the Association's wheelchair accessible vehicle is provided on a straight line basis at 20% p.a.

<i>Statement of financial activities (continued)</i>		
2 Fixed assets	2017	2016
	£	£
Wheelchair accessible vehicle		
Cost	12,500	12,500
Aggregate depreciation	<u>8,833</u>	<u>6,333</u>
Net book value	<u>3,667</u>	<u>6,167</u>
3 Debtors		
Income tax recoverable	480	753
Other debtors	<u>1,050</u>	<u>1,049</u>
	1,530	1,802
4 Creditors		
Amounts falling due within 12 months	2,352	44

5 Statement of cash flows for the year ended 31st December 2017

Cash flows from operating activities		
Net cash (used) provided by operating activities	6,850	(483)
Cash at 1st January 2017	59,078	59,561
Cash at 31st December 2017	65,928	59,078
Reconciliation of net income to net cash flow from operating activities		
Net outgoings for the year (as per the statement of financial activities)	1,769	(2,794)
Adjustments for:		
Depreciation charges	2,500	2,500
Variation in debtors	273	415
Variation in creditors	<u>2,308</u>	<u>(604)</u>
Net Cash (used) provided by operating activities	6,850	(483)

Signed on behalf of the Trustees

J Dixon
A Sugarman

16th February, 2018

**Independent Examiner's Report to the Trustees of Pulborough & District
Community Care Association on the accounts for the year ended 31st
December 2017.**

Respective responsibilities of trustees and examiner.

The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year and that an independent examination is needed.

It is my responsibility to examine the accounts under S145 of the Charities Act 2011, to follow the procedures laid down in the general directions given by the Charity Commission and to state whether particular matters have come to my attention.

Basis of my statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual matters or disclosures in the accounts and seeking explanations from the trustees about such matters. The procedures do not provide all the evidence that would be required for an audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

My statement

In connection with my examination, no matter has come to my attention;

- i) which gives me reasonable cause to believe that, in any material respect, the requirement to keep accounting records in accordance with S130 of the Charities Act and to prepare accounts which accord with those records and comply with the requirements of the Charities Act have not been met or
- ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Lloyd
Highfield
20 Haglands Copse
West Chilington
Pulborough
RH20 2QW



DATE: 16th February 2018

Treasurer's Report on the 2017 Accounts

Our funds show a marginal increase this year, but this is due to exceptional factors which are unlikely to be repeated. Excluding these we would have had a shortfall in the region of £5,000. As the costs of running our various activities is not likely to reduce we are more than ever dependent on our various sponsors. A 'Friends of PDCCA' is being launched in the hope that some of our supporters may be persuaded to make a small monthly contribution to us. Nevertheless we would expect our reserves to be depleted year by year in the short term.

We are very grateful for the support received from Pulborough and West Chiltington Parish Councils, West Sussex County Council as well as Harwoods and the Pulborough Medical Group. In addition we can only operate because of the generosity in time and funds from our many volunteers.

Alan Sugarman

ANNUAL GENERAL MEETING

Monday 12th March 2018

at 2.00 pm in The Arun Hall, Pulborough Village Hall

AGENDA

1. Welcome and apologies for absence
2. To approve the minutes of the previous Annual General Meeting
3. To adopt the 2017 Annual Report and Accounts
4. To elect a Committee, Chairman and Officers
5. Any Other Business

To be followed by home-made refreshments

**MINUTES OF THE ANNUAL GENERAL MEETING held on
Monday 27th MARCH 2017 at 2.00pm in
The Arun Hall, Pulborough Village Hall**

Members present: John Dixon (Chairman), Alan Sugarman (Treasurer), Sheila Moore (Secretary), Philip Migdale, Stuart Henderson, Liz Sollom, Ann Kaiser, Jean Seagrim, Rosemary Russell, Helen Arbeid, Mike Clenshaw, Jane Allison, Gerald Batt, Wendy Roberts, Jeanette Hicks & Edna Henly

1. *Welcome and Apologies for absence.
The Chairman extended a warm welcome to all members and the many guests attending the Annual General Meeting*

*Apologies had been received from:
Gwen Parr.*

2. *To approve the Minutes of the 2016 Annual General Meeting
The minutes of the 2016 AGM had been printed in the provisional Annual Report and distributed at the meeting.
There being no matters arising, it was proposed (by Liz Sollom) and seconded (by Mike Clenshaw), that they be approved. They were approved by members and duly signed by the Chairman.*

3. *To adopt the Annual Report and Accounts
Our statement of financial activities for the year ended 31st December was made available at the meeting within the provisional Annual Report.*

The Charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for the year and that an independent examination is needed. Unfortunately, the independent examiner we have used previously has indicated that she feels unable to do this for us for our 2016 accounts due to other commitments and we

have so far been unable to have our accounts independently examined to date. It was explained that we would be seeking to make the necessary arrangements as soon as possible.

Once our accounts have been independently examined, we will ask members to accept them formally. We will then produce a final version of the 2016 Annual Report, lodge it with the Charity Commission and make it available to interested parties.

4. *To elect Officers, Treasurer and Committee*

The Chairman drew attention to the following:

- *Mrs Ann Kaiser wishes to remain as a Committee Member but is no longer a Trustee*
- *We sadly lost Committee Member & Trustee Mrs Betty Evans and also Committee Member Mrs Elaine Crossley during 2016*
- *Our Treasurer Alan Sugarman has become a Trustee*
- *Edna Henly has agreed to become a Committee Member*
- *Michelle Clifford has agreed to become a Committee Member*
- *Dennis Johnson has resigned as a Committee Member but remains as a Member*
- *Jean Seagram is no longer a Committee Member but has agreed to become our first Honorary President, in recognition of her support and hard work over many years.*

With these changes being noted and other Committee Members (as listed on pages 25, 26 and 27 of the provisional Annual Report) being willing to stand again, John advised that the following people will be standing as committee members for the coming year:

Mr John Dixon

*Chairman, Trustee and
Committee Member*

<i>Mr Alan Sugarman</i>	<i>Treasurer, Trustee and Committee Member</i>
<i>Mrs Sheila Moore</i>	<i>Secretary and Committee Member</i>
<i>Mr Philip Migdale</i>	<i>Trustee and Committee Member</i>
<i>Mrs Helen Arbeid</i>	<i>Trustee and Committee member</i>
<i>Mrs Ann Kaiser</i>	<i>Committee Member</i>
<i>Mr Mike Clenshaw</i>	<i>Committee Member</i>
<i>Mrs Liz Sollom</i>	<i>Committee Member</i>
<i>Mrs Rosemary Russell</i>	<i>Committee Member</i>
<i>Mr Stuart Henderson</i>	<i>Committee Member</i>
<i>Mrs Jane Allison</i>	<i>Committee Member</i>
<i>Mr Gerald Batt</i>	<i>Committee Member</i>
<i>Mrs Edna Henly</i>	<i>Committee Member</i>
<i>Mrs Michelle Clifford</i>	<i>Committee Member</i>
<i>Mrs Jean Seagrim</i>	<i>Member & Honorary President</i>

This election was proposed (by Mike Clenshaw), seconded (by Philip Migdale) and duly agreed.

5. *Any other business*

There being no matters raised, the Chairman thanked all those present and the meeting was adjourned sine die.

MINUTES OF THE RECONVENED ANNUAL GENERAL MEETING
held on
Monday 22nd MAY 2017 at 2.00pm in
The Brooks Hall, Pulborough Village Hall

Members present: Sheila Moore (Secretary), Alan Sugarman (Trustee), Philip Migdale (Trustee), Helen Arbeid (Trustee), Ann Kaiser, Michelle Clifford, Gwen Parr & Edna Henly

1. *Welcome and Apologies for absence.*
The Secretary welcomed everyone to the meeting in the absence of the Chairman.

Apologies had been received from: Mrs Iris Gravett, John Dixon (Chairman), Jane Allison, Rosemary Russell, Liz Sollom, Mike Clenshaw, Wendy Roberts & Jean Seagrim.

2. *To adopt the Annual Report and Accounts*
Sheila explained that the financial activities had not been independently assessed at the time of the Annual General Meeting held on 27th March 2017 and so the members were unable to adopt them at that time.

The financial activities had subsequently been reviewed and independently assessed on 27th April 2017, as shown on page 21 of the revised Annual Report, of which all members present had a copy.

This meeting had therefore been called for the sole purpose of adopting the 2016 Accounts together with the updated Annual Report.

Sheila asked if anyone had any questions concerning the statement of financial activities contained on pages 17 – 20 of the revised Annual Report. Gwen Parr asked the Treasurer whether there were sufficient funds in the bank to continue to run the Association. The treasurer advised that he thought there were sufficient funds available.

Philip Migdale stated that the statement of financial activities should be signed & dated and added to the Association's records. This was agreed.

Philip then proposed that the Annual Report and Accounts be adopted, this was seconded by Ann Kaiser and carried unanimously by members present.

3. Any other business

i) Philip Migdale thought we should have more Trustees. Sheila Moore said she would add this for consideration at the next Committee Meeting on 19th June.

ii) Ann Kaiser thought we should help raise our profile by having a regular table, with display board and leaflets, at the village markets held in the village hall each month. Sheila said that this too would be discussed at the next Committee Meeting.

iii) Gwen Parr advised that she has been on the Steering group for the Neighbourhood Plan for some time and that at the meeting earlier it was proposed they should ask Community Care along with other groups in Pulborough to come to one of their meetings to advise about future development of services and to provide a chance to ask questions about the much delayed plan. She had sent an e-mail to Sheila & John regarding this and asking for their support. Sheila will make contact with John regarding this and get back to Gwen.

iv) Ann Kaiser said that in a recent PPL newsletter there was mention of a transport service (not ours or community minibus). She thought it would be good if our service(s) were promoted. Sheila to look at the PPL website to see about the other service and report back to next Committee Meeting.

There being no other business, the Secretary thanked all those present and the meeting was closed.

LIST OF PROPOSED OFFICERS FOR 2018

Chairman: John Dixon

Trustee Alderbury, Church Hill, PULBOROUGH, RH20 1AH
Tel: 01798 872667 Mob: 07710094267

Treasurer: Alan Sugarman

Trustee 7 Church Grove, West Chiltington,
PULBOROUGH, RH20 2QL Tel: 01798 813563

Secretary: Sheila Moore

Trustee 1 Haglands Copse, West Chiltington,
PULBOROUGH, RH20 2QW Tel: 01798 813039

Trustee: Philip Migdale

Committee: Meadowlea, Stream Lane, NUTBOURNE,
PULBOROUGH, RH20 2HG Tel: 01798 813704

Trustee: Helen Arbeid

Committee Windflowers, 7 Nyetimber Copse, West Chiltington,
PULBOROUGH, RH20 2NE Tel: 01798 813176

Committee: Louise Kaiser

Merrydown Cottage, The Street, BURY, RH20 1PA
Tel: 01798 831829

Committee: Liz Sollom

Abinger, Stream Lane, NUTBOURNE, RH20 2HG
Tel: 01798 812573

Committee: Rosemary Russell

147a Lower Street, PULBOROUGH, RH20 2DP
Tel: 01798 873174

Committee: Gerald Batt

4 Aston Rise, PULBOROUGH, RH20 2JA
Tel: 01798 872388

Committee: Christine Lindsay, 2 Beverley Court, Skeyne Drive,
PULBOROUGH, RH20 2BD Tel: 01798 368407

Committee: Michelle Clifford
Killybegs Cottage, Broomers Hill Lane,
PULBOROUGH, RH20 2HY Tel: 01798 872910

Committee: Peter Jones 31 Glebelands, PULBOROUGH,
RH20 2BZ Tel: 01798 874249

General Committee Members:

**Stuart Henderson, Jane Allison, Ann Kaiser, Mike Clenshaw
and Edna Henly**



Thanking our Volunteers at the annual 'Thank you' evening

MONEY MATTERS:

How we are funded: The Pulborough & District Community Care Association is a registered charity. We receive grant funding from various bodies, including West Sussex County Council, Horsham District Council, Pulborough and West Chiltington Parish Councils, as well as legacies, sponsorship and donations from generous individuals and organisations in the community, including the Pulborough Medical Group, Harwoods and the Coop Local Community Fund. We also carry out regular fund-raising including our Flag Day, usually in early June.

We charge modest fees for most of our activities and services but these do not cover our full costs and we always welcome any extra help.

Donations & Gifts in Wills: If you would be prepared to pay more to use a service or would like to provide us with a one-off donation, we would be extremely grateful – just speak to the service organiser. If you are a tax payer, any contribution can be uplifted via Gift Aid. We are also introducing a “Friends of PDCCA” scheme, whereby volunteers, or anybody else who would like to support us, can make a regular small monthly contribution which would be very gratefully received & greatly help our efforts. Forms are available for this, so please contact Alan Sugarman for more information.

Also, after providing for your family & friends, you may wish to leave a charitable gift in your will (a legacy), to show appreciation for the work that we do. This is a simple matter, but it should be done using a solicitor, when making your will, to ensure your wishes are properly recorded. If you have already made your will, you can still help as you can amend it by adding a codicil to your will, again by speaking to your solicitor. This may also provide tax benefits for your estate.

If you would like to discuss this with us, please telephone our treasurer, **Alan Sugarman**