**Sheffield Mencap and Gateway**

**Minutes of the Annual General Meeting**

**Wednesday 13th November**

**Trustees Present –** Katy Pugh, Chris Sterry, Paul Savage, Mike Baxter, Adam Tkacz, Joanne Thompson

**Trustees online –** Stanley Croall.

Plus, Gordon Hawley, Kelly Daubney, Jonathan Raimondi, Alan Pickstone (MGRW)

**Apologies-** Dave Swindlehurst, Judith Badger, Daniel Wand, Xiaoyan Fu.

1. **Welcome**

Katy and Jonathan welcomed everybody to the meeting. There was one error on last year’s minutes- incorrect name. (proposed by Chris Sterry, 2nd Paul Savage)

1. **The past year**

 An overview was given from the past year.

* There is lots going on in the building, with plans for the future ongoing.
* There has been a bigger focus on Member Voice, beginning with the Connector role and now looking at how this has developed into new group. This will be planned and embedded further.
* We have now had more recognition from other organisations, helping us to widen our community (Zest/ISRAAC)
* ALH have had a partnership with Yorvik and The Crucible this year, this will be developed further next year as they offer further options for us.
* The summer sessions went really well this year, with groups being based on-site with various trips out.
* Gateway will hope to break even by the end of the year.
* Health services have developed over the year, from offering AHCs to employing an LD nurse – recognition is coming in from external organisations, and there are visits and workshops planned, to continue to develop this service.
* The new carers team have brought in new ideas and have incorporated whole families.
* We have had lots of new children join services this year, from a diverse background, which is also bringing in new carers.
* Emily is providing 1:1 in depth support for parents and carers around a wide range of issues.
* Financially, we have faced challenges with changes to Minimum wage and tax but overcome this.
* Money has been invested in the upstairs office, redecorating of areas, and work towards becoming more carbon friendly.
* Member voice – we are wanting members to be a present part og the organisation.
* We have recruited 9 members for the new group, they all attend a range of services.
* The proposal for our employability programme will be in for Christmas.
* We have an updated sickness policy
* The training plan has also been reviewed and updated to enable staff to develop where needed.
* Westfield Health is in place for staff
* We have implemented the new Outcomes Star, which is linked to the 5 charity values. These will be linked into planning in the future.
* Staff supervisions are held dependent on staff hours.
1. **Auditors Report**
* The audit was positive with no issues found.
* We are in a strong financial position – income up by 14%
* Expenditure was just below £900,000
* Staff costs were the highest.
* Some of the cash balance is earmarked for renovating or upgrading projects.
* Free reserves fell this year – we have 7 months of reserves.
* Gordon thanked the auditors.

***Online attendees lost connection at 18.34, reconnected at 18.38***

1. **Vote for chair, treasurer and secretary**
* **Chair –** Katy Pugh. Adam Tkacz proposed, Mike Baster 2nd
* **Vice Chair -** Judith Badger. Joanne Thompson proposed, Adam Tkacz 2nd
* **Treasurer –** Adam Tkacz. Katy Pugh proposed, Joanne Thompson 2nd
* **President -** **Paul** Savage. Katy Pugh proposed, Adam Tkacz 2nd.
* Daniel Wand leaves the position of Trustee. He has been extremely helpful and enthusiastic over the years. Trustees would like to thank him.
* Chris Sterry also leaves after 10 years of service of both being a trustee and treasurer of the charity. Chris spoke of how the charity has developed and improved over the last 10 years.
1. **Appointment of the Auditor**
* Unanimously agreed that Marriott Gibbs Rees Wallis (MGRW) will audit next year.
1. **Questions**

No questions were asked.

1. **AOB**
* Legacy – we will be planning how to use the legacy over the year. There will be a working party group organised to look at this. The legacy will sit in the budget but will be spent.