

# Notes of Annual General Meeting of Sara Lee Trust

Held at 5.15pm on Wednesday 11 November 2020 by Zoom

|   |                                                                                                                                                                                                                                                                                                                                             |
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|   | There were 20 people in attendance (14 of whom were Trustees or Team Leads)                                                                                                                                                                                                                                                                 |
| 1 | Trust Chair Michael Lear (MJL) welcomed everyone and thanked people for joining the meeting. He stated that this was the 24 <sup>th</sup> AGM, but the first in this format (Zoom), Everyone would be on 'mute' but there would be an open question and answer session at the end of the meeting                                            |
| 2 | <b>Minutes of the last AGM</b>                                                                                                                                                                                                                                                                                                              |
|   | Approved and duly signed by MJL                                                                                                                                                                                                                                                                                                             |
| 3 | <b>Chair's Annual Report</b>                                                                                                                                                                                                                                                                                                                |
|   | MJL reported that KB had passed away recently. The Trust had lost a member of staff and all thoughts were with her family and friends                                                                                                                                                                                                       |
|   | The first part of this annual report relates to May 2019-April 2020. The Trust has a highly skilled team and has been operating for 25 years. There are currently 200 volunteers, all of whom were collectively thanked by the Board. The financial position is sustainable at present but Covid is having an impact now and in the future. |
|   | Pat Driver resigned as Vice-Chair of the Board of Trustees earlier in the year. Pat was involved in fundraising and will continue to support the Trust. The rest of the Board remains unchanged but new Trustees may join during the next year.                                                                                             |
|   | KE stood down as Services Manager and has been replaced by AY whose professionalism has kept everything running smoothly following a seamless transition from KE                                                                                                                                                                            |
|   | SLT is a forward-thinking and active charity with highly committed teams both in the Trust and the Trading Company and both Dan Redsull and Jayne Thomas have risen to the challenge of the measures required to ensure safety during the pandemic.                                                                                         |
|   | Covid has affected income streams which are close to zero so cutbacks are necessary. All staff have had to be flexible to keep the charity running in a professional manner                                                                                                                                                                 |
|   | KJ and her fundraising team have been successful in obtaining funds from Trust applications and their efforts are much appreciated.                                                                                                                                                                                                         |
|   | The Trading Company has suffered as a result of the current conditions. JB was appointed as Retail Co-ordinator at the start of the pandemic. The shops were opened again during August/September, only to close again this month, but hopefully will be open for pre-Christmas trading.                                                    |
|   | Treatments have been affected; the therapy team were working at the Centre before the second lockdown and will start again as soon as they are able. In the meantime, safe working practices have been adopted and counselling is being conducted by Zoom and on the phone.                                                                 |
|   | Finally, the MJL said that it had been a great team effort over the year and everyone had pulled together during Covid. He is confident that the charity will get through this and has a bright future.                                                                                                                                     |

# Notes of Annual General Meeting of Sara Lee Trust

Held at 5.15pm on Wednesday 11 November 2020 by Zoom (Contd)

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| <b>4</b> | <b>Treasurer's Annual Report (Debbie Hargreaves (DH))</b>                                                                                                                                                                                |
|          | DH stated that her report was based on historical information with copies of accounts to end of Financial Year April 2020 available should anyone wish to see them.                                                                      |
|          | The income in the year to 30/4/2020 was £392K, a £40K increase 2019 due to Trust events, grants etc. This has been used for therapy services, demand for which increased by 12% in the year. The was a net surplus of £15K for the year. |
|          | Significant funds (£1.1m) are invested in property. Cash reserves stood at £250K so the charity in a strong position being able to use some of the reserves to help support the Trust during the current pandemic.                       |
|          | 6 month reserves have to be held to sustain the charity and the position is being carefully monitored.                                                                                                                                   |
| <b>5</b> | <b>Performance overview (short film)</b>                                                                                                                                                                                                 |
|          | A short video was shown to be used to promote the Trust. Over the year, 6,000 hours of care provided to 850 service users                                                                                                                |
| <b>6</b> | <b>Questions</b>                                                                                                                                                                                                                         |
|          | None – MJL said to submit any questions outside of the meeting if required                                                                                                                                                               |
| <b>7</b> | <b>Any Other Business</b>                                                                                                                                                                                                                |
|          | None                                                                                                                                                                                                                                     |
|          |                                                                                                                                                                                                                                          |
|          | MJL said that hopefully next year would be better for all and the next AGM could be held in the normal way. He thanked people for attending and closed the meeting at 5.45                                                               |