

## **Chairman's Report for the AGM of Tullow Day Care Centre 2020**

This report is being done while we are in lockdown due to Covid 19 and unable to hold our AGM in April as we have always done up to now. According to our Constitution the AGM of Tullow Day Care Centre must be held within 15 months of the previous AGM and we are happy to be able to comply with social distancing.

Tullow Day Care Centre is a non-profit organisation set up in the 1980's to counteract the problem of loneliness and isolation especially among elderly people, people living alone, with mobility or other physical problems and people with dementia. The needs that were identified nearly 40 years ago are still relevant today.

According to our Constitution the main object of Tullow Day Care Centre is "to promote and support the ongoing provision of Day Care facilities for the elderly and infirm from Tullow and the surrounding hinterland for the benefit of the Community" and the Board of Directors, Manager, Marian Doyle and all the staff strive to fulfill this objective at all times.

On Jan 1st 2019 the daily charge to clients for using the services of the Centre was reluctantly increased to €10. This fee covers transport, lunch, exercises, bathing/showering, newspapers etc, in other words it is a daily charge. Laundry, chiropody, hairdressing, art and yoga have a small fee to cover costs. This was considered necessary because of the constant deficit in our funds and the struggle to meet our day to day expenses. Every month our figures show a deficit. We have made numerous applications to the HSE for additional funding because their contribution to the running of the Centre has not increased in several years whereas the cost of running the Centre has increased enormously. In May 2019 we were visited by two HSE representatives, Head of Social Care and Manager for older people in the south-east who were given a tour of the premises and lunch so they had a good view of the activities in the Centre and seemed really impressed. They asked us to expand our services and maybe extend into Rathvilly and Hacketstown. Following this suggestion we made a proposal for funding to the HSE and we were finally successful with a grant of €8333.33 for 2019 and the balance in 2020, total grant €20,000.

We decided to sell the low roof minibus which is only used for recycling and collecting goods and replace with a wheelchair adapted vanette from Mobility Ireland at a cost of €12,500 and we applied to the National Lottery for funding for this but our application was declined which was the first time this happened. The sale of the minibus only went through this year. We had no choice but to use savings for this purchase and we are always reluctant to do this because we are advised always to have savings for the rainy day. But this wheelchair adapted vanette is essential for wheelchair bound clients and for delivering meals on wheels and also drivers for this vehicle do not need a D licence which means that any member of staff can drive it.

Fundraising played a big part in 2019 in helping to keep the services going. Once again we had a very successful golf classic, the South East Vintage Machinery field day contributes €5,000 thanks to the hard work of Day Care Centre staff in manning a busy tea-tent.

The sale of golf balls is a major contributor to our funds and also the many raffles organised by staff members. We thank the many generous local people who make donations every year. Without all of this fundraising we would struggle to survive.

The HSE grant of €157,299 and the income generated from services to clients are not enough to keep the Centre running, pay wages, bills and overheads. Our Office Administrator, Wendy has spent a lot of time researching other places where we might apply for funding and discovered that Pobal has funds for projects like ours and she has spent many hours on the application for this and we are still awaiting a result. The Board members thank her sincerely for her excellent work in the Main Office and for all her efforts to save the Centre money, to source funding and to get the best possible value for money spent.

We now get our electricity and gas through the Office of Government Procurement, resulting in a saving of approx €5,000 per year. The office has also been successful in getting diesel rebates and VRT rebate all of which help to get the best value for money.

The Centre could not survive without the CE participants under the supervision of DEASP Supervisors, Fiona Nash and Marina Balfe. The wages for all CE staff and supervisors are paid by the Department of Employment Affairs and Social Protection and this is of enormous benefit to the Centre.

We have a policy in place for financial procedures in the Centre. On the advice of the Charities Regulatory Authority we have both internal and external financial controls. Lalor O'Shea are our external financial control and we will hear from them in a little while. Internally all income received in the Centre is documented in the Main Office, receipted and signed. All income received is maintained in a secure location, recorded in the Centre's accounting system and banked. Almost all payments are done electronically and only the Office Administrator and Centre Manager are authorised to pay bills. Cheques are used very little but only authorised signatories can sign cheques and this is done only when the cheque is about to be issued. Donations are always acknowledged promptly. The Office Administrator gives a breakdown of income and expenditure at all Board of Management meetings. Two Board members form a financial committee to oversee income and expenditure along with the Centre Manager. Any expenditure of more than €3000 must be approved by the Chairman or one of the Directors of the Centre. Staff wages are processed weekly through an approved software package and signed off by the financial committee. A master record of grants received from the HSE is maintained and Tullow Day Care Centre has signed a Grant Aid Agreement that guarantees that all HSE funding is spent on the staff and services of the Centre and nothing else.

There are 13 staff members funded by the HSE and 36 CE participants and 2 Supervisors funded by the DEASP. The HSE funded staff and the DEASP staff are the only paid staff in Tullow Day Care Centre. No member of the Board of Directors receives any payment or has ever received any payment from the Centre.

The Charities Regulatory Authority has requested that all voluntary and community organisations adopt the Governance Code and comply with all regulations. This Governance code is long and comprehensive and covers every aspect of the workings of the Centre. There are 6 principles of the code each one covering different areas and demanding a lot of extra work. We will work on it during 2020 and hope to be compliant at the beginning of 2021.

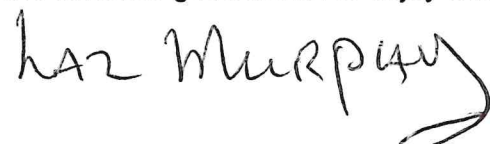
During the year the Board met with the Credit Union Board to discuss our request for an extension of our yard into the empty space at the rear of the CU building next door to facilitate parking for our busses. The Credit Union board members were very well disposed to our request and plans for that development were making good progress before the Corona virus struck, putting everything on hold.

At the beginning of 2020 we had plans in place to extend our services to Rathvilly and Hacketstown with the approval of the HSE and had begun contact with the PHN and the Manager of Hacketstown Day Care Centre who were supportive of our plans but Covid-19 has put a halt to all of that. We have no plans to spend on capital items and any member of staff who retires will not be replaced and every effort is being made to save money where possible. Our hope now is that we will survive this pandemic and the recession that accompanies it.

It is very difficult to plan for the future of the Centre in the current climate of Covid-19 but we have to pay tribute to Manager, Marian, Chef, Jackie, and her staff for working so hard to deliver meals-on-wheels and other services to our clients cocooning at home. Her dedication and that of the kitchen staff, cleaners, drivers and office staff during the pandemic has been amazing and the Board thank them sincerely for their hard work. Hopefully we will be able to re-open soon but that's all in the future.

Our Centre Manager has reached retirement age and will be leaving us in October so this is her last AGM. I just don't know how we can ever thank her for her 30 years of service to Tullow Day Care Centre. We were so lucky back in 1989 that Marian agreed to accept the position of Nurse/Manager. Indeed she did more than that. She was the first Supervisor of what was then called a Fas scheme now the CE and she combined the management of Fas participants with the running of the Centre, doing two jobs for the price of one! How lucky were we then. Thanks to Marian Tullow Day Care Centre went from strength to strength and grew to what it is today - a testimony to Marian's efforts and ability. Above all she has been loved by all the clients who have passed through the Centre, she has been like their mother! Her gentle, caring nature has meant that clients felt safe and protected.

On behalf of the Board of Directors and all the Staff of Tullow Day Care Centre I would like to make a presentation to Marian and hope that before she finishes in October we will be able to have a night out to celebrate and wish her good health to enjoy a long and happy retirement.

Signed; 

Date; 16th July '2020.