

Harmony Trustees Annual General Meeting (AGM)

8 December 2020 (a virtual meeting, via Zoom)

12 noon

AGENDA

- 1. Welcome and Apologies**
- 2. Minutes of last AGM**
- 3. Trustee election/re-election**
 - Simon Deverell (election)
- 4. Chair's report**
- 5. Financial Report**
- 6. Business Plan 2020-2023 – Executive Summary**
- 7. Replying to your questions and comments.**

End

ITEM 2

Minutes of Harmony AGM

11 November 2019

Present

- Lesley Archibald (LA), Chairperson
- Jane Brennan (JB)
- Alison Cliffe (AC)
- Alison Williams (AW)
- Roz Copson (RC)
- Andy Hutchinson (AH)
- Tegwyn Jones (TJ), Note taker
- Caroline Gamble (CG), Service Manager
- Linda Rock (Facilitator)
- Harmony Staff and Volunteers
- Representatives from Bournemouth Churches Housing Association and Bridport Town Council
- about 20 Members and friends.

1. Apologies for Absence

- Cllr Steve Williams (SW)
- Tina Cornish (TC)

2. Minutes of the last meeting

These were agreed as a correct record of the meeting.

3. Welcome and Chair's report

Chairperson Lesley Archibald welcomed everybody to the meeting and referred to:

- The healthy financial situation. A further £40,000 grant is anticipated shortly
- The successful move to the Assembly Rooms
- A wide range of Members. About 120 in all
- Appreciation of the value of the Volunteers
- Last year's activities and future plans
- Planned training for Trustees, staff and Volunteers
- The invaluable support given by staff
- Thanks to all

A small presentation was made to the chairperson in recognition of all her efforts over her period in office.

4. Service Manager's Report

In her overview of the year, Service Manager Caroline Gamble highlighted;

- The new Logo that was developed with Members
- Members' activities over the year, including Creative Writing, Therapeutic Art, Shared Discussion groups, Baking, The Stall to raise Funds and Awareness (such as at Christmas Cheer), and other Arts and Craft initiatives
- In September, the Members' Planning Day at the LSI developed a 5-year vision
- The CFR, funded by Dorset Healthcare NHS Foundation Trust, also delivered in partnership with BCHA in towns other than Bridport
- 260 people have used the service since July
- The use of bank specialists are being reconsidered

5. Financial Report

Trustee Alison Williams was responsible for Finance in 2018/19. She reported that;

- There had been healthy income from Grants, and an important £911 was raised by our own efforts
- The accounts for the year have been independently audited
- Payments of £39,000 had been made for staff salaries and £6,000 for rent
- At the year end there was a surplus of £36,000. This has since been reduced to £14,000
- Fundraising efforts continue

6. Appointment of Trustees

The following Trustees were put forward for appointment and vote;

Trustee	Proposer	Seconder	Outcome of vote
AC	Debbie Marlowe	Roz Copson	Re-appointed unanimously
JB	Debbie Marlowe	Lesley Archibald	Re-appointed unanimously
AW	Roz Copson	Debbie Marlowe	Re-appointed unanimously
TC	Alison Cliffe	Roz Copson	Appointed unanimously
AH	Alison Williams	Roz Copson	Appointed unanimously
TJ	Lesley Archibald	Jane Brennan	Appointed unanimously
SW	Barry Irvine	Alison Williams	Appointed unanimously

7. Open Forum

The chairperson invited questions and comments from those attending. Responses were;
“We are fortunate to have such volunteers to help people in need, and a council that is so supportive. We now have a fantastic home.”

Cheryl was thanked for all her work providing delicious cakes

“I want to express my admiration for the integrity and tenacity of the Trustees. I don't think enough is said about that. Thank you.”

“John (and Mark) are to be thanked for the plants around the room”

“We value the cooperation between staff, Members and Volunteers”

The meeting closed and refreshments were served

ITEM 4

CHAIR'S REPORT

2019/20 Report for The Burrough Harmony Centre

An overview

This year, Harmony started to consolidate our services at the Assembly Rooms, developing a revised weekly programme of activities for 2020 aiming to offer greater choice to our members. Then in March 20, Covid-19 hit the world, resulting in our premises closing, due to the first national lockdown in England. However, Harmony continued to offer mental health services through virtual forms of communications including telephone, video-conferencing and social media. Harmony established itself as a successful provider of:

- crisis mental health support for the local Bridport community,
- continuing support to our members mainly via telephone contact and outside activities when lockdown lifted,
- the Community Front Room (CFR) for the Bridport area, via non-face to face contacts.

Harmony's overall financial position remains secure, mainly by the continuing financial support of the Graham Burrough Trust via Dorset Community Foundation for Harmony Drop-In services and through our provision of Community Front Rooms (CFR), a commissioned NHS service a contract with Bournemouth Church Housing Association (BCHA) for West Dorset.

What we do

We have now been operational in the Assembly Rooms at Gundry Lane in Bridport for over a year, becoming established in the community as a much-needed service for our local community membership led services, enabling them to flourish; while allowing further initiatives to develop throughout this coming year, within our base, locally in outdoor and community settings - the Allotment - and through non-face to face contacts via telephone and other virtual communication methods.

Harmony Drop-In service expanded, offering different sessions such as meditation, singing, poetry and walking. A new course started, offering sessions—Action for Happiness - but sadly this group, with other groups held indoors at the Assembly Rooms, had to stop temporarily due to Covid-19 restrictions.

The CFR Harmony provide for West Dorset has established itself, linking with the network of services for people entering mental health crisis. We are delighted that we have been able to continue providing this service, via non-face to face contacts through the use of

technology, for people who self-identify that they are in, or are heading towards, a mental health crisis.

It was agreed by trustees that development in technology was a priority and needed to be enhanced urgently so that our services could reach people during Covid-19. Also, in the longer term, virtual communications will reach many more people. Investment in our Facebook page and revised website occurred in March. We bought more mobile phones and IT equipment and increased our infrastructure to enable this to happen. I would like to thank all those involved in working so very quickly to achieve this. Harmony website is: <https://www.harmonydropin.org.uk/>

As we enter into lockdown 2, we continue to use non-face to face contact, with staff and trustees making every effort to offer face to face contact to our members when possible during this difficult time. We look forward to taking part in community activities again - such as manning stalls on local markets, selling items made, while raising our profile and funds at the same time.

A Carer's Support Group and New Mums Group is planned for 2021.

We wish to develop "Friends of the Burrough of Harmony" in the New Year.

Our Supporters

I am grateful to everyone who has supported us over the year, large and small, including our staff and volunteers. Our work could not be done without the financial support of;

- The Alice Ellen Cooper Dean Foundation
- Dorset Community Foundation
- Dorset Council
- Bridport Town Council
- National Lottery
- Everyone who supported our Christmas Cheer and Spring Ceilidh events.

Finally, I would like to thank Lesley Archibald who was a founder, trustee and previous chair of Harmony. She has given an immense amount of her time and expertise to Harmony – its members, staff and fellow trustees. Sadly, she has decided not to stand for re-election but will remain a loyal supporter of Harmony in 2021.

Jane Brennan
Chair

ITEM 5



The Burrough Harmony Centre

The Assembly Rooms, Gundry Lane Bridport DT6 3RL

Registered charity number 1170086

Financial Report for the year ending 31st March 2020

Introduction

The figures presented year relate to the period April 2019 to march 2020. The official accounts have been independently examined by Scott Vevers accountant and are available for anyone to download from the charity commission website. It is a rather complicated standard form so this is a simplified version with some explanations.

I have separated the two services we provide as the funding is different.

Community Front Room

We have a 3-year contract with Bournemouth Churches Housing Association starting April 2019 which is part of a wider NHS contract.

Income	81,125
Expenditure	78,657
Surplus	2,468

Community Front Room expenditure is broken down as follows

Staff	59,413
Rent	5,460
Services	745
Fixtures and Fittings	9,120
Admin and Insurance	2,931
Refreshments	106
Travel	493
other	389
Total	78,657

Harmony Drop-in

We receive no regular funding for the drop-in service but have to apply for grants and raise funds through our own activities. Last year we were fortunate to receive two grants from Dorset Community Foundation and the Alice Ellen Cooper Dean Foundation, which were larger than we would usually expect and gave us the confidence to expand. We are very grateful to all our funders. It really helps our grant applications to show that local people value our services and local councils support us.

Income	78,114
Expenditure	36,021
Surplus	42,093

Harmony drop-in expenditure breaks down as follows;

Staff	27,341
Rent (5 months at youth centre)	4,220
Services	744
Admin	788
Refreshments	899
Activities	1,521
Travel	206
Other	303
Total	36,021

Summary

The CFR contract pays for CFR staff, rent of the Assembly Rooms and insurance. We had some generous funding which left us in the enviable position of holding £80,725 to carry forward. This meant we could continue to pay staff through the tricky time that has followed and make ambitious plans for the future.

If there are any questions do email Harmony and I will answer them.

Alison Williams - Treasurer

ITEM 6

Business Plan 2020-2023

Executive Summary

The Burrough Harmony Centre has successfully supported people through mental health challenges for the last six years. This Plan sets out how we will achieve our vision of becoming widely recognised as the mental health hub for Bridport and surrounding areas.

Our evidence suggests that up to 7,000 local people struggle with their mental health and wellbeing, and this number is likely to grow significantly in the next three years.

Within the lifetime of this Plan (2020-2023) we anticipate an economic downturn and job losses leading to increased financial insecurity, At the same time we think there will be reductions in health and social services and that the “catch-up” following Covid-19 will reduce access to services even more. These factors, as well as marginalisation of social groups and increased anxiety due to separation from friends and family, will lead to greater demand for mental health and wellbeing support.

To meet this need, we are planning a number of new services. We want to;

- Trial “First Timer” sessions for new members
- Introduce new members to a skilled mental health professional who gives realistic support and signposts to a range of activities
- Provide a buddy scheme whereby volunteers act to support visitors in activities
- Set up a New Mum's group to offer support to those experiencing post-natal depression
- Develop Mental Health Well-being sessions
- Increase the diversity of provision by encouraging other outside groups to use the Assembly Rooms
- Run a carer's group for people caring for those recovering from mental health problems.

And to significantly increase the number of members, we will offer different access routes by;

- Improving the process of gaining new members via social media and GP surgeries
- Trialling sessions at GP surgeries and locations other than the Assembly Rooms
- Increasing our use of technology, becoming less reliant on premises-based work
- Co-locating a Peer Support Worker (PSW) with health champions in the GP surgeries

To fund this, we need a minimum of £40k per year while holding at least one year's funding in reserves. Although we have been successful in our fundraising so far, we take nothing for granted and aim to build relationships with a number of regular and reliable funders, including at least two national organisations.

The service is delivered by a mixture of dedicated professional staff and volunteers, supported by a Service Plan, Risk Management Strategy and a range of other policy and practice documents.