

FOREVER ACTIVE FORUM LTD ANNUAL GENERAL MEETING
followed by the FOREVER ACTIVE AUTUMN FORUM

THURSDAY 26 NOVEMBER 2020, at 2pm

Because of Covid-19 restrictions, the meeting will be held online via Zoom. All members are welcome to join in the meeting. If you have received a paper copy of this agenda and are able to get online, perhaps at a friend's house, it will be lovely to see you. Please will all who wish to join the meeting let Enquiries know, and we will send you the log-in details.



AGM AGENDA

- 1. Apologies**
- 2. To receive the Accounts for 2019/20**
- 3. To receive the Annual Report for 2019/20**
- 4. (a) To Re-elect as Directors/Trustees** Elizabeth Crow, Penny Granger, Simon Hanna, Anne Johnson, Diane Johnston, David McClean, Sue Morley, Stefania van Lieshout and David Watkinson
(b) To elect Sue Dabner as a Director/Trustee
- 5. AOB**

Note: In accordance with the Companies Act 2006, a member unable to attend the meeting may appoint a proxy by delivering not later than 48 hours before the meeting a signed notice naming a proxy. Any member wishing to name a proxy should telephone 07432 480105 or email enquiries@forever-active.org.uk for details of the procedure.

FORUM MEETING

A presentation on life during and (hopefully) after Covid-19 by Carrie Holbrook (Senior Lifestyles Officer (Health), Cambridge City Council) and Jane Jones (Development Officer, Forever Active)
This will be followed by a general question and answer session. It would be helpful if questions could be submitted in advance.

**Please call Enquiries on 07432 480105 or email enquiries@forever-active.org.uk
If you wish to join the meeting and/or ask a question**

**Supporting papers are attached and will be posted on the website
www.forever-active.org.uk**



FOREVER ACTIVE FORUM LTD ANNUAL REPORT AND ACCOUNTS for the period ending 31 August 2020

Chair: Dr Penny Granger

Bank: NatWest, 56 St. Andrews Street, Cambridge, CB2 3DA

Forever Active Forum Ltd is a company limited by guarantee (number 08077735)
and a registered charity (number 1159692)

Registered office: PO BOX 974, Histon, Cambridge, CB24 9XG

Directors and Trustees

During the period under review, the following served as directors and trustees:

Elizabeth Crow		David McClean	
Penny Granger	(Chair)	Sue Morley	(Treasurer)
Simon Hanna		Stefania van Lieshout	(from 23 July 2020)
Anne Johnson		David Watkinson	(Vice-Chair)
Diane Johnston	(Secretary)		

Objects and structure

Forever Active's charitable objects are to preserve and protect the good health of people over 50 in the City of Cambridge and the County of Cambridgeshire by:

- (1) providing a broad range of exercise, physical activities and sporting opportunities for residents of the City of Cambridge and the County of Cambridgeshire aged 50 years or more;
- (2) making such provision for such persons who have long term medical conditions or are vulnerable adults;
- (3) co-operating with other bodies in developing such provision;
- (4) providing training for participants in such activities and persons acting as leaders or instructors in relation to such activities; and
- (5) contributing to the education of the general public as to the benefits of life-long physical exercise.

Forever Active was originally set up by Cambridge City Council in 2006 to provide evidence based exercise sessions for the 50+ age group and those returning to a more active lifestyle. In 2012 it became an independent organisation as a company limited by guarantee. At the end of 2014 it achieved charity status. Forever Active has a Board of Directors; the directors are also trustees of the registered charity. All the Board members are volunteers and receive no fees for their work. When it first became an independent organisation, the Board continued its established pattern of monthly meetings. It now meets quarterly, with a Management Group meeting monthly between Board meetings. There are also ad hoc task force groups dealing with specific matters.

Forever Active has no employees. It engages qualified instructors who receive fees for each class they take. There is also a part-time development officer with responsibilities for the overall management of FA's activities, including class management, monitoring and evaluation; she is supported by an assistant and a database officer who maintains the organisation's online database system.



The year in review

It is a truism to write that 2019-2020 has been a year like no other. For Forever Active it has been a year of two halves. Between September and early March we were growing apace: more members, more classes in more places, and more activity generally. But in mid-March, one week before the national lockdown began, everything shuddered to a halt. The majority of our members are in the age group that is the most at risk from Covid-19, and protecting them has been our top priority.

A handful of our instructors immediately set about organising classes on Zoom. And the monthly newsletters included details of other suitable classes available on TV and online. Thanks to a timely grant we were able to send exercise booklets and resistance bands to members without internet access. Many people responded gratefully – it was clear that people value keeping in touch with the organisation.

An Extraordinary General Meeting was held in July. Two Board members were present, and more than 70 members sent proxy votes enabling us to change our Articles of Association to enable the Board to meet and the AGM to take place electronically. This report does not contain the usually fascinating data from the annual questionnaire, since that has not been sent out this year. But an earlier questionnaire gave us vital information about how members were responding to the new situation.

However, Forever Active has lived up to its name in using the absence of classes to replace our ageing database with a new system that is now gradually being brought into full use. This will enable members to do what many have been asking for: to pay subscriptions and class fees electronically. Those without internet access will still be able to pay as before when classes are running again.

The accounts for the financial year 2019-2020 show a surplus of income over expenditure of £5,321 which has increased our balance sheet figure to £51,000. Those figures look remarkably healthy but the underlying picture is rather different. In the first seven months of the year Forever Active had a turnover of some £10,000 a month though our costs slightly exceeded our income; we have been reliant for many years on grant support to balance the books. After lockdown and the suspension of our classes in March, the turnover figure fell to £1,000 or less. Our income from class fees fell away but so did our expenditure on instructors and the hire of venues; we had continuing costs in keeping the charity operational and in seeking to maintain some limited activity with online and open-air classes. We were very fortunate in the support we received from our members who made generous donations, of £2,900 in total, a very welcome vote of confidence in Forever Active. As the financial year came to its end we received news of two substantial grants, £19,000 in total, most of which is to enable further online classes to be offered. If we were to take those grants and donations out of the picture, Forever Active would have a deficit of £16,500 for the year. It is difficult to predict events in the financial year 2020-2021; much depends on when it will be safe to resume a programme of classes. We will almost certainly have a deficit but we are working hard to limit its size, and our reserves should see us safely through the year.

Looking ahead

As to the future, rather more than a crystal ball is needed to predict what 2020-21 might look like! The good news is that more online and some live classes, about half out of doors, are now taking place. There are tentative plans for gradually increasing the number of face to face classes from January, and more from March. But everything depends on a number of factors. The first is that we are constrained by Government laws and regulations. There may suddenly be another lockdown! Venues must be large enough for social distancing and have good cleaning regimes to keep everyone as safe as possible. So some members may have to travel further than usual to get to a class. The availability of suitable venues and instructors is also a factor. And classes need to be financially viable. Personally I am pinning my hopes on an effective vaccine.

And finally

It remains for me to thank members of the Forever Active team for their support and hard work this year, under difficult circumstances. One of our longest-serving instructors, Julia Craigie, moved to Yorkshire, and our thanks to her have been echoed by many from her classes: “she would work very patiently to get someone moving, at the same time as keeping the more energetic folk happy!”

Many members have told us that they are missing not only the exercise but also meeting up with friends. We may have to be patient for a while longer. Meanwhile, we hope that you stay well and keep active.

For the Board, *Penny Granger* 22 October 2020



FOREVER ACTIVE FORUM LTD
Accounts for the year ended 31 August 2020
Income and expenditure

	<i>Total</i> 2019-20	<i>Total</i> 2018-19	<i>Total</i> 2017-18
	£	£	£
Receipts			
Fundraising and class income	69,556	100,408	70,257
Membership income	11,966	12,286	10,755
Grant income	18,725	51,179	2,500
HMRC Gift aid	1,652	1,423	
Training income	120	160	
Equipment sales	779	968	244
Donations	2,898	174	
Total income	105,695	166,598	83,756
Payments			
Instructors' fees	45,188	66,248	49,139
Hall hire	21,567	29,754	22,620
Materials purchased	2,176	4,716	
Administration	22,228	27,753	26,309
Print, postage and stationery	2,122	3,298	1,970
Training	382	850	300
Telephone and internet	137	197	276
Computer costs	1,500	476	28
Insurance	201	460	600
Meetings and entertainment	112	10	
Accountancy	179	2,115	1,800
Travel	1,164	1,561	
Fundraising costs	382		
Subscriptions	582		
Miscellaneous costs		277	85
Total payments	100,374	138,405	106,405
Surplus (deficit)	5,321	27,845	(22,649)
Cash funds last year end	49,976	18,444	41,093
Cash funds this year end	49,729	49,976	18,444



Balance Sheet

Forever Active Forum Ltd

As at 31 August 2020

31 Aug 2020 31 Aug 2019

Assets

Bank

Forever Active Forum Ltd	£49,729.40	£49,976.41
Total Bank	£49,729.40	£49,976.41

Current Assets

Prepayments	£3,892.60	£4,959.05
Total Current Assets	£3,892.60	£4,959.05

Total Assets	£53,622.00	£54,935.46
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Liabilities

Current Liabilities

Accounts Payable	£1,222.30	£1,911.65
Accruals	£833.32	£833.32
Income in Advance	£0.00	£5,945.50
Rounding	(£0.13)	(£0.19)
Suspense	(£44.88)	(£44.88)
Total Current Liabilities	£2,010.61	£8,645.40

Total Liabilities	£2,010.61	£8,645.40
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Net Assets	£51,611.39	£46,290.06
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Equity

Current Year Earnings	£5,321.33	£27,845.43
Restricted Funds	£7,986.60	£7,986.60
Retained Earnings	£5,196.13	(£22,649.30)
Unrestricted Funds	£33,107.33	£33,107.33
Total Equity	£51,611.39	£46,290.06