

**involve Community Services**

**PROGRAMME FOR ANNUAL GENERAL MEETING**

Thursday 29<sup>th</sup> October from 6pm to 7.30pm  
Jennett's Park Community Centre, Tawny Owl Square, Jennett's Park, Bracknell, RG12 8EB

6.00pm: Tea and coffee available  
6.15pm: Business to commence as per Agenda below  
7pm: Guest speaker, Helene Dyson – medal winning Paralympian

**AGENDA**

1. Welcome.
2. Apologies.
3. Approval of Minutes of last year's AGM 23 October 2014.
4. Matters arising from Minutes.
5. Chairman's Report.
6. General Manager's Report
7. Trustees Report and Financial Statements for year ending 31 March 2015.
8. Election of Trustees:
  - a. Retiring trustees eligible for re-election – none.
  - b. Election of John Neville Dougall, John Edward Lowther and Jamie McDougall.
  - c. Vote of thanks for retiring trustees Simon Drew, Penny Lander, Reverend Nicolas Parish
9. Appointment of the Auditors of the Company.
10. Any Other Business.

**GUEST SPEAKER**

Helene Dyson – medal winning Paralympian

Peter Redford  
Chair

## Involve AGM 2015

- Meeting officially opened at 6.20pm by the Chair, Peter Redford (PR).
- **Welcome and Introductions** were made to the following:
  - Cllr Bob Pitts (Deputy Mayor of Wokingham Borough)
  - Cllr Val Scougal (Deputy Mayoress)
  - Cllr Ash Merry (Deputy Mayor of Bracknell Town)
  - Cllr Gwyneth Hewitson (Deputy Mayor of Wokingham Town)
- **Apologies** – there were no apologies made on the evening. (Full list of apologies received in advance of the meeting at the end of these minutes).
- PR made an appeal to the attendees for the need for more Trustees

## Chairman's report

- PR acknowledged the contribution of the Trustees that had stood down in 2014/15, including: Nick Parish and Penny Lander as well as announcing the retirement of Simon Drew (SD) who is standing down in 2015/16. PR acknowledged the contribution SD has made to involve (BFVA) over the last 6 years, particularly regarding the charities accommodation.
- PR thanked Janet Dean, Chief Officer of involve, who finished her 12 month contract as manager of the organisation in 2014/15 and managed the organisation through some challenging times. PR then welcomed new Manager Philip Cook (PC) and acknowledged the progression already achieved with PC as the General Manager.
- PR thanked the staff who had left the organisation over the last year and acknowledged the ongoing contribution all remaining staff have made and continue to make to involve.
- PR thanked the Volunteers who have and continue to support involve in various different roles.
- PR observed the key achievements made in 2014/15, namely: stability, organisation name change, taking on the Wokingham Borough infrastructure work and establishing a new Manager in post.
- PR the thanked the many business' and organisations that have supported involve in a number of ways in 2014/15.

## Approval of Minutes

- PR requested approval of the minutes from the last AGM in 2014. These were approved and proposed by SD and seconded by Dale Birch (DB).

## Matters Arising

- The only matter arising was the requirement to hold an EGM regarding the name change of the organisation from BFVA to involve. This took place in May 2015 where the name change was passed with a majority vote.
  - The minutes of EGM were made available to attendees of the EGM for approval. These were accepted and proposed by Edward Sawbridge (ES) and seconded by DB.

## General Managers Report

- PC gave an update and overview of the year passed and where the organisation is now and where it is moving forward.

## Financial report

- ES delivered the summary of the financial report for 2014/15.
- Thanks was expressed to the work Jackie Eddolls day to day overseeing the finances.
- The general theme is continued stability, there has been a small surplus for the year 14/15.
- Grants were marginally down – due to financial environment and number of changes within the organisation. Current year is looking similar.
- Reserves are looking good – they are being held at current level for the uncertainty regarding our probable move next year – however there is some that could be allocated to specific projects.

#### Questions:

- Heather Young (B&W Mencap) What is the Wokingham proportion of income?
  - Just over £30k
- John Barnes (JB) (COATS) What is the total income for the last year?
  - £275k
- JB What are the staff costs?
  - Approx. £120k \*\*According to the accounts pg 14 actual staff costs £184k\*\*
- JB What is the Bracknell and Wokingham Councils total income?
  - £172k
- Elaine Chalmers Brown (Pilgrim Hearts) How many groups have been supported?
  - Taking into consideration the number groups supported with all areas; development, training, funding, volunteering and communication & promotions: over a thousand groups.

Approval of accounts were proposed by SD and seconded by DB. All attendees voted in favour of approving the accounts.

#### **Appointment of new Trustees**

- There are 3 new trustees to be appointed: Ted Lowther, Jamie McDougall and Neville Dougall. All attendees were in favour of the 3 new trustees joining involve. This was then proposed by SD and seconded by DB.

#### **Appointment of Independent Examiner**

- Involve will look to continue to use Rice Associates as their Independent Examiners. All attendees voted in favour of this and proposal was made by Marion Drew and seconded by Geoff Hallett.

#### **AOB/Questions**

- Andrew Radgick (AR) (The Bracknell Forest Society) asked if there was a staff list that could be published/circulated.
  - In one of the handouts for the meeting was a staffing structure, however PC acknowledged that should be on the website too and steps were being taken to get this updated.
- AR Could involve publish a list of potential auditors on their website for smaller charities and groups to access?
  - PC – This is something we can look into and will be a part of updating the website.

**Thank you's**

- Thank you's were announced to all that contributed to the AGM including;
  - Jennetts Park Community Centre
  - All Attendees
  - All involve staff
  - BNI Forest Group for donating the wine
  - Waitrose Bracknell for drinks and refreshments
  - DMS for donating the AV equipment and to Alan from DMS who stayed as tech support for the evening
  - Helene Dyson for acting as the follow on speaker

The meeting was officially closed at 7.05pm.

Other Apologies received in advance:

Name	Organisation
Cllr Tina McKenzie-Boyle	BFC
Cllr Chris Turrell	BFC
Lorraine Wade	Kerith Community Church
Tina Stevenson	Bracknell & District CAB
Cllr Pauline McKenzie	Bracknell Forest Council
Cllr Peter Hill	Bracknell Forest Council
Cllr Cliff Thompson	Bracknell Forest Council
Cllr Isabel Mattick	Bracknell Forest Council
Cllr Peter Hayden	Bracknell Forest Council
Natausha Van Vliet	PACT
Ben Cross	Reading Children & Voluntary Youth Services
Catherina Tam	Crossroads Care Wokingham
Jill Roswell	Uw Club
Christine Knox	Wokingham Voluntary Service
John Williams	Sandhurst Voluntary Care
Margaret Crookall	Friday Stroke Club
Mayor Cllr Philip Mirfin	Wokingham Town Council
Deputy Mayor	Wokingham Town Council
Pam Owels	Sandhurst Stroke and Disabled Club
Abby Thomas	BFC
Veira Bain	Bowling Club
James Morrison	Chairman, Careers Spingboard Bracknell
Mary Durman	Mencap Bracknell & Districts