

involve Community Services
PROGRAMME FOR ANNUAL GENERAL MEETING 2021

Monday 22nd November from 11.30am to 12:30pm
Held on Microsoft Teams

11.20am: log-in open

11.30am: Business to commence as per Agenda below

AGENDA

1. Welcome.
2. Apologies.
3. Approval of Minutes of last year's AGM November 2020.
4. Matters arising from Minutes.
5. Chair's Report.
6. CEO Report.
7. Trustees Report and Financial Statements for year ending 31 March 2021.
8. Election of Trustees
9. Appointment of the Auditors of the Company. – Rice Associates
10. Any Other Business.

James Harrison
Chair
involve Community Services

involve Community Services

Registered Charity No. 1061373. Company Limited by Guarantee. Registered in England No. 3332555

**Minutes of the Annual General Meeting
 Monday 22nd November 2021 at 11:30 am
 Held on Microsoft Teams**

Attendees:

Fiona Price	AGE UK Berkshire	Fiona Kelly	Trustee
Madeline Diver	Bracknell Forest InterFaith	Gareth Mephram	Thewayzyouth
Vickie Randall	WBC Cancer Champions (Involve)	Tracy Howat	Involve Community Services
Carole Robb	Cruse Bereavement Care	Rob Hughes	Easthampstead Rotary
Mike Allen	Involve Community Services	Cllr Keith Barker	Mayor of Wokingham
Clarissa Webb	involve Community Services	Leigh Welham	Crowthorne & Sandhurst Rotary Club
Liz Penn	involve	????	The Ark Trust
Jo Rice	Alzheimers Society		
Shaun Polley	Me2 Club	Aimee Knight	Involve Community Services
Tina Stevenson	Citizens Advice Bracknell & District	Harjit Hunjan	BFC
Isabel Mattick	BFC	Joanita Lwanga	Involve Community Services
Cllr Ash Merry	BFC Mayor	Lauren Brown	Involve Community Services
Phil Bell	involve Community Services	Martin Sloan	WBC
Cllr Sandra Ingham	Bracknell Forest Council	Catherine	Createhope
David Hare	WBC/ Earley Town Mayor	sharon Kearins	Home Start
John William	Sandhurst Voluntary Care	William Crossley	Autism Berkshire
Diane Benford	involve Community Services	Peter Hutterli	COATS
Mathew Wilson	Involve Community Services	James Harrison	Trustee
Mary Durman	Promise Inclusion	Nick Fellows	Wokingham Volunteer Centre
Helena Badger	The Wokingham Volunteer Centre	Malcolm Dudson	Trustee
Miranda Millan	Involve staff	Renze Kramer	Trustee
			Shaded = member org.

- **Meeting officially opened** 11:30am by James Harrison (Chair) (JH)
- **Welcome and Acknowledgements** were made to the following:
 - All attendees
 - Board Members
 - Involve staff
 - The Mayors of Wokingham Town and Earley Town: Cllr Tony Lack and Cllr David Hare
 - Local Council/authority staff
 - Involve Member organisations
- **Apologies**
 - Will Hague - Bracknell & District Parkinson
 - Geoffrey Taylor – Trustee
 - Michael Nicholson – Trustee
 - Andrew Cummings – Syngenta
 - Emanuela Cuccureddu – Berkshire West CCG
 - Claire Page – Involve Community Services
 - Barbara Denyer – Samaritans of Bracknell & Wokingham

- Deborah Sellstrom – Veterans Families
- Pauline McKenzie – Sandhurst Stroke & Disabled
- Collette Reynolds – Youthline
- Andrew West – Berkshire Women’s Aid

Approval of Minutes

- JH requested approval of the minutes from the last AGM in 2019. These were proposed by Sandra Ingham and seconded by Madeline Diver

Matters Arising;

- None

Chairman’s report – Delivered by James Harrison (Chair of Board)

- Acknowledging trustee board:
 - Current Board:
 - James Harrison - Chair
 - Malcolm Dudson - Deputy Chair
 - Michael Nicholson
 - Fiona Kelly
 - Geoffrey Taylor
 - Siobhan Goodchild
 - Roumie Radountcheva
 - Renze Kramer
- Thank you to all the involve staff, trustees and volunteers
- Welcome to – Miranda Millan, Milly Randall-Davis, Matt Wilson, Aimee Knight
- Goodbye to Phil Cook, Liz Bird, Dave Fergus and Martin Lindup
- Thank you to all individual & corporate volunteers that have contributed to Involve Community Service operations
- Thank you to all our funders and supporters; Bracknell Forest Council, Wokingham Borough Council, Berkshire West CCG, Wokingham North PCN, Get Berkshire Active, Shanly Foundation, Boehringer Ingelheim, Co-Op Community Fund, Card Factory Foundation, Syngenta

Interim CEO Report

- Key achievements for 2020-21:
 - **Training** – Growth in training, which moved largely online due to the pandemic. Over 1000 places were taken on 103 different training courses
 - **Funding** – Weekly funding alerts to over 300 subscribers, including access to emergency funds. 9 funding related teaching sessions. Grant writing work commenced for charities & community groups within both Bracknell Forest & Wokingham Borough, £180k generated to date.
 - **Info/support** – over 160 charities and community groups offered bespoke governance, start up or development support.
 - **Trustees** – 20 new trustees successfully placed across charities serving Bracknell Forest and Wokingham Borough. 7 ‘roles and responsibilities’ trustee training delivered
 - **Volunteers** – Significant influx of volunteers (1,800 across Bracknell Forest) who looked to support Community Response. 5,500 visits to online Volunteer Centre , with in addition, 230 direct expressions of interest to office. 120-140 volunteering opportunities advertised online.
- **2020/21 Key Achievements**

Well Being Services

 - 23 supported volunteering assessments undertaken with placements made in accordance with need and interest
 - 310 residents signposted through Community Navigation. Service also supported local campaign to reach out to those most vulnerable within Wokingham Borough
 - Service growth to the Cancer Support Network with this funding secured to support the residents of Berkshire East in addition to Wokingham Borough

- Confirmed contract to commence Social Prescribing in Wokingham East Primary Care Network
- Bracknell Forest COVID-19 Community Response facilitated in partnership with The Ark Trust and Bracknell Forest Borough Council (March-August 2020). 150 households assigned volunteers to provide longer-term help with shopping, medical supplies and more

Significant Undertakings 2021/22

- Launch of the Bracknell Forest COVID-19 VCS Recovery Grant
- Opening of Waterford House, Wokingham Borough first charity and community hub.

Financial Report

- Summary of finance was given by our Trustee Chairman, there was no issues raised
- A full report is available on the Involve website.

Re-election of Trustees

James Harrison, Chair

Fiona Kelly

Geoffrey Taylor

All were re-elected Proposed Rob Hughes, Seconded Shaun Polley

Appointment of Auditors

Involve continue to use Rice Associates as their Independent Examiners. All attendees voted in favour of this and proposal was made by ??? and seconded by ???

AOB

- No AOB's raised

Thank You

- Thank you's were announced to all that contributed to the AGM including;
 - All Attendees.
 - All involve Staff, Trustees & Volunteers.

Attended – 41 Online

The meeting was officially closed at 11:50am