

involve Community Services
PROGRAMME FOR ANNUAL GENERAL MEETING 2023

Thursday 23rd November from 2:00pm – 3:00pm
Held on Microsoft Teams

1:50 pm: log-in open
2:00pm: Business to commence as per Agenda below

AGENDA

1. Welcome.
2. Apologies.
3. Approval of Minutes of last year's AGM November 2022.
4. Matters arising from Minutes.
5. Chair's Report.
6. Trustees Report and Financial Statements for year ending 31 March 2023.
7. Election of Trustees
8. Appointment of the Auditors of the Company. – Rice Associates
9. 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
 Thursday 23rd November 2023 at 14:00 pm
 Held on Microsoft Teams**

Attendees:

Kim Rolfe	AGE UK Berkshire	Renze Kramer	Trustee, Involve Community Services
Robert Grindley	MoreArts Wokingham	Pam Owles	Sandhurst Stroke & Disabled Club
Rob Hughes	Easthampstead Rotary Club	Tracy Howat	Involve Community Services
Jeanette Hughes	Cruse Bereavement Care	Collette Reynolds	Youthline Bracknell Forest
Mike Allen	Involve Community Services	Angela (no surname used for Samaritans undertakings)	Samaritans Bracknell, Wokingham & Districts
Clarissa Webb	involve Community Services	Bill Feeney	Citizens Advice Wokingham
Liz Penn	Involve Community Services	Jane Figg	Bracknell Macular Society Support Group
Julie Bedborough	Involve Community Services	Andy Barrett	Kerith Church
Siobhan Goodchild	Trustee, Involve Community Services	Lauren Lee	Involve Community Services
Malcolm Dudson	Trustee, Involve Community Services	Harjit Hunjan	Bracknell Forest Borough Council
Felicity Antwi-Adjel	Public Health Bracknell Forest Council	Keith Smith	Trustee, Involve Community Services
Cllr Beth Rowland	Mayor of Wokingham Borough	Naomi Brown	Trustee, Involve Community Services
Phil Bell	involve Community Services	Josie Osborne	Wokingham North Primary Care Network Manager
Jackie Eddolls	Involve Community Services	James Harrison	Trustee Chair, Involve Community Services
James Meyjes	Trustee, Involve Community Services	Jacqui Wakeling	Community Learning Bracknell Forest Council
Helen Brown	Adult Services Commissioning Wokingham Borough Council	Sally Franks	Involve Community Services
Lauren Brown	involve Community Services	Roumie Radountcheva	Trustee Treasurer, Involve Community Services
Charlotte Woodley	Involve Community Services	Rajdip Marok-Dhanju	Trustee, Involve Community Services
Mary Durman	Promise Inclusion	Terri Lazzari	Support Horizons
Caroline Pragnell	Involve Community Services		
			Shaded = member org.

Meeting officially opened 14:00 pm by James Harrison (Chair) (JH).

Welcome and Acknowledgements were made to the following:

- All attendees
- Board Members
- Involve staff
- Statutory representatives
- Member organisations

Apologies

- Will Hague - Bracknell & District Parkinson
- Richard Skilton – Crowthorne Community Minibus
- Debra Morrison – CLASP Wokingham
- Vickie Randall – Involve Community Services

- Rosanne Hall – Berkshire Community Foundation
- Connie Cuff – Pineridge Dog Sanctuary
- Cllr. Helen Purnell – Bracknell Forest Council
- Abby Thomas – Bracknell Forest Council (Chief Executives Office)

Approval of Minutes.

JH sought approval of the 2022 annual general meeting minutes. These proposed by Renze Kramer and seconded by Jane Figg.

Matters Arising from Minutes.

None

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

Composition of current Board of Trustees confirmed:

- James Harrison - Chair
- Malcolm Dudson - Vice Chair
- Roumie Radountcheva - Treasurer
- Renze Kramer
- Siobhan Goodchild
- Keith Smith (New)
- Rajdip Marok-Dhanju (New)
- James Meyjes (New)
- Liv Rennie – Shadow Trustee with no voting rights

Chair expressed his thanks to all the Involve staff, trustees, and volunteers.

Welcomes made to new employees: Janine Oakley, Fiona Swan, Caroline Pragnell, Julia Wheeler, and Charlotte Woodley.

Thanks, and farewells given to: Diane Bedford, Jason Bowles, Kate McDonnell, Jo Mason, Jackie Bowles, Eamon Rafferty, and Joanita Lwanga.

Thanks expressed to all individuals & corporate volunteers who have supported Involve Community Service over the last 12-months in gifting their time and skills.

Thanks also given to all funders and supporters, namely: Bracknell Forest Borough Council, Wokingham Borough Council, Bucks, Oxon & West Berks Integrated Care Board, Wokingham North Primary Care Network (PCN), Wokingham Modality PCN (formerly east), Woosheill & Crowthorne PCN (formerly east), Wokingham Phoenix PCN, Get Berkshire Active, Berkshire Community Foundation, Former East Berkshire Clinical Commissioning Group, and the National Lottery Community Fund.

Key achievements for 2022-23:

Training – 1,236 learners engaged in training, a growth of 273 learners on the year previous. 130 courses facilitated, 47 more than in 2021/22.

Funding – Weekly funding alerts sent to over 273 subscribers, a small growth on 245 in the previous year. 22 bespoke funding advisory sessions delivered. Successful grant applications written to the value of approximately £150,000.

Info/support – 167 charities and community groups offered bespoke governance, start up or development support. This is a modest growth from 155 in the previous year.

Trustees – 23 Trustees successfully placed across charities serving Bracknell Forest and Wokingham Borough, up from 21 in 2021/22. 56 learners joined the roles and responsibilities trustee training offered.

Volunteers – Between 112-167 live volunteering opportunities advertised on the 'Get Involved' portal. 132 direct volunteering expressions of interest supported. 19 corporate volunteering days coordinated, a small reduction on the year previous although the number of corporate volunteers has remained steady at 233.

Community Navigation – 471 residents signposted to appropriate services through the Community Navigation, a significant growth of 145 on the previous year.

Social Prescribing – Involve provided Social Prescribing services to four of the six Primary Care Networks of Wokingham Borough. 256 referrals generated by the Phoenix PCN, almost double that of the former year; and 152 by the North PCN, consistent with last year's referral rate. East Wokingham PCN split into two networks in 2022/23 with in total 186 patients supported through social prescribing in the financial year. In total 599 patients helped via an Involve Social Prescriber, a significant growth from 361 the year previous.

Cancer Support Network – Involve sadly lost its East Berkshire Funding 2021/22 but the network remains ever present within Wokingham Borough with over 200 active members.

Green & Active – This new volunteering project commenced in August 2022. In total 136 volunteer expressions of interest were received through to 31st March 2023, with 45 volunteering sessions delivered with Parks and Countryside colleagues.

Ongoing Concerns & Upcoming Achievements

Continued site management of the Charity & Community Hub at Waterford House in Wokingham Town (10 charities co-located)

Continued site management of the Court House in Bracknell (7 charities / social enterprises co-located)

In 2023/24 Involve will be undertaking a new project managing the Voluntary, Community and Social Enterprise (VCSE) Frimley Health Alliance.

Financial Summary 22/23

Summary of finance given by Trustee Treasurer, Roumie Radountcheva. No issues raised. (A full report is available on the Involve website). Board of Trustees confident of Involve's undertakings in the year ahead.

Re-election of Trustees

James Harrison, Chair

Renze Kramer

Both were re-elected Proposed by Rob Hughes, Seconded Angela.

Appointment of Auditors

Involve continue to use Rice Associates as their Independent Examiners. All attendees voted in favour of this in the year ahead **Formerly proposed** - Malcolm Dudson, Seconded - Pam Owles

AOB

No other business.

Thank You

Thanks given to all who attended and contributed to meeting.

Attended – 38 Online

The meeting was officially closed at 14:30 pm