

# **(DRAFT) Minutes of the First AGM, 7<sup>th</sup> September 2021**

*Fromus Centre, Seaman Avenue, Saxmundham*

**Present:** Di Eastman (DE), Chair Tim Roberts (TR), Vice-chair Jacqui Newvell (JN)  
Jess Palmer (JP) Peter Ewart (PE), Treasurer

**Attending:** Bryony Peall (BP) Mike Cowling (MC)  
plus 24 volunteers and members of the public.

## **1. Welcome:**

DE welcomed those present to the first AGM of IP17GNS and then explained (with the aid of slides produced by JP) what IP17GNS actually is in terms of its charitable status (a Foundation CIO), its organisational structure and the consequences regarding voting, etc.

## **2. Apologies:**

Apologies for absence had been received from: Lisa Adams, Jane Arkley-Crouch, Roz Barnett, Zoe Botten, Maggie Cross, Julia Ewart and Richard Smith. MC read out messages of support from those unable to be present.

## **3. Conflicts of Interest:**

There were none.

## **4. Annual Report for the period to 31<sup>st</sup>:**

DE, again with support of slides, presented the annual report giving detail of the range and extent of the achievements of IP17GNS during its first year of operation. Whilst there had been many successes, of particular note were: the delivery of almost 900 prescriptions, the production and delivery of ~200 Christmas dinners to those on their own, and the very wide geographical coverage of the local area for a variety of services. Volunteers are a vital ingredient of what IP17GNS has achieved and are very highly valued. DE also brought the meeting's attention to the awards which IP17GNS, and personally BP, had received as a result of its operations. Many of these awards are as a result of nominations from the public whom IP17GNS serves. Adoption of the Annual report was proposed by PE and seconded by TR. All Trustees were in favour.

## **5. Financial Report and Accounts for the period to 31<sup>st</sup> March 2021:**

PE, supported by slides, presented the key points from the Accounts for the first year of operation of IP17GNS. Income had been received from a number of sources, including generous support from Saxmundham Town Council. Only £5k of the £41k total income was restricted, which allowed IP17GNS to be agile in dealing with needs of people as they arose. PE also emphasised the early need to set aside some income as a reserve against unforeseen circumstances and to ensure that IP17GNS is financially resilient. This was achieved with an initial allocation of £15k to reserves. JN proposed and TR seconded a proposal that the Financial Report and Accounts be adopted. All Trustees were in favour.

## **6. Appointment of Trustees:**

The published Agenda laid out the sequence in which all of the five Trustees were appointed. DE, with the aid of a slide, explained to those present how this structure cascaded down to a management team and the volunteers. TR proposed that the Trustee structure be adopted as it is satisfactory to the Charity Commission; DE seconded this proposal.

## **7. Appointment of Independent Examiners:**

PE acknowledged the support of the Saxmundham office of Ensors, Chartered Accountants, for their assistance with financial matters and the Independent Examination, and at a discounted rate. Carl Page of Ensors was the actual independent examiner. PE had checked the degree of independence and lack of conflict of interest between Carl Page and the finance team who assisted with financial matters. The Ensors finance team are just collating the information provided by IP17GNS, rather

than acting as accountants and consequently there is no conflict of interest. DE proposed and TR seconded a proposal that Carl Page of Ensors be appointed Independent Examiner for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, and that the arrangement with the Ensors finance team continue. All Trustees agreed.

**8. Any Other Competent Business:**

There was none.

**9. Date of Next Meeting:**

DE announced that the Second AGM will be held on Tuesday 6<sup>th</sup> September, 2022.

At this point DE closed the formal Annual General meeting.

**Approved:** .....

**Signed:** .....

Informal Session

Following the close of the formal AGM there were a number of activities:

- (i) A presentation to Doug Fletcher, who stood down as the Volunteer Co-ordinator at the end of August, took place as a mark of immense gratitude for all he had done since the start of IP17GNS.
- (ii) The unveiling of the new logo for IP17GNS
- (iii) A presentation on the theories of change approach to setting out what IP17GNS is attempting to achieve and how all of the various activities, and some proposed new ones, fit into that vision. JN emphasised that the approach is a live one and that inputs from volunteers, and others, are welcomed so that the structure may evolve and become more robust with time. JN particularly focused on the roles of internal and external Enablers, the importance of governance and funding.
- (iv) DE closed the session by thanking her fellow trustees for their support, the immense efforts of the volunteers in all of their various roles, and with special thanks to BP who with her amazingly positive attitude towards helping people in need, has been truly outstanding.
- (v) There were a number of very supportive comments from other organisations, some received by email. Dave Moore of CAS emphasised just how successful IP17GNS has been relative to the 60+ GNS' in Suffolk, and CAS hopes to be able to continue its support.
- (vi) TR wished to record a special vote of thanks to Jane Arkley-Crouch who had been so instrumental in getting IP17GNS started. Those present agreed.
- (vii) Refreshments then followed so that those present could reflect on the evening's events and discuss the future for IP17GNS.