

## Bracknell Forest Voluntary Action

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

### **Minutes of the Annual General Meeting 2014 held on Thursday 23 October 2014 at Braybrooke Community Hall**

#### **Welcome:**

Cllr Birch welcomed all to the meeting.

#### **Present:**

Trustees: Cllr Dale Birch (Vice Chairman) Edward Sawbridge (Treasurer), Rev. Nick Parish, Peter Redford and Cllr Gareth Barnard,

Cllr Alvin Finch (Immediate Past Mayor), Cllr Andy Blatchford (Deputy Mayor BFC), plus 25 registered members of BFVA, 14 guests and 6 members of staff. 21 apologies were received, including Cllr Alan Ward, Cllr Bettison, Cllr Cliff Thompson, Cllr Denise Hamilton (Bracknell Town Council Mayor), Cllr Mark Phillips (Deputy Bracknell Town Council Mayor), Cllr Jim Finney and Cllr Mrs Barnard.

#### **Amendments to agenda:**

Item 7: Election of Trustees - Penny Lander recently resigned. Items 8 & 9 - subject to Charity Commission approval

#### **Approval of Minutes of last year's AGM 22 October 2013:**

Proposed: Cllr Birch. Seconded: Edward Sawbridge. Carried.

#### **Matters arising:**

**Question 1;** Geoff Hallett, Trustee - an update was requested on Geoff who has not been well. A member responded that Geoff is now out of hospital but his recovery is expected to take some time. The trustees asked that a member of BADHOGS in attendance convey their best wishes to Geoff.

**Question 2;** Consultation Report not published. Why not? Why no refund to Council Tax payers? Cost was £7500. Response: Report was fully utilized by Trustees, no need to refund, Tax payers money used wisely to chart the way forward. Draw a line underneath this issue.

#### **Vice Chairman's report:**

This has been a year of facing and overcoming some serious challenges to our survival. After receiving a much needed additional grant of £60,000.00 from Bracknell Forest Council we were tasked with ensuring BFVA could not just survive but flourish within the parameters of the current level of core grant. We were forced to focus on our core objectives and to restructure to meet the financial environment in which we found ourselves. We have achieved our initial goals and as you will see from our accounts we are on a much stronger footing.

This has not been achieved without extensive changes that you have all been kept abreast of as they have occurred. Before we move on into the new future of the rebranded and revitalised **involve** it is important to reflect upon some of the changes in staff and Trustees that have happened. I and the Board of Trustees

would like to thank and recognise the important contribution to BFVA made by Martin Gilman and Chris Cowap who until June 2013 were Chief Executive and Development Manager respectively.

The Trustees would also like to thank Carole Allen, Lynette Robertson and Judy English for their significant contribution to BFVA prior to leaving this year. To those who have remained and to those who have joined us during the year we would like to record our thanks and appreciation for their commitment, fortitude and outstanding efforts through what has been a year of change and challenge.

The Board of Trustees has seen change also with, Kate Long, Mike Parsons, William Neen and Peter Bestley all retiring during the last year. I thank them for all their guidance and commitment.

This year has also seen new Trustees join, of which I am one, along with Dr Gareth Barnard, Geoff Hallett, Peter Redford, Nick Parrish and Penny Lander (who has recently resigned due to other commitments), who bring with them a wealth of knowledge, skills and experience.

Where would we be without our volunteers? I have great pleasure in thanking, Gill (membership record updating), Georgina (graphics), Malcolm (new website development), Helen (marketing), Kim (reception and administration support), Neeta (administration) and Janet & Nico (community project support) who have contributed so much to Bracknell Forest Voluntary Action throughout the year.

We must now look to the future; we have a strong team under our Chief Officer Janet Dean, to whom I'd like to extend particular thanks for taking on the challenge of refocussing BFVA and delivering us to this point. We have secured more contracts with Bracknell Forest Council and Bracknell Forest Homes and are discussing working with Public Health. I am sure that with the new name and branding **involve** will be able to continue to support all our voluntary sector partners for a long time to come.

Which brings me to my final thanks for this report and that is to thank all our voluntary sector partners and all their staff and volunteers who have helped us through this last year. The staff and Board of Trustees look forward to working with you in what promises to be an exciting year ahead.

### **Presentation of Annual Report and Financial Statements for the year ended 31 March 2014**

Edward Sawbridge directed members' attention to the two finance pages and commented that copies of the full accounts are available on the website and on request. He explained that the organisation is on a path to survive on the core grant with future resilience. Balance sheet, assets are essentially cash in bank. Challenges in the coming year will be restructuring the office and working in a smaller space.

#### **Question 1:** What are restricted funds?

It was explained that these are funds ring-fenced for projects, for example Big Lottery Carers Project and Befriending Projects.

#### **Question 2:** Why are the accounts unaudited?

The Charity Commission does not require us to have our accounts audited.  
The report and accounts were accepted.

Proposed: Cllr Birch.  
Seconded: Cllr Barnard.  
Carried unanimously.

### **Election of Trustees**

Retiring trustees eligible for re-election – none.  
Election of G Hallett, P Redford and N Parish.

Proposed: Cllr Birch.  
Seconded: Cllr Barnard.  
Carried unanimously.

Cllr Birch thanked retiring trustees W Neen, M Parsons, J Dean, K Long and P Bestley.  
Cllr Birch welcomed the new trustees to the board.



**Proposed resolution 1: alteration to Clause 3 of the Memorandum & Articles of Association that the area of benefit be extended to Bracknell Forest, Berkshire and the Thames Valley Area.**

**Question 1;** Why is this being done?

It was explained that the change of name was being done for a positive change for the better, to disconnect from the misconception that BFVA is part of Bracknell Forest Council and to have a new identity that better represents the services offered.

**Question 2;** There were no councillors on the Board before, so why now?

It was explained that there has always been council representation on the Board to ensure the value of the BFC core grant. To the future one councillor will remain as an assigned Trustee for this purpose.

**Question 3:** How will BFC view their funding being used in other areas?

It was explained that BFC funding will be ring-fenced for Bracknell Forest benefit. BFC supports collaborative working in other areas. Out of area projects will be full cost recovery and will not therefore impact on BFC funding.

**Question 4:**

The Trustees promised in July 2013 that they would consult on the way forward. This was deferred to AOB for mechanisms on the way forward.

Motion moved by Cllr Birch.  
Membership vote: 11 for, 3 against. Resolution carried.

**Proposed resolution 2: that the registered name of the organisation be changed from Bracknell Forest Voluntary Action to involve Community Services.**

**Question 1;** Why is there no region stated in the new name?

It was explained that no region was required in the name, only a purpose. Concern was raised about the wider issue of big charities gobbling up small ones, therefore no longer local or associated with Bracknell.

Motion moved by Cllr Birch.

Membership vote: 10 for, 6 against. **Resolution not carried.**

The Board of Trustees proposed an Extraordinary General Meeting for the resolution of this item.

**Appointment of Auditors**

The members formally approved the appointment of Rice Associates Ltd for another year as auditors, nem con:

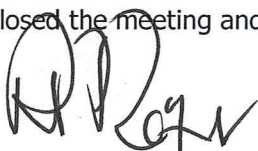
Proposed: Cllr Birch.  
Seconded: Cllr Barnard.  
Carried unanimously

**Any Other Business**

There was no other business

Cllr Birch closed the meeting and introduced the guest speaker Dr. Lisa McNally

Signed



Date

12/12/2014.

