

MINUTES:

Meeting:	HWCB Annual General Meeting			
Date:	Friday 8 th December 2017			
Time:	10.00 – 12.00			
Venue:	Warrenfield Room, The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH			
Attendees:				
First Name	Surname	Organisation	Role	initials
Diana	Blackmun	HWCB	Chief Executive Officer (CEO)	DB
Miriam	Coffie	HWCB	Director	MC
Gill	Hiscox	HWCB	Director	GH
Linda	Grant	HWCB	Director	LG
Wendy	Toomey	HWCB	Director	WT
Catherine	Davies	HWCB	Director	CD
Dee	Dillistone	HWCB	Engagement & Volunteer Co-ordinator	DD
Jane	Kelly	HWCB	Digital Communications Officer	JK
Linda	Harrison	HWCB	Volunteer	LH
Den	Fensome	HWCB	Volunteer	DF
Brian	Scott	HWCB	Volunteer	BS
Carys	Martin	HWCB	Volunteer	CM
Robin	Smith	HWCB	Volunteer	RS
Margaret	Brown	HWCB	Volunteer	MB
David	De Butts	HWCB	Volunteer	DDB
David	Jenkins	HWCB	Volunteer	DJ
Mark	England	BLMK STP	Chief of Staff	ME
Stephen	Mason	GKP Accountants	Accountant	SM
AJ	Elliott	Member of public		
Apologies:				
Nicola	Kidby	HWCB	Volunteer	
Dave	Simpson	HWCB	Volunteer	

Christine	Shepherd	HWCB	Volunteer		
Leanne	Fitzsimons	HWCB	Volunteer		
Michael	Hyde	HWCB	Volunteer		
Rae	Bird	HWCB	Volunteer		
1.	Welcome and Apologies				ACTION
	<p>CD welcomed everyone to HWCB's AGM and noted apologies. CD explained she was standing in for HWCB's two Co-Chairs who were unable to join us today due to ill health.</p>				
2.	Presentations				
	<ul style="list-style-type: none"> ▪ DB gave an overall presentation of the structure, activities and engagement of Healthwatch Central Bedfordshire. <ul style="list-style-type: none"> - <i>Copy of presentation available on request.</i> ▪ HWCB's Guest Speaker, Mark England, Chief of Staff, gave an update on current activities and development of the BLMK STP. <ul style="list-style-type: none"> - <i>Copy of presentation available on request.</i> 				
3.	Financial Report				
	<p>CD introduced Stephen Mason from GKP Accountants who prepared HWCB Annual Accounts. Copies of the accounts were distributed at the meeting and CD requested questions. The accounts were unanimously approved by Board Members. Additional copies of HWCB's Annual Accounts are available on request. The accounts will now be filed at Companies House and the Charities Commission.</p> <p>DB gave an update on HWCB financial position which included the following:</p> <ul style="list-style-type: none"> ▪ In February 2016, the Executive Committee of Central Beds Council approved grant funding for HWCB for a three year period to March 2020 with a 1% uplift on funding. ▪ Recently appointed HWCB volunteer, Nicola Kidby, who records company financial activity on SAGE software, to be part of HWCB's Finance & GP Committee from Jan 2018 to ensure our financial records remain robust and the organisation can work efficiently and economically. ▪ HWCB are in a very healthy financial position moving forward with regard to the activities and engagement work planned and, with the 3 year grant in place, HWCB are now in a position to make some long term plans for our future development. 				

4.	Re-election of Directors	
	<p>The following Directors were identified as standing for re-election:</p> <p>Dave Simpson Wendy Toomey Catherine Davies Linda Grant Gill Hiscox</p> <p>All of the above were unanimously approved for re-election by all Trustees and Members in attendance</p> <p>Miriam Coffie was not standing for re-election. MC has been a Director with HWCB since February 2017 and made the decision to step down at the AGM due to pressing work commitments. CD thanked MC for her involvement and support for HWCB and wished her well for the future.</p> <p>Wendy Toomey and Dave Simpson have both agreed to stand again for interim Co-Chair which was unanimously approved and agreed by all Trustees and Members.</p>	
5.	AOB	
	<p>CD explained that it is hoped the interim Co-Chair posts will be in place for a short period. There are plans in place for a programme of recruitment for HWCB Chair and Directors in the New Year.</p> <p>CD thanked all the Trustees, Directors, Members, Staff and Volunteers for their time, commitment hard work and involvement with HWCB over the past 12 months and looked forward to continuing to work with them all in the coming year.</p> <p>DB added her thanks to all the Directors and Members for their support and direction for Staff and Volunteers. DB congratulated all the Staff and our fantastic Volunteers for their hard work and support which has enabled HWCB to carry out a wealth of activities and engagement and to fulfil our statutory obligations.</p>	
6.	Next Meeting	
	<p>Date of Next Meeting – AGM will be announced next financial year.</p> <p>Thank you all for your attendance.</p>	