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## Minutes of the 62<sup>nd</sup> Annual General Meeting of Bath & District Citizens Advice Bureau held on 12<sup>th</sup> November 2002

Sara Phipps-Lang, Chair of the Management Committee, welcomed everyone to the meeting and introduced the Mayor Cllr Lorraine Morgan-Brinkhurst who had kindly agreed to chair our AGM.

The Mayor spoke of her background in health and social services and, therefore, her knowledge and appreciation of the work done by staff and volunteers at Bath CAB. She spoke of her recent experience working in a GP surgery where Bath CAB had begun benefits advice sessions and the valuable contribution this had made to the patients in that surgery. She thanked everyone for the enormous contribution CAB made to the community.

### Apologies

Apologies received were read out by Jackie Winter (Bureau Manager).

### Memorandum & Articles of Association

The proposed Memorandum and Articles of Association had been circulated to all members in early October and copies were available to everyone attending the AGM.

Sara Phipps-Lang introduced the proposals by explaining that the new Memorandum and Articles of Association were the result of 18 months of consultation with NACAB and others and lengthy discussions at Management Committee meetings. The intention had been to bring the Bureau's constitution up-to-date and to make the language more accessible.

There being no questions from the floor, the Mayor proposed a vote on the new Memorandum and Articles of Association and these were approved unanimously.

### Minutes of the 61<sup>st</sup> AGM

The Minutes had been circulated to members and distributed at the AGM. The Minutes were approved as a true record of the Bureau's 61<sup>st</sup> Annual General Meeting.

### Annual Report

Sara Phipps-Lang presented the Annual Report. Ms Phipps-Lang spoke about the increase in demand for the Bureau's services and the successes achieved. She spoke in detail about the achievements of the NACAB/Council Partnership Agreement which was now in its final year and of the Bureau's hopes that secure and adequate core funding would continue when the Agreement finished.

*Sara Phipps-Lang*



Highlighting the Front Line Project which provides specialist benefits advice in GP surgeries and the Southside Family Project, she spoke of the need to develop outreach services to meet the needs of some of the most vulnerable people in Bath and thanked the Medlock Trust for its substantial support for this Project.

Ms Phipps-Lang congratulated everyone on the excellent results of both the Franchise Unit Audit (undertaken by the Legal Services Commission) and the Membership Audit (undertaken by NACAB) and thanked everyone involved for their efforts.

There were no questions from the floor but the Mayor spoke of how impressed she was by both the contents and the format of the Annual Report, noting how easy and interesting it was to read.

The Annual Report was approved unanimously.

#### **Annual Accounts**

The audited accounts were presented by Ruth Allen, the Hon Treasurer, and were approved unanimously.

#### **Appointment of Auditor**

The AGM approved unanimously the appointment of Mark Garrett as the Bureau's auditor.

#### **Election of Trustee Board members**

The following individuals and representatives were nominated and elected en bloc to serve on the Trustee Board .

Ruth Allen, Mark Baldwin, Cllr David Dixon (Bath & NE Somerset Council rep), Martin Evans, Sara Phipps-Lang, Jillian Tempo, Michael Tichelar (Off The Record), and Heather Weavill.

#### **Close of meeting**

Sara Phipps-Lang thanked the Mayor on behalf of everyone for taking the time to chair our AGM and for her very supportive comments.

The Mayor closed the meeting by thanking everyone for coming and expressing her hopes to visit the Bureau in the New Year.

I confirm this is a true record of the  
Annual General Meeting held on 12  
November 2002.

