



# Volunteer Centre

## Bath & North East Somerset

### MINUTES OF ANNUAL GENERAL MEETING 2006/2007

Wednesday 31<sup>st</sup> October 2007

'The Centre', St Luke's Church, Wellsway, Bath

#### Present:

Name	Organisation	
Helen Timbrell	Chair of Trustees, Volunteer Centre B&NES	Member
Bren Abercrombie	Vice Chair of Trustees, Volunteer Centre B&NES	Member
Derek De Val	Treasurer, Volunteer Centre B&NES	Member
Roger Brimblecombe	Trustee, Volunteer Centre B&NES	Member
Jim Cronin	Trustee, Volunteer Centre B&NES	Member
Maya Bahra	Trustee, Volunteer Centre B&NES	Member
Nick Abercrombie	Bath Citizens Advice Bureau	Member
Mrs Margaret Beazer	Bridgemoor (Bridge Care)	Member
Angela Bailey	Elizabeth Finn Care	Member
Ben Rogers	Individual Member	Member
Sara Dixon	B&NES Council	
Colin Brady	B&NES CVS	
Janice Fortune	B&NES CVS	
Mary	Bath and District Samaritans	
Sophie	Bath and District Samaritans	
Sarah Targett	Bath Churches Housing Association- Julian House	
Jan Westrope	Bath Citizens Advice Bureau	
Ed Stevens	Bath Spa University	
Nina Bevan	Bethlehem Link	
Roy Galton	Diabetes UK	
Merryn Nisbet	Mendip Hills AONB Service	
Michelle Kelly	Millennium Volunteers	
Peter Chandler	Revival Trowbridge	
Anthony Comer	RSVP	
Hazel Newman	Volunteer Centre B&NES	
Helen Morrison	Volunteer Centre B&NES	
Jane Brimble	Volunteer Centre B&NES	
Jill Ponsford	Volunteer Centre B&NES	
Liz Clarke	Volunteer Centre B&NES	
Sally Rimmer	Volunteer Centre B&NES	

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COMPANIES HOUSE

Zoe Smith	Volunteer Centre B&NES	
Rob Jackson	Volunteering England	

### Apologies:

Name	Organisation
Jo Stokes	Advocacy Services at The Care Forum
Alison Baker	B&NES Council
Sue Murtagh	B&NES Council
Helen Arnoldi	B&NES PCT
Wilma Akhurst	B&NES PCT
Rosco Jones	B&NES Racial Equality Council
Gillian McLay	Bath Festival of Children's Literature
Chaya Bamber	Bath International Evening
Jane O'Hara	Bath International Evening
Ruth Richardson	Bath Postal Museum
Roberto Donati	Bath Self Help Housing Association (Bath Foyer)
Jacky Bates	Bath Shopmobility
Mrs L Palmer	Bath Stroke Support Group
Anne Hardy	Churches Together in Bath Open Christmas
Dick Whittington	Community Action
Jacqui Ward	Community Action
Rosemary Kerr	Girlguiding Bath Division
Victoria Hare	HorseWorld
Rae Harris	Individual Member
Mrs U Hurst	Keynsham Bowling Club
Vathryn Bartrum	Keynsham Open Award Centre
Jennie Osborne	Make-A-Wish
David Bethall	MS Society
Jim Parry	National Trust (Prior Park)
Hannah Mayell	National Trust Eastleigh Court
Kathy Jordan	New Oriel Hall
Sarah Quarren-Evans	New Oriel Hall
Julia Ford	NHSBT
David Jones	Off The Record
Mrs J Langley	Open House Coffee Shop
Mrs M Hopkins	Open House Coffee Shop
Doug Benson	Sarah Ann Trust
Jan Fountain	STAR
Sarah Booker	Sue Ryder Care
Colette Lineham	Sustrans Ltd
Catherine Mazza	Terrence Higgins Trust
Ronnie Wright	The Care Forum
Mel Clarke	The Community Bus
Peter Duppa-Miller	Town and Parish Councils in B&NES
Mr Mike Hawkins	Twerton St Michael's Table-Tennis Club (Bath)

Anna Boneham	University of Bath
Juliet Ham	University of Bath
Pauline Morgan	Vitalise
Hannah Leach	Volunteer Centre B&NES
Mike Searl	Volunteer Centre B&NES

### **1. Welcome, apologies and housekeeping announcements**

The Chair welcomed attendees at the meeting and noted the apologies. The Chair introduced the Trustees and staff.

### **2. Minutes of the 2005/06 AGM**

The Chair asked if there were any changes. No changes were noted. Nick Abercrombie proposed as a true and accurate record. Bren Abercrombie seconded.

### **3. Chair's Report**

The Chair confirmed Local Authority Agreement funding will secure additional staff and enable increased opening hours to five days a week. The Chair outlined that the Volunteer Centre will focus more on good practice development and hopes to increase the level of volunteer involvement at the Volunteer Centre.

The Chair thanked all the trustees, staff and volunteers for their hard work and particularly thanked Sally Rimmer, Bren Abercrombie, and Maya Bahra who is stepping down as a trustee.

### **4. Treasurer's report**

The Treasurer has continued to improve and monitor the financial systems and confirmed that the auditors charge for the year was £1,400. There were no questions on the Treasurer's report.

The Chair proposed that the Annual Report and Accounts be adopted and this was seconded by Roger Brimblecombe. The Members voted unanimously in favour of adopting the Annual Report and Annual Accounts.

### **5. Special Resolution**

The Treasurer referred members to the document in their pack and explained that the Special Resolution is a proposed rescission of Article 56 – Appointment of Auditors.

The Treasurer outlined that the effect of the Special Resolution will be to reduce time and cost of an audit and recommended that members be asked to approve the change and Special Resolution. The Members voted unanimously in favour of approving the Special Resolution.

### **6. Volunteer Centre Developments**

The Manager explained her role with Volunteering England and outlined how pleased she is to be working in the Volunteer Centre Bath and North East Somerset.

The Manager outlined the six Core Functions to which the Volunteer Centre works, and explained that there had been key developments under each one over the year 2006-07. It was recommended that fuller details can be found in the Annual Report, which can now be accessed through our website. The Manager highlighted a number of key developments, including

- Helen Morrison's participation in key discussions, including those on the Local Area Agreement which contributed greatly toward the Volunteer Centre being agreed as the lead body for the volunteering target
- The increased opening hours for the Volunteer Centre, which has led to an increased number of people registering with us
- The creation of the Volunteer Centre website
- New volunteers, staff and a new Trustee

The Manager also thanked the staff, volunteers and Trustees for their help and support since coming into the post.

## **7 Election of Trustees**

Election of Chair: HT proposed herself and this was seconded by Derek De Val and carried unanimously.

Election of Treasurer: Derek De Val proposed himself and this was seconded by Roger Brimblecombe and carried unanimously.

Election of Vice Officer: Bren Abercrombie proposed herself and this was seconded by Helen Timbrell and carried unanimously.

Election of Non-Officer Trustees: Roger Brimblecombe proposed himself and this was seconded by Jim Cronin. Jim Cronin proposed himself and this was seconded by Bren Abercrombie. Jan Westrope proposed herself as a new trustee and this was seconded by Bren Abercrombie. Members voted unanimously in favour.

The Chair thanked all the trustees for their significant contributions.

## **8 Guest Speaker - Rob Jackson, Volunteering England**

Rob Jackson gave a very informative and interesting presentation on developing volunteering in England.

## **9. Any Other Business**

There were no further matters arising and the meeting closed with refreshments.

## **Amendment to Constitution by Special Resolution**

### **Proposed rescission of Article 56 – Appointment of Auditors**

Pursuant to Section 32 of the Charities Act 2006 and Section 249a of the Companies Act 1985 Article 56 (which requires the appointment of auditors and the regulation of their duties in accordance with S 235 -237 and Chapter 5 of Part XI of the Act) be forthwith rescinded in order to dispense with the requirement that Auditors be appointed.

The effect of the Special Resolution will be to reduce time and cost of an audit. Our external Auditors will continue to prepare the accounts in the form presented to you today, without the addition of an Audit Certificate. This change arises from our status as an Incorporated Charity with income of less than £90,000 per annum and assets whose value does not exceed £2.8 million as prescribed by the Charities Act 2006.

**Recommendation:** Members asked to approve the above change and Special Resolution.