



**ANNUAL GENERAL MEETING**  
**17:00 Wednesday 29<sup>th</sup> September 2021**  
**Shallowford House**  
**AGENDA**

1. Apologies
2. Appointment of tellers
3. Approval of minutes of the AGM 2020
4. Annual Report 2020-2021
5. Financial Statement
6. Nomination of Independent Examiner for 2021-2022
7. Election of the Board of Trustees – brief statement by candidates
8. Results announced
9. Close of meeting

**AGM 2020**  
**16<sup>th</sup> December 2020 18:00**  
**Via Zoom**

Meeting opened by Chairman: Tremaine Cornish

Apologies: Bernie Rushton, Chris Burton, Danny West

Present: 8 members

Quorum (10) was not achieved (per Section 11.5.b) so we waited the required 15 minutes (per Sec 11.5.c)

Meeting Adjourned at 18:20 – Notice to be sent out giving 7 days' notice for Sunday the 19<sup>th</sup> December 2020 (per 11.5.d).

**Adjourned AGM**  
**19<sup>th</sup> December 2020 14:00**  
**Via Zoom**

Meeting Opened by: Tremaine Cornish

Apologies: Ritesh Singh

Present: 8

As it was apparent that the quorum of 10 wasn't going to be met, rule 11.5.e was implemented and the amended quorum was the number present.

Minutes of the 2019 AGM were approved – unanimous

The Annual Report was accepted – unanimous

Treasurer's Report and Financial Statement was accepted – unanimous

Election of Andy Hilton to be a Trustee was approved – unanimous

Election of Faith Ngcobo to be a Trustee was approved – unanimous

The Amendment of the Constitution removing references to 'Five years or more' was approved – unanimous

Thanks were extended to the Trustees for the past year, and particular mention was made to Marc Searle and Nikkie Morris who each stood down from their roles

There being no further business the meeting was closed at 14:15.



### **Chair's Report**

This report covers the year ending 31<sup>st</sup> March 2021

2020 has been a MAJOR event for all of us. Following the vote for the resolution in last years AGM, the criteria for a five year diagnosis has been removed in our constitution. We are acutely aware that it has impacted on the mental well being of everyone to a greater or lesser extent. The financial year April 2020 to March 2021 for HiVitality was far from normal. Whilst in the past HiVitality (formally NLTSG) have held four retreats a year, we arranged a number of retreats in that period, in the earnest hope & anticipation of relief from the extended lockdowns & restrictions, each of them in turn had to be cancelled.

You will see in the Treasurer's report that it was during this period that we received a grant from the National Lottery under their Covid Grant scheme for the sum of £9,800, which was to be used within six months of the grant being accepted. As a consequence of the extension of the restrictions on gatherings, and the nature of the retreats that we hold & run, it was just not possible for us to use that grant within the allotted period. Thankfully we were given a six month extension to that specific grant, thus allowing it to role over into the current financial year.

Looking forward, we are working towards a brighter future.

Tremaine Cornish

HiVitality - Chair



## **Treasurer's Report 2020-2021**

### **Notes on HiVitality finances**

1. The opening balance includes a grant of £6,475 received in the previous year and is restricted for use to fund one complete weekend planned for June 2020 but now rearranged for June 2021. This restricted fund of £6,475 is therefore still included in the end of year balance. The remainder of the opening balance is unrestricted funds.
2. The major income for the year is a grant of £9,800 from the lottery. This is to fund two weekends and is restricted for this purpose. This £9,800 is included in the end of year balance.
3. Apart from the two grants mentioned above the remaining balance at the end of year (£6,965.59) is unrestricted funds.
4. We had a weekend planned for December 2020 which we had to cancel. Eight people made payments in October towards this weekend totalling £1,000. After the weekend was cancelled we offered a refund to people and seven people took this up totalling £700. This was entered into the accounts as negative income in November.
5. There is a one-off income of £30 from Lloyds on March 22<sup>nd</sup> as compensation for poor customer service.
6. We are registered with Virgin Money Giving and they collect gift aid on our behalf.
7. We are a registered Charity with Amazon Smile, where 0.5 % of a persons purchases are donated, quarterly, by Amazon.

Andy Hilton

HiVitality – Treasurer

## Summary of Accounts

	2020/21	2019/20
<b>Opening Balance at 1st April</b>	£13,575.30	£11,417.69
Current Account	£13,575.30	£11,417.69
Cash	£0.00	£0.00
<b>Total</b>	<b>£13,575.30</b>	<b>£11,417.69</b>

### **Income**

Grants	£9,800.00	£10,725.01
Donations & Fees	£380.52	£8,530.55
Virgin Money Giving	£196.60	£182.70
Amazon Smile	£49.40	£29.96
Sundry	£30.00	£145.46
<b>Total Income</b>	<b>£10,456.52</b>	<b>£19,613.68</b>

### **Expenditure**

Accommodation	£500.00	£13,848.40
Facilitators' & Therapists' Expenses	£0.00	£1,475.65
Members' Travel	£0.00	£1,411.20
Admin	£127.40	£144.17
Sundry	£0.00	£169.21
<b>Sub-Total</b>	<b>£627.40</b>	<b>£17,048.63</b>
Phone	£68.80	£0.00
Subscriptions	£0.00	£304.16
<b>Sub-Total</b>	<b>£68.80</b>	<b>£304.16</b>
Trustee Costs	£59.99	£39.75
Professional Fees	£0.00	£63.53
Fund Raising Materials	£35.04	£0.00
<b>Sub-Total</b>	<b>£95.03</b>	<b>£103.28</b>
<b>Total Expenditure</b>	<b>£791.23</b>	<b>£17,456.07</b>

Balance	£23,240.59	£13,575.30
Cash Funds from Last Year	£13,575.30	£11,417.69
<b>Cash Change at Year End</b>	<b>£9,665.29</b>	<b>£2,157.61</b>

Hivitality Current Account	£23,240.59	£13,575.30
<b>Cash Funds at Year End</b>	<b>£23,240.59</b>	<b>£13,575.30</b>

### **Of which:**

#### **Restricted funds:**

TJ grant	£6,475.00
Lottery grant	£9,800.00

<b>Unrestricted funds:</b>	<b>£6,965.59</b>
	<b>£23,240.59</b>



**Independent Examiner's Report on the Accounts**

Report to the Trustees of HiVitality

Registered Charity 1160307

On the Accounts for the Year ending 31<sup>st</sup> March 2021

**Respective Responsibilities of Trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an Independent Examiner is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3)(a) of the Act)
- Follow the procedure laid down in the general Directions given by the Charities Commission (under section 43(7)(b) of the Act); and
- State whether particular matters have come to my attention.

**Basis for Independent Examiner's statement**

I carried out the examination of the accounts with General Directions given by the Charities Commissioners, including a review of the accounting records kept by the charity and comparing them with those records, including a consideration of any unusual items or disclosures in the said accounts and seeking explanation from the trustees on such matters. Those procedures do not provide all the evidence that would be required in an audit and in consequence I do not declare an audit opinion on the said accounts.

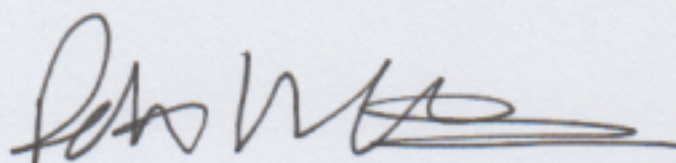
**Independent Examiner's Statement**

Regarding my examination, nothing has come to my attention which:

1. Gives reasonable cause to believe that there in any material respect the requirements:
  - a. To keep accounting records in accordance with section 41 of the 1993 Act; and
  - b. To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

Have not been met; or

2. To which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

  
12/05/21

Peter Sherlock – May 2021  
24 Alfred Road  
Oxton  
Wirral  
CH43 4TX



## Election of Trustees

In accordance with clause 13 (1b & c) every year, in rotation, one third of the elected trustees shall retire from office. This year it is the turn of Tremaine Cornish & Bernie Rushton who were each appointed in 2018. In accordance with clause 16 (1) they are seeking re-election. There are two further people standing for election to the board of Trustees.

There are more spaces available on the board than the number of people who have stood for election. You may therefore accept, reject or abstain for each of the candidates; you are not choosing between the candidates. See separate ballot paper.

	NAME	
1	<p><b>Tremaine Cornish</b> - I have in the past served as Bookings Secretary, Treasurer and more recently as the Chair of the Charity. I have set out a long term vision for the charity &amp; to that end there are a number of developments in play to keep the charity's activities &amp; remit relevant. I am delighted that with that shared vision there have been a number of you good people come forward to share in making that Vision become a reality &amp; none of it is possible without you the members.</p> <p>I will continue to work hard for all the members in running the charity, to extend its reach to the wider HIV+ community within the UK &amp; to work with &amp; encourage the team to make the Vision a reality.</p>	
2	<p><b>Bernie Rushton</b> – Since joining this group, 7 or so years ago, it has come to be very important to me. Since becoming a board member, it has given me a purpose in life that I was missing. I have tried my best to help bring the charity back to life, show everyone friendship and make them welcome. I would like to carry on doing this, and more for as long as my health allows me to. I want to give my all to the people that mean so much to me, and I mean every one of you. Thank you for being there for me, now let me be there for you.</p>	
<p>The following are new persons standing. They are in the order in which the nominations were received, in accordance with section 13 of HiVitality's constitution. Each was correctly proposed &amp; accepted.</p>		
3)	<p><b>Winifred (Winnie) Nsaja</b> – I am standing to give:</p> <ol style="list-style-type: none"> <li>1) An ongoing commitment in the determination of implementation of strategic plans &amp; decisions with other team members, as laid out in HiVitality's Guidelines.</li> <li>2) A constant involvement in the review &amp; development of the existing volunteer strategy to maximise the potential of service user delivery &amp; uptake.</li> <li>3) An active participation with the team, service users &amp; other providers in enforcing plans to enhance the expansion of services that target a wider section of service users.</li> </ol> <p>The nature and quality of services, activities, and the long-term plans of HiVitality have reassured me and attracted me to making the decision of joining the charity as a trustee.</p> <p>Apart from my experience of living with HIV/AIDS, I have a strong passion for volunteering within the HIV sector and ensuring that an organisation's expectations are met. I am patient in my dealings with people, a careful listener and I respect the differences and privacy of individuals. I am willing to learn and to share information that will make a positive impact in the lives of people living with HIV/AIDS. I have worked in the HIV field for over 10 years, in the statutory and voluntary sectors. I faced major challenges but enjoyed establishing, developing, and securing funding for organisations, as well as facilitating support groups, managing volunteers, offering emotional support to people living with HIV/AIDS, co-ordinating health promotion events, and carrying out various administrative duties. In addition to this, I am currently studying Business Management</p>	

	<p>which has given me a wider knowledge of strategic management.</p> <p>I am keen to be part of this team as it is an opportunity for me to contribute to the implementation of long-term plans that will enable the charity to achieve its vision for the benefit of people living with HIV/AIDS. As the charity plans to expand its scope, I believe that the strengthening of volunteer involvement will be a priority because volunteers play a major role that can lighten the workload of service delivery, thus encouraging service user access, as well as funding.</p> <p>I look forward to the therapeutic experience of volunteering, learning new skills, developing existing ones and most of all, contributing to the improvement of the quality of services that HiVitality offers to its users.</p>
4)	<p><b>Julie Willis</b> - What I bring to the organisation</p> <p>I am happy to put myself forward to be a trustee as a relatively long-term member of HiVitality and as a member that enjoys the services HiVitality has to offer and would also seek to further that potential.</p> <p>I feel I would be able to apply some important personal qualities and skills to the role of trustee.</p> <p>The personal qualities I would utilise is that of already being a well-known member of the group and having already established good relationships with many other participants and the HiVitality leadership team.</p> <p>This I have been able to achieve through my listening skills, friendly and outgoing personality and exercising leadership skills demonstrated in my encouragement of others to attend at HiVitality retreat and taking the initiative to organise travel arrangements for those participants travelling from London on many occasions in past years.</p> <p>About myself</p> <p>I am a woman of mixed heritage, 59, years of age, mother to 5 children and grandmother to 5 children as well. I have been living with HIV since June 2011. I would bring relevant aspects of all my life experiences to the role of being a trustee. I would consider it a privilege to be on the board of HiVitality and look forward to taking a pro - active role in helping the organisation meet the needs of participants and realise its mandate.</p> <p>I have acquired many relevant skills in my role as caseworker for Positively-UK. I am very aware and practice what I believe to be the most important skills in supporting and working with people living with HIV; that of being empathetic, listening, being non-judgemental.</p> <p>I also feel I am good at building rapport with clients and people find me to be easily approachable. People know me as easy going with a good sense of humour. I am most happy to navigate change and to meet the challenge to 'think outside the box'.</p> <p>Through my current case work I have developed a variety of skills. I am a good administrator. I enjoy facilitating groups and have been running successful support groups online throughout the pandemic. I enjoy networking and am excited about the possibilities for helping to shape the future of HiVitality.</p> <p>I trust the above statements will be sufficient to recommend me for the role of trustee at HiVitality.</p>