

ISLE OF WIGHT ASSOCIATION FOR SPINA BIFIDA & HYDROCEPHALUS

(Registered Charity No. 296313)

**MINUTES** OF THE FIFTY FOURTH ANNUAL GENERAL MEETING on Friday 3<sup>rd</sup> March 2022 1.30pm.

**Present**

Mrs Anne Axford - Chair

MS. Freya Conway - Secretary/Welfare

MS. Wendy Murwill – Treasurer

Mrs Donna Woodcock – Head of Fundraising

**Committee Members**

Carol Alstrom, Michele Legg, Brenda Flynn, Sylvia Griffiths, Gary Axford

Members – Robert Matthews, Paul Lewington, Michael Murwill

**INVITED GUEST** – Sandy Belfitt

Sandy introduced herself and informed us of the valuable link she provides between the NHS and the Voluntary Sector. Her job title is Voluntary Sector Health Partnerships Officer for Community Action IW, in collaboration with the NHS and the Voluntary Sector Partnership alliance (HIVCA). Sandy works hard to ensure that groups within the voluntary sector have a voice and are included in the decision making. If there is anything that a group/or individual feels is not being addressed Sandy is the person to get on board and try and get things dealt with.

**1. Apologies** – Terri Harris, Rebecca Cadle, Peter Flynn, Sharon Armstrong

**2. MINUTES OF 2022 ANNUAL GENERAL MEETING** were read, agreed and signed by the chairman.

**3.** There were no matters arising.

**4. Chairman's Report**

I took over as Chairman in March 2015, and over the past 7 years have seen the Association navigate Covid, and welcome a growing number of young families to our membership. In fact, we have 19 young families now, and this year, it is hoped we will begin to grow a support group. As the number of young members grows, we must recognise that support throughout their lives must be our focus for the future. We must make sure that the Association is financially viable for the long term.

We had support from Kay Smith as our Welfare and Support Officer until last November, and we have welcomed a new Treasurer, Wendy Murwill. Due to her efforts, we have been able to distribute significant grants to our members that have helped with increasing fuel and food costs.

It is time for me to hand over to a new Chairman, and I thank the committee for the support they have given me over these past years. Adrian and I had been a part of the Association for almost 40 years and I know he would be content knowing that it is in good shape.

I know also that the Association will continue to thrive and grow, and provide essential support to our members.

Thanks must also go to Derek Sprake, who has been our Patron. He has decided it is time to retire, and we wish him well for the future. He helped set up the Association over 50 years ago and was secretary and treasurer for a large number of years. Without Derek, there would not have been a charity.

On the agenda for today is an item to review our constitution in light of changing circumstances. We need to make sure that we direct our resources appropriately in these challenging times.

I know that you will all support the new committee and officers, and I wish the Association well for the future.

## **5. Secretary's Report.**

Following a very interesting and varied 6 years of getting to know our membership and Committee members, struggling through COVID and meeting all the lovely new babies we now have amongst our IWASBAH family, I am now stepping down as Secretary.

I am proud to have been a part of the IWASBAH COMMITTEE. Over the last year Wendy and I spent a lot of time ensuring our membership database was as up to date and correct as possible for ease of communication. We also continued to be supported by the Daisy Rich Trust, Ralph Edgar Dore Charity and the Misses Ward charity who have all been stalwart and generous in their donations to us. It's been an honour to work alongside the rest of the Committee and experience their selfless devotion to future proofing IWASBAH and supporting the members. I remain a member so hope to not be a stranger to you all.

## **6. Treasurer's Report as at December 2021 Year End**

A copy of the independently reviewed accounts for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 is attached at the end of this report.

### **1. Bank Account**

The Bank balance at 31<sup>st</sup> December 2022 was £29,248.91. The petty cash tin holds £101.42.

Expenditure year to date is £57,203.86 which is summarised below.

Income year to date is £59,209.50 which is summarised below.

### **2. Grants to Members**

During the year the association authorised 6 grants to members, amounting to £1,187.48.

Further expenditure for members equipment repairs were £6,318.43 and refunds of hospital travel expenses amounted to £1,154.74.

### **3. Operating Costs**

Administration expenses were £719.20.

Payments to Community Action Isle of Wight for the welfare role was £10,125.00 - this is funded from a legacy donation received in 2020. The contract with Community Action IW for the services of Kay Smith as welfare officer, terminated on 30<sup>th</sup> September 2022.

Expenses (£338.47) were paid to the welfare officer for distributing the external grants, during quarter 1 of 2022/23.

#### **4. Fundraising & Donations**

The charity received a donation from The Daisie Rich Trust of £1,000

Members of the public raised £654.50.

Fundraising income was £7,395.00 raised by the Woodcock family.

#### **5. External Grants**

The Isle of Wight Winter Grant fund 2021 fund has distributed £8,734.64 to members during the year (this grant was received in 2021)

The charity successfully applied for external grants from the Isle of Wight Council and was awarded the sum of £30,000.00, consisting of two £15,000 grants (including administration allocation). This has been allocated to members (apart from two cheques totalling £518.52 which were not presented) and administrative expenses of £519.93.

#### **6. Investments**

A withdrawal of £20,160.00 was made from the United Trust Bank Deposit Account, to fund operational activity.

The value of the investment portfolio as of 31<sup>st</sup> December 2022 was £82,747.02.

**7. CONSTITUTION** – There was much discussion as to the rewording of the Constitution to bring it up to date to reflect our current grant application form and the agreement 2 years ago to cease offering loans.

Under OBJECTIVES

3a) the words "*donations or loans with or without security*" were removed.

The following words were added at the end of that sentence "*A grant form is provided with a list of appropriate items that the person applying for the grant can utilize for the ease of the Independent Grant Assessors evaluation and recommendation. IWASBAH regret we cannot help with personal debt.*"

3b) was deleted in its entirety

3c) was reworded to say "The newsletter disseminates and promotes new developments in care and treatment of Spina Bifida and Hydrocephalus and related conditions."

#### **8. VOTING FOR THE ELECTION OF OFFICERS AND COMMITTEE**

Voting done on an individual basis for committee members.

## **9. ELECTION OF OFFICERS :-**

### **RETIRING OFFICERS**

PATRON DEREK SPRAKE  
PRESIDENT MICHELE LEGG  
CHAIR ANNE AXFORD  
SECRETARY FREYA CONWAY  
TREASURER WENDY MURWILL  
HEAD OF FUND RAISING-DONNA WOODCOCK

### **ELECTED OFFICERS**

PATRON - The role of Patron has been left vacant.  
Many thanks to Derek Sprake for his years of dedication to IWASBAH.

PRESIDENT – MICHELE LEGG  
CHAIR – CAROL ALSTROM  
VICE CHAIR – VACANT but to be infilled by Wendy Murwill in an emergency  
MINUTES SECRETARY – REBECCA CADLE  
(Newsletter bulletins by Wendy Murwill as/when necessary)  
TREASURER – WENDY MURWILL  
HEAD OF FUND RAISING – DONNA WOODCOCK

Carol Alstrom introduced herself as the new Chair. She has a very impressive pedigree of years of high level service in the NHS both on the Island and on the mainland as well as having been a Trustee with Mountbatten and also Carisbrooke Castle.

## **10. ELECTION OF COMMITTEE (min 3 max 20 persons) EN BLOC**

RETIRING - Gary Axford, Miss Vanessa Burden, Mr Peter Flynn, Mrs Brenda Flynn, Mrs Charmaine Armiger, Mrs Kelly Murdoch, Rebecca and Jamie Cadle.

ELECTED- Gary Axford, Miss Vanessa Burden, Mr Peter Flynn, Mrs Brenda Flynn, Rebecca and Jamie Cadle.

## **11. EXECUTIVE COMMITTEE:- Officers of IW ASBAH**

12. **INDEPENDENT EXAMINER** – Mr Matthew Green – agreed for this year

13. **INDEPENDENT GRANT ASSESSOR** – SARAH WEECH.

## **14. ANY OTHER BUSINESS.**

- A representative needs to be appointed to represent IWASBAH at any meetings involving the Voluntary Sector Partnership Alliance/NHS alongside Sandy Belfitt.
- Wendy Murwill and her husband Michael brought up the subject of the much needed upgrading of our IWASBAH website and Face Book page. The cost of getting in an independent company to oversee this would be an immediate approximate cost of £700 plus a yearly subscription. To

save on these costs Wendy and Michael have very generously said they will look into doing this themselves.

- Wendy was asked to raise the fairness of the grant decision making. It was pointed out that the grant request procedure was anonymous and impartial, therefore a completely fair and unrepachable system. This is exactly why a grant form was designed and an Independent Assessor Sarah Weech appointed. It was agreed unanimously that the process was appropriate.
- Sylvia raised the question as to whether the cost of items that has been deemed fair and reasonable when giving out grants should be re-evaluated each year to reflect any changes in the items costs in the shops. This was agreed.
- Wendy brought up the subject of IWASBAH outings brought to her attention by a member. Obviously COVID put a stop to that, but there is a possibility of getting a council grant to have a Coronation party on honour of King Charles. It was agreed that this event could go ahead with or without outside funding..

Donna and Wendy have liaised over possible venues and Donna provided the following list after much investigation:-

- Tapnell Farm – use of rear café for cake and tea
- Amazon World entry to zoo and monkey madness (children only), disabled loo and picnic area.
- Afternoon at Godshill – a visit to the model village then on to the Old Smithy for afternoon tea
- Lunch at the Fighting Cocks with play area for children and disabled loo.
- Afternoon tea at Bartlett Farm
- Owl and Monkey Haven.

Brenda Flynn thanked both Anne Axford and Freya Conway for their sterling work on the committee.

MEETING CONCLUDED:-3PM

NEXT MEETING – Friday 2<sup>nd</sup> June 2023 2pm.

Chairman:.....Date.....

# Isle of Wight Association for Spina Bifida and Hydrocephalus

## Annual Accounts for year ending 31<sup>st</sup> December 2022

|                         | Receipts & Payments 2022          | £                |
|-------------------------|-----------------------------------|------------------|
| Total Combined Receipts |                                   | 59,209.50        |
| Total Combined Payments |                                   | <u>57,203.86</u> |
|                         | Excess of receipts over payments  | 2,005.64         |
|                         | Balance brought forward from 2021 | <u>27,344.69</u> |
|                         | Balance c/f                       | <u>29,350.33</u> |

| Receipts                |                  |                  | Receipts and Payment |  | Payments                                 |                  |                  |
|-------------------------|------------------|------------------|----------------------|--|--|------------------|------------------|
|                         | 2022             | 2021             |                      |  | 2022                                     | 2021             |                  |
|                         | £                | £                |                      |  | £  | £                |                  |
| Donations               | 9,049.50         | 2,531.90         |                      |  | Members: Grants                          | 1,187.48         | 1,207.95         |
| Fundraising             | -                | 5,209.00         |                      |  | Members: Equipment Repairs & Maintenance | 6,318.43         | 1,712.74         |
| Legacy Donations        | -                | -                |                      |  | Members: Hospital Travel & Expenses      | 1,154.74         | 1,829.13         |
| Community Action Grants | 30,000.00        | 12,740.00        |                      |  | Members: Community Action Grants         | 37,699.01        | 8,360.69         |
|                         |                  |                  |                      |  | Administration - Stationery/Ink/Postage  | 382.60           | 323.45           |
|                         |                  |                  |                      |  | Sundry Expenses                          | 100.00           | 61.64            |
|                         |                  |                  |                      |  | Meeting Expenses (Room Hire/Taxis)       | 91.00            | -                |
|                         |                  |                  |                      |  | Social Events                            | -                | -                |
|                         |                  |                  |                      |  | Honoraria                                | -                | 100.00           |
|                         |                  |                  |                      |  | Insurance                                | 145.60           | 145.60           |
|                         |                  |                  |                      |  | Welfare Role                             | 10,125.00        | 16,500.00        |
| Investments Sold        | 20,160.00        | 20,661.81        |                      |  | Investments Purchased                    | -                | -                |
|                         | <u>59,209.50</u> | <u>41,142.71</u> |                      |  |  | <u>57,203.86</u> | <u>30,241.20</u> |

### Reconciled Account Balances as of 31<sup>st</sup> December 2022

|                           | Bank Account     | Petty Cash    | Total            |
|---------------------------|------------------|---------------|------------------|
|                           | £                | £             | £                |
| Balance b/f on 01/01/2021 | 27,243.27        | 101.42        | 27,344.69        |
| Plus Total Receipts       | 59,209.50        | 0.00          | 59,209.50        |
| Plus Transfers In         |                  |               |                  |
|                           | <u>86,452.77</u> | <u>101.42</u> | <u>86,554.19</u> |
| Less Payments             | 57,203.86        | 0.00          | 57,203.86        |
| Less Transfers Out        |                  |               |                  |
| Balance c/f as 31/12/2022 | <u>29,248.91</u> | <u>101.42</u> | <u>29,350.33</u> |

### Notes

| Investments                       | £                 |
|-----------------------------------|-------------------|
| Investment Value as at 31/12/2021 | 105,380.18        |
| Investments Sold                  | 20,160.00         |
| Investments Purchased             | -                 |
| Increase/(Decrease) in value      | <u>(2,473.17)</u> |
| Investment Value as at 31/12/2022 | <u>82,747.02</u>  |

Treasurer                      Ms Wendy Murwill  
Date: 22 February 2023

Accounts Independently Examined by:                      Mr Matthew Green  
Date: 22 February 2023



## **Treasurer's Report to 31<sup>st</sup> December 2022 Year End**

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### **1) Bank Account**

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**Wendy Murwill**

**24<sup>th</sup> February 2023**





# Isle of Wight Association for Spina Bifida and Hydrocephalus

## Annual Accounts for year ending 31<sup>st</sup> December 2022

|                                   | <u>Receipts &amp; Payments 2022</u> | <u>£</u>         |
|-----------------------------------|-------------------------------------|------------------|
| Total Combined Receipts           |                                     | 59,209.50        |
| Total Combined Payments           |                                     | 57,203.86        |
| Excess of receipts over payments  |                                     | 2,005.64         |
| Balance brought forward from 2021 |                                     | 27,344.69        |
| <b>Balance c/f</b>                |                                     | <b>29,350.33</b> |

| <u>Receipts</u>         | <u>2022</u>      | <u>2021</u>      | <u>Receipts and Payment</u> | <u>Payments</u>                          | <u>2022</u>      | <u>2021</u>      |
|-------------------------|------------------|------------------|-----------------------------|--|------------------|------------------|
|                         | <u>£</u>         | <u>£</u>         |                             |  | <u>£</u>         | <u>£</u>         |
| Donations               | 9,049.50         | 2,531.90         |                             | Members: Grants                          | 1,187.48         | 1,207.95         |
| Fundraising             | -                | 5,209.00         |                             | Members: Equipment Repairs & Maintenance | 6,318.43         | 1,712.74         |
| Legacy Donations        | -                | -                |                             | Members: Hospital Travel & Expenses      | 1,154.74         | 1,829.13         |
| Community Action Grants | 30,000.00        | 12,740.00        |                             | Members: Community Action Grants         | 37,699.01        | 8,360.69         |
|                         |                  |                  |                             | Administration - Stationery/Ink/Postage  | 382.60           | 323.45           |
|                         |                  |                  |                             | Sundry Expenses                          | 100.00           | 61.64            |
|                         |                  |                  |                             | Meeting Expenses (Room Hire/Taxis)       | 91.00            | -                |
|                         |                  |                  |                             | Social Events                            | -                | -                |
|                         |                  |                  |                             | Honoraria                                | -                | 100.00           |
|                         |                  |                  |                             | Insurance                                | 145.60           | 145.60           |
|                         |                  |                  |                             | Welfare Role                             | 10,125.00        | 16,500.00        |
| Investments Sold        | 20,160.00        | 20,661.81        |                             | Investments Purchased                    | -                | -                |
|                         | <b>59,209.50</b> | <b>41,142.71</b> |                             |  | <b>57,203.86</b> | <b>30,241.20</b> |

## Reconciled Account Balances as of 31<sup>st</sup> December 2022

|                                  | <u>Bank Account</u> | <u>Petty Cash</u> | <u>Total</u>     |
|----------------------------------|---------------------|-------------------|------------------|
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| Balance b/f on 01/01/2021        | 27,243.27           | 101.42            | 27,344.69        |
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| Plus Transfers In                |                     |                   |                  |
|                                  | 86,452.77           | 101.42            | 86,554.19        |
| Less Payments                    | 57,203.86           | 0.00              | 57,203.86        |
| Less Transfers Out               |                     |                   |                  |
| <b>Balance c/f as 31/12/2022</b> | <b>29,248.91</b>    | <b>101.42</b>     | <b>29,350.33</b> |

## Notes

| <u>Investments</u>                       | <u>£</u>         |
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Treasurer Ms Wendy Murwill

Date: 22 February 2023

Accounts Independently Examined by: Mr Matthew Green

Date: 22 February 2023

**Isle of Wight Association for Spina Bifida and Hydrocephalus**

**Annual Accounts for year ending 31<sup>st</sup> December 2022**

|                         | <u>Receipts &amp; Payments 2022</u> | <u>£</u>                |
|-------------------------|-------------------------------------|-------------------------|
| Total Combined Receipts |                                     | 59,209.50               |
| Total Combined Payments |                                     | <u>57,203.86</u>        |
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|                         | Balance brought forward from 2021   | <u>27,344.69</u>        |
|                         | <b>Balance c/f</b>                  | <b><u>29,350.33</u></b> |

| <u>Receipts</u>         | <u>2022</u>      | <u>2021</u>      | <u>Receipts and Payment</u>              | <u>Payments</u>  | <u>2022</u>      | <u>2021</u> |
|-------------------------|------------------|------------------|--|------------------|------------------|-------------|
| <u>£</u>                | <u>£</u>         | <u>£</u>         |  | <u>£</u>         | <u>£</u>         |             |
| Donations               | 1,654.50         | 2,531.90         | Members: Grants                          | 1,187.48         | 1,207.95         |             |
| Fundraising             | 7,395.00         | 5,209.00         | Members: Equipment Repairs & Maintenance | 6,318.43         | 1,712.74         |             |
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**Reconciled Account Balances as of 31<sup>st</sup> December 2022**

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Treasurer Ms Wendy Murwill  
Date: 22 February 2023

Accounts Independently Examined by: Mr Matthew Green  
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