

ISLE OF WIGHT ASSOCIATION FOR SPINA BIFIDA & HYDROCEPHALUS

(Registered Charity No. 296313)

MINUTES OF THE FIFTY FIFTH ANNUAL GENERAL MEETING

on Friday 1st March 2024

PRESENT

Carol Alstrom - Chair
Rebecca Cadle - Secretary
Wendy Murwill – Treasurer
Gill Kennett - Trustee
Glenn Smith - Trustee
Robert Matthews - Member
Vanessa Burden - Member
Gary Axford - Member
Anne Axford - Member

1. APOLOGIES

Tony Stables - Trustee
Donna Woodcock - Head of Fundraising
Michelle Legg - President

2. MINUTES OF THE 2023 ANNUAL GENERAL MEETING

The minutes from the 2023 Annual General Meeting were agreed to be a true record.

3. MATTERS ARISING

No matters arising from last year's minutes were identified.

4. CHAIR'S REPORT - INCLUDING DISCUSSION ABOUT THE FUTURE DIRECTION OF THE CHARITY

2023 has been a year of consolidation and resetting for the Association. With the departure of Anne Axford and other colleagues following the 54th AGM the focus has been on securing new Trustees and establishing that we have the necessary governance in place to run the Association to best benefit the members.

I am pleased to welcome Gill Kennett, Glenn Smith and Tony Stables as Trustees and I would like to take this time to also thank Wendy Murwill our Treasurer and Rebecca Cadle our Secretary for their support and assistance in getting to grips with the Association.

Whilst I am thanking people, I would particularly like to mention the significant fundraising activity undertaken by Donna Woodcock and her family on behalf of the Association. I was

delighted to meet with Donna and her family just before Christmas when they gave the Association just over £8,000. Since 2016, Donna and her family have raised over £30,000 which is an incredible achievement. I know Donna has some exciting plans for fund raising in 2024.

We have been making some changes behind the scenes. We have moved to a new bank, the Cooperative, which is a better fit with a more ethical approach. We have reviewed the website – there is more to do and that will happen this year. We have a new leaflet, a copy of this is available here today and we have invested in some additional resources to support our participation in events to raise the profile of the Association. – see the display. We have attended several Community Action events in a variety of locations across the Island for the public and health and care staff to access and learn more about what we do.

We have been working on a revised constitution for the Association and we will cover this in more detail later in the meeting. A safeguarding policy has also been developed, again here today for approval by the Board.

Anne Axford has also passed onto us some information boards about the history of the charity, and we will be looking at how we can ensure these are available for all to access on the website in the coming months. We are also exploring how we capture the story that Anne can tell us about the Association which is again very much part of our history and needs to be captured for the future.

We have had one event this year, the lunch at the Fighting Cocks in May, this was a great event, and we will be looking to run another one this year if members would like this. We are also considering a similar event in the run up to Christmas 2024.

Carol asked the committee to share any ideas and thoughts they had for the future direction of the Association.

Anne highlighted that looking back there has always been a lack of knowledge and support for pregnant mothers when they first receive a diagnosis for their unborn baby. There are families who get advice on termination, when there might be alternative options. It is important that families know where they can find us at first diagnosis to access support and link in with those with lived experience.

Carol also thought that getting the word out on the Island is really important. Having a social media presence would be important in this.

Glenn also felt that it was really important for parents to make better informed decisions with all the information and with the knowledge that there is an association on the Island.

Rebecca shared that it is very helpful to be able to connect with others who are going through similar experiences especially when you first receive a diagnosis and having that sense of community can be really helpful.

Vanessa felt that there should be leaflets in all the doctors' surgeries and Anne said they have tried this in the past but that the leaflets seemed to get lost and not necessarily reach people.

Carol recommended that more work needs to happen to the website and consideration of some investment might be needed to get a better online presence. Some investment might help get this off the ground. Carol is working with a company in another role around building an online presence so has seen how useful this can be. We may also need some volunteers who might be able to help with some ongoing posting.

Wendy advised that we could also utilise the Isle of Wight based "The Observer" Newspaper as they have offered help to the charity in the past. They have done an article previously on Donna's fundraising activity.

Carol asked whether we should be holding two events per year for members to be able to get together. Could possibly be an outing such as a Christmas Panto. Everyone was in agreement that this would be a good idea to be able to bring members together to build that sense of community.

Carol discussed that Daisy Rich Trust had provided some funding to the Charity so we were able to send out Christmas gift amazon vouchers to members. Anne said this was a very nice gesture and was a very good idea. Feedback would suggest this was well received by members.

ACTION - Committee to look at investing in some support to build an online presence.

ACTION - Committee to arrange two events per year for members

5. TREASURER'S REPORT - INCLUDING END OF YEAR ACCOUNTS TO 31ST DECEMBER 2023 (Please refer to reports sent out with the Agenda).

All financial reports were approved.

We recognised at the meeting the significant contribution that Donna and her family make to the charity through all the hard work they put into fundraising each year. This year they have raised £8,017.00 for the Charity. We are all very grateful for all their effort.

There have been some changes to our insurance cover. For any events on Isle of Wight Council Premises we now need £10 million cover rather than £5 million. Wendy has worked hard to get this insurance set up. One of the requirements is that we have to complete a risk assessment before each event.

Wendy advised that we may be able to get some advice on our investments from one of the Trustees at Mountbatten who has worked in investments for many years and is very knowledgeable on the subject. Carol advised she will follow this up with him.

ACTION - Carol will speak to one of the Trustees from Mountbatten to ask for his advice on investing.

6. CONSTITUTION - CURRENT VERSION AND PROPOSED NEW VERSION ATTACHED

Trustees have been reviewing and updating the constitution and the new proposed version has been sent out. The key changes have been that the Committee can agree policies during the year when necessary. An example of this might be when we have needed to put in a safeguarding policy so this can be done at a committee meeting rather than wait for the AGM. The number of trustees has been adjusted and there has been some clarification made around the charity's investments.

The updated Constitution was approved.

7. SAFEGUARDING POLICY - FOR APPROVAL

The proposed safeguarding policy has been in place for some months, a requirement of our insurance company in 2023. It is based on a model policy for small charities such as IWASBAH.

The Safeguarding Policy was approved.

8. VOTING FOR THE ELECTION OF OFFICERS AND COMMITTEE

RETIRING OFFICERS - None

ELECTED OFFICERS - New Trustees, Mrs Gill Kennett, Mr Tony Stables and Mr Glenn Smith

- Gill introduced herself and said she appreciates being able to sit on the board to help make people's lives a bit easier.
- Glenn also introduced himself. He is keen on raising the profile of the Charity. He had some ideas he had been thinking about during the meeting and this led to a further discussion about a possible project, which I have recorded below.

Glenn thought about possibly having a character teddy bear or something unique to use to promote the charity. This led to a further discussion about possibly having a competition or similar that could go out to schools to design a bear or to do a shop window treasure hunt for bears with different characters. Vanessa suggested whether there could be a bear in a wheelchair. Anne felt it was important to highlight positive character traits. It was also discussed this could be further developed into a story book to help children grow their awareness and understanding of spina bifida and hydrocephalus. It was agreed to look at putting a working group together for this project to develop the idea further. Carol will also discuss this with Tony Stables who can advise on applying for grant money for specific projects.

ACTION - The committee will set up a working group to look at this potential project

9. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

This is covered in paragraph 9a in the constitution

'The Committee of the Association shall consist of a President, Chair, Secretary and Treasurer (officers); no less than three and no more than six trustees; and no more than five members.'

10.CONFIRMATION OF THE INDEPENDENT EXAMINER - FINANCES

Matthew Green is happy to continue at the independent examiner.

11. CONFIRMATION OF THE INDEPENDENT GRANT ASSESSOR

Sara Weech is happy to continue as the independent grant assessor.

12. ANY OTHER BUSINESS

Robert advised he has arranged a Bingo Night and Raffle at the Newport Conservative Club on 17th May at 7.30pm. Anyone who has anything to donate for the raffle please let Wendy or Carol know. Carol will arrange a poster for it. Rebecca will email out the event details to the members.

Donna is arranging a summer fayre for 3rd August and needs more volunteers. Rebecca will email this request out to the members and it will be put in the newsletter.

Wendy discussed that we should try to have an audit of our membership. There is one member we have not been able to contact for some time and we do not know if they still live on the island. Wendy will post a form out to all members. Rebecca will also add to her emails a note reminding people to update their contact information with us.

The date for the December meeting is being changed due to room availability. It will now be on 29th November.

ACTION - Rebecca will email out events details to members

ACTION - Wendy will post a membership audit form to members and Rebecca will remind members to update their contact details with us.

The Fifty-Fifth Annual General Meeting was formally closed.

13. FUTURE MEETING DATES.

Friday 7th June 2024 - committee

Friday 6th September 2024 - committee

Friday 29th November 2024 - committee

Friday 7th March 2025 - AGM

All committee meetings between 2-3pm and AGM between 2-3.30pm

To be held at The Riverside Centre, Newport

Isle of Wight Association for Spina Bifida and Hydrocephalus

Annual Accounts for year ending 31st December 2023

Bank Receipts & Payments 2023

Total Combined Receipts	£	38,551.42
Total Combined Payments		<u>63,075.64</u>
Excess of receipts over payments	-	24,524.22
Balance brought forward from 2022		<u>29,248.91</u>
Balance c/f		<u>4,724.69</u>

			<u>Receipts and Payment</u>				
<u>Receipts</u>	<u>2023</u>	<u>2022</u>			<u>Payments</u>	<u>2023</u>	<u>2022</u>
	£	£				£	£
Donations	974.67	1,654.50			Members: Grants	1,560.00	1,187.48
Fundraising	8,668.09	7,395.00			Members: Equipment Repairs & Maintenance	1,188.60	6,318.43
Legacy Donations	1,022.00	-			Members: Hospital Travel & Expenses	648.09	1,154.74
Community Action Grants	23,750.00	30,000.00			Members: Community Action Grants	23,864.20	37,699.01
					Administration - Stationery/Ink/Postage	567.75	382.60
					Sundry Expenses	-	100.00
					Meeting Expenses (Room Hire/Taxis)	123.00	91.00
					Social Events	408.00	-
					Honoraria	-	-
					Payments to members	1,320.00	
Investments Sold (funds closed)	4,136.66	20,160.00			Insurance	96.00	145.60
					Welfare Role	-	10,125.00
					Investments Purchased	33,300.00	-
	<u>38,551.42</u>	<u>59,209.50</u>				<u>63,075.64</u>	<u>57,203.86</u>

Reconciled Account Balances as of 31st December 2023

	<u>Bank Account</u>	<u>Petty Cash</u>	<u>Total</u>
	£	£	£
Balance b/f on 01/01/2023	29,248.91	101.42	29,350.33
Plus Total Receipts	38,551.42	30.18	38,581.60
Plus Transfers In			
	<u>67,800.33</u>	<u>131.60</u>	<u>67,931.93</u>
Less Payments	63,075.64	30.18	63,105.82
Less Transfers Out			
Balance c/f as 31/12/2023	<u>4,724.69</u>	<u>101.42</u>	<u>4,826.11</u>

Notes

Investments

	£
Investment Value as at 31/12/2022	82,747.02
Withdrawals (fund closed)	(4,136.66)
New funds	33,300.00
Interest	1,891.64
Appreciation	<u>2,132.52</u>
Investment Value as at 31/12/2023	<u>115,934.52</u>

Treasurer **Ms Wendy Murwill**
Date: 15 February 2024

Accounts Independently Examined by: **Mr Matthew Green**
Date: 15 February 2024

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