



the care forum

## **Annual General Meeting**

Wednesday 25 November 2009

The Conference Centre, The Vassall Centre, Fishponds, Bristol

### **Present**

The following trustees were present at the meeting: Shirley Stephen (Chair), Mel Akers, Anne Bush, Bill Flook, Meryl Gaskell, Robin Nash, Jane Spence. Eight other members attended the meeting and thirty four non-members.

### **1. Welcome and apologies**

Shirley Stephen welcomed all those attending the meeting. 1 apology was received in advance. [post meeting note: 45 apologies had been received]. The Chair recorded her thanks to the outgoing Trustees and added that her predecessor, Martina Peattie, was still involved with The Care Forum through the Bristol LINK.

### **2. Approval of the minutes of the last AGM and matters arising**

There were no amendments to the minutes and no matters arising. Meryl Gaskell proposed that they be accepted. This was seconded by Bill Flook and agreed by the meeting.

### **3. Presentation of the Annual Report for 1 April 2008 – 31 March 2009**

The Annual Report had been incorporated into a calendar which had been sent out with AGM invitations and copies were also available on arrival. A copy of the annual report in traditional format can be downloaded from The Care Forum's website. The Chair stated that the past year had been a successful one for The Care Forum and many of its successes had been recorded within the annual report. The Chair added that the forthcoming year was likely to be a challenging one. In the last year, the Chief Executive had increased The Care Forum's profile and developed its services. The Care Forum's staff had increased from 18(13fte) to 31(19fte). The Care Forum is currently in the second year of its three year contract hosting the Bristol and South Glos LINKs. The Chair highlighted other new areas of The Care Forum's work, including the expansion of advocacy services to deliver the Deprivation of Liberty Services for South Gloucestershire and North Somerset and the social prescribing project, "new routes" being piloted in three general practices in Keynsham. The role of Room 102 database in supporting the personalisation agenda and the development of an open portal information service is being explored with local authorities and primary care trusts.

### **4. Treasurer's report and presentation of accounts for year ended 31 March 2008**

Robin Nash stated that he had been Treasurer of The Care Forum for fifteen years and would be retiring after the AGM. Robin referred to the accounts in the Annual Report and added that a full set of accounts was available on request. Robin stated that the accounts had been approved by the Board of Trustees and showed The Care Forum to be reasonably healthy financially, having produced a small surplus of approximately £10,000, but recommended using caution when looking at the figures. In recent years, The Care Forum had supported its Information Services fully and Robin thanked all the staff for ensuring that the organisation had not made a loss at the end of the financial year. Robin stated that The Care Forum needed to

build up its reserves which would not be easy. The reserve policy states that there should be six months operating costs in its reserves and £149,000 is not within the policy. Robin thanked Rachel Robinson, Shirley Stephen and the Trustees, he also thanked Angela Bragg for all her support and the staff for their support over the last fifteen years. Robin wished The Care Forum success and good fortune in the years to come.

#### **5. Appointment of auditors**

Robin Nash thanked Burton Sweet for their support as The Care Forum's auditors. The role of auditors had been put out to Tender and Robin proposed that Bishop Fleming be appointed as The Care Forum's auditors, this was seconded by Anne Bush and unanimously agreed by members.

#### **6. Election of members of the Board of Trustees**

Shirley Stephen informed the meeting that four Trustees were standing down: Robin Nash; Ian Maidment; Martina Peattie and Amba Chawla. Nominations had been received for Matthew Maneely and Patsy Hudson and Shirley proposed that they be elected. This was seconded by Mel Akers and unanimously agreed by members. Shirley reminded the meeting that there are still vacancies on the Board of Trustees and anyone interested in becoming a Trustee should contact her.

#### **7. Close of meeting**

Shirley thanked the staff and Trustees, in particular Robin Nash and Martina Peattie, for their hard work and commitment.