



The Care Forum (TCF) Annual General Meeting  
Tuesday 31st January 2023

Virtual Attendance via Zoom Video Conference

**1. Angus Claydon, Director of Operations at TCF welcomed everyone to the meeting and explained how the meeting and voting would work.**

**Apologies**

Alzheimer's Society, BBWG, Chinese Community Wellbeing Society

**2. David Cottam, Chair of the trustees for TCF asked for the approval of the minutes of the AGM held the 23<sup>rd</sup> November 2021 and matters arising**

The acceptance of the minutes was proposed by Robin Butcher, seconded by Steve Barnes and accepted by voting members.

There were no matters arising.

**3. Chair's Report from David Cottam.**

Some changes that have taken place at TCF in the past year:

- Adoption of new vision and mission statement, allowing TCF to expand its offering working with communities.
- Appointment of a Social Inclusion Manager
- Winning a significant contract to support Ukrainian Resettlement in South Gloucestershire.
- Renegotiated new office space, creating an efficient and improved environment more suited to post-lockdown hybrid working.
- Development of a Climate Strategy.
- First staff forum held.

The Board were also pleased to be able to award staff a cost-of-living payment above the amount recommended by the NJC. This was possible due to TCF's positive financial position being maintained throughout the year. Extensions were granted to existing contracts; new contracts were won and bidding on projects remains a key focus. There was an away day held in October where new areas of development were explored.

David thanked Kevin, the senior management and wider TCF staff for their ongoing contribution to TCF which he is proud to be a part of.

#### **4. Review of the Year by Kevin Peltonen-Messenger, CEO at TCF.**

Kevin thanked the Board for their ongoing care and support.

At last year's AGM Kevin spoke of the goal to connect more people with the changes we want to see, and he believes TCF have delivered on this.

Overview:

- **Dialogue** which predominately covers South Gloucestershire has extended its reach and worked across our geographical area (Bristol, South Glos, BANES, North Somerset, Swindon and Wiltshire). Engagement increased by 51%.
- **Well Aware** had a 20% increase in people access the service particularly for Covid and Cost of Living support.
- **Healthwatch (Swindon and B&NES) and Advocacy Services** saw a 100% increase in people engaging with the services. In 2020/21 Swindon Healthwatch spoke to 900 people in 2021/2022 this figure increased to 2000.
- **Strategic Representation** increased from 250 hours to over 1200 hours. This is due to increased invites to sit on boards and be part of steering groups to feed in the views of our service users.

TCF have achieved the target of engaging with more people and including their views in the decision-making process.

Kevin thanked the hard-working staff and volunteers and expressed that what makes TCF special is the ability to blend effective outputs of projects and services with love and compassion. He highlighted some of the investment in staff and volunteers this year, including upgrading the HR system and staff benefits, which includes access to GPs and counselling services.

#### **5. Finance Summary by Robin Butcher**

From April 2021 to March 2022 income was £594,048, a reduction of £123,104 on the previous year. Expenditure was reduced significantly to £571,267 down by £243,419.

Charity policy is to keep 3-6 months operating costs in reserves to ensure a sound financial plan to sustain its charitable work and protect from insolvency. The target for reserves at TCF is between £349,000 and £697,000.

Unrestricted reserves at year end were £512,526.

- 54% of expenditure is staff costs
- 22% goes straight out to partner services
- 8% on rent, IM&T and professional fees
- 90% is direct costs
- 10% is management/ admin costs

The financial report was proposed by Jenny Allan, seconded by David Cottam and accepted by voting members.

David Cottam proposed that the decision to re-appoint the auditors be formally deferred in order to carry out a needs review, this was seconded by Robin Butcher and accepted by voting members.

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

There was a motion proposed to re-elect all of the trustees.

- Steve Barnes proposed Jenny Allan be re-elected, seconded by David Cottam.
- David Cottam proposed Robin Butcher be re-elected, seconded by Jenny Allan.
- David Cottam proposed Steven Barnes be re-elected, seconded by Jenny Allan
- Jenny Allan proposed that David Cottam be re-elected, seconded by Steve Barnes.

The 4 re-elections were accepted by voting members and therefore all are re-elected to the Board.

## **7. Proposed Changes to Articles**

A proposal to reduced quorum from 10 to 6 and the minimum number of directors from 6 to 3 was proposed ahead of the meeting with consultation documents sent to members.

During the meeting Steve Barnes proposed the motion to reduce quorum from 10 to 6, which was seconded by David Cottam and accepted by voting members.

Jenny Allan proposed the motion to reduce the minimum number of directors from 6 to 3, which was seconded by Steve Barnes and accepted by voting members.

A member asked for clarification regarding the number of terms a Trustee can serve. The Board have agreed to look into making changes to the Articles of Association.

**8.Angus Claydon and David Cottam Closed the Meeting.**

2023 AGM provisional date is Tuesday 30<sup>th</sup> January 2024