



The Care Forum Annual General Meeting  
Tuesday 23<sup>rd</sup> January 2024

Virtual Attendance via Zoom Video Conference

**1. David Cottam, Chair of the trustees for The Care Forum welcomed everyone to the meeting and explained how the meeting and voting would work.**

**Attendees**

David Cottam (Chair of trustees), Robin Butcher (Trustee), Steven Barnes (Trustee), Jenny Allen (Trustee), Kevin Peltonen-Messenger (TCF CEO), Kelly Rae (TCF Staff), Asma Qadar (Bangladeshi Bristol Women's Group)

**Apologies**

None

**2. David Cottam, Chair of the trustees for The Care Forum called for a vote on the proposed changes to the Articles of Association.**

The documentation explaining the proposed changes to the Articles of Association was provide to the members in advance of the meeting. The changes included allowing proxy votes.

The proposed changes were accepted unanimously by the members.

**3. David Cottam, Chair of the trustees for The Care Forum asked for the approval of the minutes of the AGM held the 31st January 2023 and matters arising**

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

**4. Chair's Reflection from David Cottam.**

Some reflections of key successes that have taken place at TCF for 2022/23:

- Built upon and strengthened our reputation for delivering high quality services and support.
- Improved our offering in the local sector by incorporating community work within our portfolio of work.

- Our work with the resettlement community has gained us praise and recognition for our innovative and “no nonsense” approach. Praise for staff making things happen rather than getting overwhelmed by the complexities of situations. This approach has been recognised by the local authority and prompted an extension to the area of our work to include working with the Hong Kong Community.
- Awarded the contract for Social Prescribing for part of Inner City and East Bristol. Positive feedback from Commissioners, Practice manager and GPs. Engaging with far greater numbers of people. We look to build upon and expand this work.
- Growing role as a key influencer of policy and practice in certain aspects of health and social care. CEO is attending many strategic boards including co-chairing the Inner City and East Bristol locality board meeting. This is significant in giving a voice to third sector organisation and being involved in key decision making.
- Retained some key contracts and been successful in new bids for work.
- Recruited, dynamic, high performing and dedicated staff. The trustees want to ensure staff are valued, fairly rewarded and fairly treated. They introduced TCF first pay policy which sets out what staff can expect, especially around the Board’s desire to protect staff from the impact of high inflation with cost-of-living awards.
- Rebranding of The Care Forum to TCF, representing a cultural shift for the organisation.

The trustees are a small but dedicated team. They hope that in 2024 they will be able to appoint additional trustees. David thanked the CEO, the senior management and wider TCF staff for their ongoing contribution to TCF, which he is proud to be a part of.

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

Kevin thanked the four dedicated trustees for their hard work.

Kevin explained that TCF had set itself an ambitious list of goals for the year but was pleased to announce we have met most of them.

We have:

- Rebranded
- Hired new staff

- Updated policies
- Embedded a new culture
- Expanded our volunteer pool, including university placement students.

TCF have hit the markers we set ourselves across our pillars of success, by diversifying our workforce, diversifying our funding streams and extending our reach by sharing our work through new social media channels and web platforms.

TCF have weathered an ICB restructure, cost of living crisis and a dramatic reduction in 3<sup>rd</sup> sector funding by allowing the expertise of our staff, managers and volunteers to build trusted relationships and bring in new areas of work.

Kevin is proud of TCF's increase in representation, sitting on Boards and giving a voice to communities who are often not heard from within the system.

Internally much has been achieved, improving internal governance processes and improving internet security to meet NHS standards, allowing us to work remotely on NHS contracts.

Last year TCF supported over 100,000 people across our projects, through face to face, drop in, digital and telephony support. Kevin is most proud of the fact that this work was person-centred, compassionate focused work that supported individuals and shaped systems for the future.

Kevin praised the motivated and dedicated teams, working to ensure communities are better represented and better funded to create better futures for younger generations.

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

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

- Robin Butcher proposed David Cottam be re-elected, seconded by Steve Barnes
- David Cottam proposed Jenny Allen be re-elected, seconded by Steve Barnes
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- David Cottam proposed Robin Butcher be re-elected, seconded by Steve Barnes

The 4 re-elections were accepted by voting members, including 6 postal votes and therefore all are re-elected to the Board.

## **7. Appointment of Auditors**

David advised that in the information that was circulated to members prior to the AMG, it was recommended that Bishop Flemming be re-appointed as our Auditors.

Asma Qadar proposed Bishop Flemming be elected as our auditors, seconded by David Cottam.

This was unanimously accepted by voting members, including 6 postal votes.

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

From 1st April 2022 to 31<sup>st</sup> March 2023 income was £730,121 and increase of £136,063 on the previous year. Expenditure had increased to £634,486 up by £63,219.

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 £597,121.

- 72% of expenditure is staff costs
- 6% goes straight out to partner services
- 15% on rent, IM&T and professional fees
  
- 90% is direct costs
- 10% is management/ admin costs

The financial report was accepted by the board.

## **9. David Cottam Closed the Meeting.**

2024 AGM provisional date is Tuesday 21<sup>st</sup> January 2025.