

**Minutes of Annual General Meeting**

**19 March 201419.00 @ Town Council Office**

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| **Present** **Apologies** | **Members (volunteers)**  Rae Bird (Vice-Chair), Anne White (Treasurer), Jenny Gallucci (Secretary), Joan Hensbrey, Betty Todd, Peter Todd, Eric Gallucci, Paul White, Susan Goodchild, Rob Shimmin, Bridget Thorne, Gavin Shaw, Roger Croft, Rita Hicks, Jean Heath, Angela Kings  **Guests**  Cllr Carole Hegley (CBC), Mayor Cllr Peter Williams, Deputy Mayor Cllr Peter Carrington, Cllr Alan Winter, Cllr Michael Hunting, Cllr Ruth Harris-Small, Mike Fayers (BRCC), Carol Rooker (CBC), Clare Evans (Town Clerk), Kim Ireland, Eileen Carrington, Ruth Shaw, Christine Clavey  **Members (volunteers):** Lucy Downs, Sally Seeby, Ian Wakelam, Diane Wakelam  **Guests:** Babs Shimmin, Ann Croft, Pam Gill |

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| **The Annual General Meeting commenced at 19.45 hrs following a warm welcome speech by Mayor Peter Williams and Cheese & Wine refreshments.** |
| 1. **Welcome and Appointment of Chair for the meeting:**   RB (Vice-Chair) welcomed members and guests to the Annual General Meeting and invited all attendees to introduce themselves.  In the absence of a current Chair for the group RB invited nominations for appointment of Chair for the meeting. JG nominated RB, seconded by AW, and agreed by members.   1. **Minutes of first AGM held 13 February 2013 –** agreed as a true record and signed by RB.   No Matters Arising.   1. **Proposed changes to Constitution:**  * *a copy of the discussion paper, as previously circulated to members, is attached to these Minutes in the Houghton Regis Helpers records*   RB explained the proposed changes to paragraph 6 in the Constitution, relating to the election of Honorary Officers. The proposal being that ‘Honorary Officers shall be elected on a 2 year rotational basis’ with the Chair and Treasurer serving together and the Vice-Chair and Secretary serving together.  The proposal was agreed with a majority vote by show of hands.  The second proposal for changes in wording to paragraph 7 relating to the election of Committee members, who will continue to stand for one year, retiring from office at the end of the annual general meeting but eligible for re-appointment or re-election, was unanimously agreed by members.  *The revised Constitution is available for members as a download from the website* [*www.houghtonregishelpers.co.uk*](http://www.houghtonregishelpers.co.uk) *or paper version by request to the Secretary.*   1. **Annual Report of Organising Committee – presented by JG:**   - *a copy of the Presentation Notes is attached to these Minutes in the Houghton Regis Helpers records*  Highlight of the Year 2013: receiving the Pride of Houghton Award  Volunteers & Clients 2013: 22 volunteers active during 2013. 115 clients registered at end of 2013 (compared to 54 in 2012). Age range 22 – 98  610 jobs completed in 2013 (315 in 2012) – some clients receive on-off help, several clients are supported regularly.  Most frequent jobs: befriending, DIY & gardening, dog-walking, lifts to appointments, advocacy & advice, shopping, form-filling  Community Liaison: during 2013 the group had links and mutual working with BRCC, Houghton Regis Town Council, Monthly Craft Club, Friends of Red House Court, Advocacy for Older People, CBC Social Care, Health & Housing, Community Safety Group, Houghton Hall Stakeholders – and others!  Publicity, Promotions and Events: JG highlighted some of the events and promotional work we attended and supported during 2013 and other activities the volunteers carried out such as delivery of the Town Crier and tending the community garden at Red House Court.  The group was represented at other events, including the BRCC 60th Anniversary, Remembrance Day and supporting other good neighbour schemes in Linslade and Apsley Guise.   1. **Finance report for 2013 – presented by AW:**   - *a copy of the Presentation Notes and copy of accounts are attached to these Minutes in the Houghton Regis Helpers records*  Income 2013 £1377 – mainly from grants, Town Council Award, donations and some fundraising  Expenditure 2013 £1202 – main items are Insurance, mobile phone, stationery & admin. Other expenditure 2013 for advertising – fliers, roller banners & A frame board – and a gazebo.  Balance at end of 2013 £564 (2012 = £389)  AW explained yearly expenses and how we remain self-sufficient through donations, fundraising and delivering the Town Crier.  Copies of audited accounts were circulated and questions invited.   1. **Election of Honorary Officers**   A unanimous vote by members was given for the election of honorary officers:  Eric Gallucci – Chair  Betty Todd – Vice-Chair  Jenny Gallucci – Secretary  Anne White – Treasurer  Following a question from a guest RB confirmed that, following the agreed changes in the Constitution, the posts of Chair and Treasurer will be held for 2 years and the posts of Vice-Chair and Secretary will be for 1 year in the first instance and thereafter will be for 2 years.   1. **Election of Committee**   A unanimous vote by members was given for the election of Committee members:  Susan Goodchild  Rae Bird  Peter Todd  Terry Jones  Rob Shimmin   1. **Questions and Discussion**   RB invited members to give feedback on their experiences as volunteers and general comments and questions from guests.  Several members commented that they get as much, if not more, out of the volunteering work they do, particularly those who regularly befriend a resident.   1. **Thanks**   Thanks given to:   * Houghton Regis Town Council for their support and for the use of the premises * Mayor Cllr Peter Williams for his support and for choosing the Helpers as one of his charities for 2013/14 * All the dedicated and caring volunteers for all your hard work and commitment   **Meeting closed at 20.45 hrs**  Minutes by JG 21.03.14 |