

Tuesday 21st July 2020

Annual General Meeting
Virtual via Zoom

Present:

HwH Board: Eve Atkins, Maryrose Brennan, Meg Carter, Brian Gunson, Virginia Kirri-Songhurst, Sundera Kumara-Moorthy, Carol O'Brien, Steve Palmer, Jayne Taylor, Michael Taylor

HwH Executive Team: Geoff Brown, Jane Brown, Nuray Ercan, Susan Lee, Natalie Stone, Priya Vaithilingam

Attendees: Eoin Dineen (Bradshaw Johnson)

Apologies: Alan Bellinger

1. Welcome and apologies

Steve welcomed everyone to Healthwatch Hertfordshire's AGM.

It was noted that Alan Bellinger, Treasurer could not attend the AGM as above.

2. Re-election of Trustees

Geoff explained that Maryrose's term of office of three years is coming to an end shortly. Maryrose has confirmed that she is happy to continue and Geoff asked for a member to propose and another to second this. It was noted the Brian proposed and Eve seconded. Geoff then asked if everyone was in favour, and all agreed. With this in mind, Geoff confirmed that Maryrose was duly re-elected and would continue for another three years.

3. Sign off of minutes of 19th July 2019

Steve asked for any amendments or corrections - no corrections were raised. It was noted that the minutes of 19th July 2019 were agreed as an accurate record and signed off.

4. Receiving the Annual Accounts and review

As company secretary Nuray highlighted that Bradshaw Johnson had prepared our Annual Accounts and handed over to Geoff, in Alan's absence, to present on them.

Geoff asked Eoin, Bradshaw Johnson, if he wanted to add anything at this stage regarding the Annual Accounts. Eoin said that he was happy with them as they stood.

Geoff highlighted that expenditure is down from the previous year and income is higher. Despite the fact that we needed to spend more than the income received by Herts County Council, Healthwatch Hertfordshire is still in a position of having funds in excess of £330k and therefore in a strong position financially.

In April-time Board helped shape the budget and strategy for plans and were keen that the organisation was not unduly ambitious in setting targets for income generation for the year, so the Executive team adjusted to take account of this.

There are two posts that we have not filled and have decided not to recruit to the Engagement one this financial year as we are unlikely to be doing any face to face contact. Interviews were conducted yesterday for the Comms Officer post and there are plans to take this forward which have been agreed with Steve

The model going forward takes account of the robustness of our financial position. We still look to be doing projects in the coming year, as the inherited position looks strong.

Steve asked Eoin if our systems were reasonably robust and appropriate for the size of the organisation. Eoin confirmed that they were satisfied with the book-keeping via VT. Due to the size of the organisation, he confirmed that we do not have to worry about an audit.

Brian asked Eoin who the other creditors were. Eoin confirmed this relates to the pension control account.

Steve asked if lockdown has had any negative impacts on funding, for example from projects that could not happen. Geoff said that there are pieces of work that we may have been discussing that have not come into fruition but that in terms of all the pieces of work that were secured and planned will go ahead. Additionally, not surprisingly we have made savings in terms of travel and printing though this falls in the first quarter of 2020-21 financial year.

Brian asked if we have had to upgrade laptops. Geoff responded to say no however some organisations including Herts County Council do not allow the use of Zoom and use MS Teams instead, so will need to purchase this for the co-production project we have been commissioned to undertake, but again this will be accounted within 2020-21 financial year.

Steve asked the Board of Trustees whether they were happy to sign off the Accounts as provided. All Trustees agreed.

Steve asked how we should deal with the physical signing of the Annual Accounts. Eoin confirmed that he was pretty sure that they would be able to file them with Companies House and the Charity Commission having witnessed the meeting and them being signed off but would need them signed at a later date. He said that he would check about DocSign and get back to us with further information and guidance.

5. Important business notified to the chair before the start of the meeting

Steve confirmed that there was no other business and thanked everyone for attending the AGM