



Arts and Health South West 14th Annual General Meeting

Ocean Studios, The Factory Cooperage, Royal William Yard, Plymouth PL1 3RP
Thursday 31st October 2019 at 1:45pm

AGM Minutes

Attendees (65)

Emma Abbey	Jeanette Fanthome	Mark Kerrigan
Natalie Adams	Charlotte FitzGerald	Lesley Easton
Sara Baldwin	Eileen Ford	Arthur Mactaggart
John Barnes	Philippa Forsey	Frances Mason
Fleur Barr	Julia Fortier	Maggie McAndrews
Benita Beeson	Max Frances	Hugh McCann
Bill Boa	Rosie French	John McMahan
Harriet Bolwell	Julie Frier	Nickola Moore
Steve Brown	Kiki Gale	Mary Morgan
Alexis Butt	Sarah Gilmartin	Hannah Mumby
Mary Chamberlain	Mark Graham	Carol Pound
Steve Clement-Large	Léa Guzzo	Cat Radford
Bridget Cordory	Lisa Harty	Cathy Richards
Alex Coulter	Cally Hayes	Malcolm Rigler
Amy Creech	Roger Higman	Annemarie Shillito
James Cropper	Will Hirst	Sarah Stevens
Ruth Davey	Sarah Holcombe	Katherine Swift
Paul Dieppe	Sarah Holmes	Gillian Taylor
Sara Downham-Lotto	Jayne Howard	Mark Trenchard
Kate Elliott	Sue Isherwood	Summer Varley
Celine Elliott	Ben Jennings	Cath Wilkins
Cleo Evans	Chris Jury	

INTRODUCTIONS AND APOLOGIES:

Apologies were received from Samya Sarfaraz, Cai Burton, and Mark Helyar.

Sue Isherwood, Chair of AHSW (SI) introduces attendees who may never have attended an AGM before to the purpose of the AGMs.

MINUTES OF LAST MEETING AND MATTERS ARISING:

Hannah Mumby, General Manager of AHSW (HM) reminds that she sent the minutes out to all members with the AGM notice, so we hope everyone has had a chance to read them.

SI reminds what members agreed to last meeting was to keep the current structure as a company limited by guarantee and what this implies for members.

SI signs the 2018 AGM minutes as a true record.

PRESENTATION OF THE ANNUAL REPORT

SI explains to attendees that AHSW is starting to implement its 4-year business plan and summarises some of the highlights of her Chair's Commentary in the annual report:

- SI thanks the Arts Council for continuing to support the organisation, and explains that this has meant we have been able to incubate - and help support and establish - CHWA, a national arts and health organisation. We also had Arts Council Catalyst Evolve funding which has helped us think more carefully about how we fundraise.
- AHSW continues to provide the secretariat for the APPG and last year ran a further series of dissemination projects in the region and in the House of Lords.
- We had a chilly but successful conference on Diversity & Inclusion last year. Since then we have moved to diversify our board.
- Last year we completed our European Erasmus+ Art & Social Change project.
- Our CPD programme is an important thing we continue to want to develop in the sector as part of our regional strategy. We have developed this ongoing regional strategy and the themes have been embedded in our work.
- Our website has been refurbished. We are looking particularly of how we can improve our impact and how we tell stories to gather evidence; we've used action learning sets too - one in Dorchester and one in Bristol to formalise peer group support and be as truthful as possible about the challenges that practitioners are facing.
- We began the Social Prescribing project, with the Support of the Tudor Trust, in Weston Super Mare.

SI says a huge thank you to AHSW's brilliant staff team, and to the board of trustees "who do the boring bit" like scrutinise the figures and interrogate the work AHSW is doing, and to set the overall direction of the organisation while giving confidence and support. SI thanks both existing staff and Catherine West for her work on the Erasmus+ Project.

SI thanks the board members for their service this year, and looks forward to strengthening the board today with some new board members.

TREASURER'S REPORT

Bill Boa (AHSW Trustee and Treasurer, 'BB') introduces himself and presents his report. He is a chartered accountant and a Group Chief Finance Officer of Barts Health in London.

Bill explains that it is his job to give assurance to the members that the accounts are correct present and summary of the charity's financial position.

Trustees review the accounts each time they meet, four times a year. The accounts also have a report from an independent examiner, which can also assure the members that the numbers are correct. Bill can also assure members that the accounts give a fair view of the charity's finances.

Bill explains the financial position of the charity in relation to the 2018-19 accounts:

As a company limited by guarantee, Bill can assure members their £1 is safe. There was income of around £265,000 (about 10% more than last year) about 70% of which is restricted funds, which means AHSW has to spend this in a certain way. About 25% of the money received to the charity is for us to decide how we spend. £302,000 is our expenditure, which means we spent more than we earn this year. Bill explains that this is very much a function of how a charity receives money - we receive funds in advance and have to spend in a certain period. The 25% is spent according to plan, it's really just that the accounts demonstrate there is a timing issue. Last year we had around £31,000 funds left, within which we hold what are called "reserves" - in case the charity has to cover the cost of winding up. AHSW as a small charity is unusual in that we hold about 3 months worth of reserves - across the country people hold between 3-12 months reserves.

The trustees observed that 3 months was appropriate - £13,000 - in case something goes wrong, without keeping hold of money that could be spent on delivering work.

The accounts will be on the AHSW website, the Companies House website and the Charity Commission website. Bill expresses a huge thanks to Sarah Holmes for her hard work on the accounts.

- Gillian Taylor proposes the acceptance of Bill's treasurer's report and the accounts.
- Paul Dieppe seconds the motion.

The accounts are accepted and signed by Sue Isherwood.

ELECTION OF TRUSTEES

SI explains how we have worked with Rising to support young people in joining the board.

New Trustees joining the board at this meeting are:

Will Hirst, Cai Burton, Samya Sarfaraz and Martin R White

SI proposes for these four new trustees to be accepted to join the board as a group.

- Philippa Forsey proposes
- Bill Boa seconds the motion.

Trustees standing for re-election at this meeting are:

Louise Younie

- Max Frances proposes
- Lesley Easton seconds the motion.

Trustees standing down at this meeting are:

Kevin Elliston and Mary Chamberlain

SI thanks Kevin and Mary very much for their time and service as trustees.

APPOINTMENT OF AUDITORS

Bill Boa explains that the charity has had Edwards & Keeping (based in Dorchester) as our accountants/ auditors (independent examiners) for some time. We have looked for new ones and we have had expressions of interest but have not been able to examine these yet. We would like to ask the members to trust us to appoint new auditors for the next financial year

The room agrees in majority to approve trusting AHSW staff and trustees to appoint new accountants/ auditors for the next financial year.

ANY OTHER BUSINESS

SI invites people to join the existing and potentially new action learning sets and encouraged people to look on the website for more information.

The AGM ended at 2:18pm



Signed as a true record by Sue Isherwood (Chair of Arts and Health South West)

Date: 20/11/20