

DRAFT

MINUTES OF THE 39TH ANNUAL GENERAL MEETING
OF THE
NHS RETIREMENT FELLOWSHIP
HELD AT 11.15HRS AT
DOUBLETREE BY HILTON HOTEL COVENTRY ON
FRIDAY 1 NOVEMBER 2019

Present

Margaret Moffat	Chairman	Paul Farenden	Honorary Treasurer
George Kempton	Vice Chairman	Audrey Harris	Trustee
Chris Kitchin	Trustee	David Paterson	Trustee
Wendy Lindley	Trustee	Mik Webb	Trustee
Ethel Armstrong MBE	Patron	Ken Jarrold CBE	Patron
Vic Griffiths	Vice President		

National Council, Postal and Branch Members

In Attendance

John Rostill OBE, Chief Executive	John Toman, Fellowship Officer
Sally Bundock, Development Officer	Paul Pople, Development Officer
Karen Kennedy, Development Officer	Bob Middleton, Project Officer
Hilary Robb, Development Officer	Debbie Arnold, Fellowship Administrator
Sherry Smith, Fellowship Administrator	

The Chairman convened the 39th Annual General Meeting at 11.15 hrs and welcomed members, trustees and National Council members.

1. Apologies

Apologies for absence had been received from trustees, Danny Mortimer, Clare Panniker.

2. Minutes of the 38th Annual General Meeting held on Friday 2nd November 2018

It was noted that attendee Vice Chairman, George Kempton was missing from the attendance list in the Minutes.

The Chairman asked that, subject to the amendment, the minutes of the 38th Annual General Meeting be accepted. Ros Lobo proposed and Pamela Holroyd seconded the motion; this was endorsed by the members and the minutes signed by the Chairman.

3. Annual Report of the Chairman

The report of the Chairman was accepted by the members.

4. Chief Executive's Report

The Chief Executive reported on NHS Retirement Fellowship activity between 01.04.18 and 31.03.19.

The Board of Trustees are responsible for the management and finance of the Fellowship while the National Council, comprised of Regional Representatives, represents the branches and provides information and advice to the Board of Trustees to assist in decision making. Essential Governance matters have been dealt with and sub-committees have been established.

Only one National Council meeting took place in the period covered (03.10.18) due to meetings being held at the end of March 2018 and in May 2019.

Individuals and branches involved in the 70/40 celebrations were a credit to the NHS Retirement Fellowship and raised the profile.

Thanks were given to the Patrons, Vice President, Trustees, National Council and staff for their hard work over the year.

The branch officers were thanked for their dedication and commitment in working many hours on behalf of the Fellowship and its members. The Chief Executive encouraged others to consider becoming officers to provide future support to the branches.

The enthusiasm of the members attending the Conference was recognised and they were encouraged to pass this enthusiasm for the Fellowship back to their branches.

5. Honorary Treasurer's Report

The Auditors have given the NHS Retirement Fellowship accounts a clean bill of health and the consolidated accounts will be submitted to the Charity Commission. Despite a decline in membership, the accounts show a small surplus and this provides some security in the short term.

Grant funding has reduced and remains a vulnerable element of funding. Patron Ken Jarrold and the Chief Executive were thanked for their efforts in helping to secure some of this funding.

Both income and costs increased in the year, the latter increase being the result of GDPR implementation and the increase in staff salaries in line with NHS rates.

The Honorary Treasurer acknowledged the work of Central Office staff for their management of the financial affairs of the Fellowship and he joined with the members in thanking the branch treasurers for their work over the year.

The Benevolent Fund balance remains healthy.

In response to a request made at the 2017/18 AGM, graphical representation of some aspects of the accounts has been provided.

The fundamental importance of maintenance and growth of membership numbers to the future of the NHS Retirement Fellowship was emphasised and members were encouraged to take the positive messages from this AGM and Conference back to their branches and to consider initiatives to promote and recruit to the Fellowship.

In response to a question regarding the support of the Welsh Fund, the Honorary Treasurer indicated that this was due to a reduction in grant funding and as a national organisation, it was acceptable that NHS Retirement Fellowship funds were used to support activities in Wales.

A request was made for the published accounts to contain information in the notes relating to the following:

Grants from Trusts received by branches

Level of reserves held in branch accounts

Details of any underspend – branch vs national

The Honorary Treasurer agreed to respond to these requests

Further detail regarding the line 'Outings including Xmas dinner' in the Charitable activities was requested. The Honorary Treasurer explained that this relates to

money being received by branches from members as payment for events. This is subsequently paid out to cover the costs of these events
The issue of fund raising for other charities was raised – such funds must be identified and cannot be subsidised by branch funds. No separate bank account is required, and there is a line in the accounting system for these funds.

6. Report of the Chairman of the Benevolent Fund

The Chairman of the Benevolent Fund, Audrey Harris, reported that two changes have taken place:

The savings limit for applicants has been increased from £4000 to £6500;

The scope of the fund has been widened to take account of more varied requirements. It is hoped that these changes will result in increased applications.

Awareness still appears to be low and branches were urged to promote the fund to members and to encourage members not to allow pride to stop them asking for help.

4 grants (totalling £2571) were awarded in the 2018/19 financial year and a number have already been given in the current financial year. Donations from fund raising activities in branches would be welcomed - £193 was donated in 2018/19

The maximum amount of any grant remains at £800 and only one grant can be applied for.

In response to a query relating to private treatment being paid for by a grant, the Chairman of the Benevolent Fund responded that the grants would not cover major procedures but may be able to help for such things as bereavement counselling or physiotherapy where waiting lists can be long. For reasons of confidentiality, no examples of the types of grants made previously can be given. Signposting to other charities which may be able to assist NHS Retirement Fellowship members in need is also provided to those receiving grants, if appropriate.

7. Board of Trustees nomination for appointments

The Board of Trustees nominated the appointment of:

Cynthia Matthews as a Trustee

Wilkins Kennedy as External Auditor

8. Resignation of Trustees

Trustees Mercedes Madden and Mik Webb have resigned as Trustees.

The Chairman invited the Chief Executive to offer a vote of thanks to Mik Webb. He was thanked for his hard work and commitment to the NHS Retirement Fellowship as a trustee, and as a member of both the Audit sub-committee and Benevolent Fund committee.

9. Date of 2019 AGM

The Chairman reported that the 2020 AGM will be held on Friday 23rd October 2020

The Chairman closed the AGM at 12:12 hrs.