
Minutes of the Annual General Meeting
Held online and at Lancaster Town Hall on 24 November
2022 at 1.05pm

1. Welcome and Apologies

Trustees: Jill Anderson, Ken Dunn (Treasurer), Sam Riches, Harsha Shukla, Paul Jebb, Alastair Loasby

In attendance: Yak Patel (Chief Executive)

Apologies: Claire Louise Chapman (Chair)

108 people attended – including staff, volunteers, representatives of member organisations, and other interested parties.

Sam Riches (SR) welcomed everyone to the meeting and thanked them for attending, noting that this was the organisation's first in person AGM since 2019, the first hybrid AGM, and importantly the meeting was taking place during an event to celebrate the 50th anniversary of LDCVS. Staff and trustees in attendance were introduced.

2. Minutes of previous meeting

SR introduced the minutes of the previous Annual General Meeting, held on 21 October 2021. She asked if anyone had questions or amendments relating to the minutes and none were indicated. Voting members in attendance were asked to approve the minutes via a show of hands. The motion was carried.

3. Chair's Report

Claire Louise Chapman (CLC) presented her report for 2021/22 by pre-recorded video, highlighting several key points, starting with the continuing impact of the COVID-19 pandemic. LDCVS continued to operate the Urgent Response fund in the first part of the year and produced an impact report explaining what the programme had achieved. Subsequently, staff returned to working in a hybrid manner, spending some of their week in the Cornerstone, and the focus of the organisation turned to recovery rather than reaction, with the intention of building up the resilience of LDCVS and the communities it supports.

As part of this, CLC explained that a successful application to the National Lottery Community Fund will provide a good proportion of core funding for future years, which will develop the volunteer centre, governance and funding advice, and work supporting Community Action Networks.

CLC went on to highlight the launch of the Community Health Champions Fund (providing grants for activities which help to improve public health), and grants from the Westminster Foundation and the Francis C Scott Charitable Trust which have funded the launch of the Youth Partnership, a collaboration between several organisations to enable a structured youth programme.

CLC further highlighted the new LDCVS contract with Access UK to implement social prescribing software, which will bring a public digital directory of services for the district and GP referrals to a dedicated member of staff.

Finally, CLC explained how the Volunteer Centre, financial services and organisational development services offered by LDCVS have seen increased demand as communities adjust to new challenges.

CLC concluded her report by thanking the organisation's funders, stakeholder, staff and fellow board members.

4. Annual Accounts

Ken Dunn (KD) presented the accounts for the year ending 30 June 2022, explaining several key points. Coates & Co. of Morecambe continued as auditors this year.

KD reported that the organisation closed the year with a surplus rather than the planned small deficit, showing good performance. This was due to large pre-payment of grant income, and the healthy performance of the organisation's grant management activity. Expenditure for the year aligned well to plan. KD explained that LDCVS would continue to review sources of funding and work to diversify them, as reduction or withdrawal of funding had been identified as a key risk.

Finally, KD summarised the board's reserves policy, noting that the trustees intend to increase reserves and will continue to review this position. An increase in reserves is a recommendation of one of the organisation's key funders.

5. Appointment of Auditors

KD explained that the Board had recommended that Coates & Co. should be reappointed for the 2022/23 year.

Voting members in attendance were asked to approve the motion via a show of hands. The motion was carried.

6. Election of Trustees/Directors

SR reported that CLC had decided to stand down and would not seek reelection. On behalf of the board, the staff of LDCVS, and our members, SR thanked Claire Louise for her work as a fellow Trustee and as Chair, and wished her all the very best for the future.

SR explained that at each AGM, any trustees/directors who had been co-opted by the board during the year must offer themselves for election. Further, of the trustees excluding those co-opted, one third must retire at each AGM (based on length of service since their last election), but may offer themselves for reelection should they choose.

Per this process, Jill Anderson (JA) retired and offered herself for reelection. Voting members in attendance were asked to approve the reelection of JA via a show of hands. The motion was carried and SR congratulated JA on her reelection.

SR informed attendees that Paul Colley (PC), Paul Jebb (PJ), Alastair Loasby (AL) and Carol Ostermeyer (CO) had been co-opted by the board since the last AGM. CO had decided not to continue as a board member beyond the AGM, and therefore PC, PJ and AL were up for election for the first time. Statements from each had been circulated to members with their AGM papers.

SR suggested that to avoid three individual votes, the election of PC, PJ and AL could be conducted in one vote. Voting members in attendance were asked to approve the motion via a show of hands. The motion was carried and SR congratulated PC, PJ and AL on their election.

The business of the meeting being concluded, SR drew it to a close, thanking members for their participation.

8. Date and Time of Next Meeting

The date and time of the next AGM will be advertised in due course.

Minutes Signed: _____ Role: _____ Date: _____