
Minutes of the Annual General Meeting
Held online on 22 February 2024 at 1.00pm

1. Welcome and Apologies

Trustees: Paul Jebb (PJ, Chair of Trustees), Emma Brant (Trustee), Anthony Murray (Trustee), Ali Richards (Trustee), Sam Riches (Trustee)

In attendance: Yak Patel (Chief Executive)

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

PJ welcomed everyone to the meeting and explained that reports would be received on the year ending 30 June 2023. The meeting would also vote on the appointment of auditors and on the election of trustees and directors coopted since the last AGM. Voting eligibility & procedure was explained.

2. Minutes of previous meeting

PJ introduced the minutes of the previous Annual General Meeting, held on 24 November 2022. He 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

PJ presented his report for the year to 30 June 2023, highlighting several key points including:

- The significance of 2022 as the organisation's 50th anniversary
- The work of LDCVS in providing advice, information and guidance around governance and leadership, and the success of the 2022 funding fair.
- An increase in clients for independent examination and payroll services
- The further development of granting activity through the Bay Foundation, including the Community Health Champions Fund, the Pots of Possibility scheme, the UKSPF Cost of Living Fund, food grants via the Westminster Foundation and the Population Health Investment Fund, and grants to grassroots organisations via the Eric Wright Fund and the Lancaster Community Fund.
- The growth of the online operations of the volunteer centre, which advertised over 130 opportunities from 54 organisations.
- The Volunteer Achievement Awards, held at the Midland Hotel for over 100 guests.
- The work of the Lancaster District Youth Partnership which provided over 350 sessions and activities to nearly 900 young people.
- The launch of the Lancaster District Directory in January 2023 and its subsequent growth and development including building links into general practice in the district.
- The success of the Community Action Network model in the Ryelands community of west Lancaster
- The importance of the weekly Bulletin and other communications channels in keeping in touch with our members and stakeholders.

PJ concluded his report by thanking the organisation's members, funders, stakeholders and staff, noting his personal thanks to several for their support in his first year as Chair of Trustees.

Questions were invited; however none were asked.

4. Annual Accounts

Sam Riches (SR) introduced the organisation's accounts for the year ending 30 June 2023, highlighting several key points:

- Net income of just under £38,000 on all funds and £86,000 on unrestricted funds.
- Net outflow on restricted funds, which are in the main funds held on trust for other organisations prior to granting into the local voluntary sector, as LDCVS continued to distribute funds received in the 2021 – 2022 year.
- Significant increases in income from grants and contracts, bolstered by improved income from trading activities, particularly grant administration and DBS checks.
- An increase in salaries reflecting the growth of the organisation, and increased spending on premises, events and training as in-person activities resumed.
- A significant decline in debtors, achieved by improved accounts receivable procedures.
- No matters of concern came to the attention of the independent examiner.

Questions were invited; however none were asked.

5. Appointment of Auditors

SR explained that at the last AGM, members voted to accept the board's recommendation to reappoint Coates & Co. of Morecambe. Prior to the preparation of the report for this AGM, Coates & Co.'s business was purchased by Waters & Atkinson who therefore prepared and examined the statements presented for this AGM. The Board of Trustees has recommended that Waters & Atkinson are reappointed.

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

6. Election of Trustees/Directors

PJ explained that the LDCVS governing document requires one third of the board members (not counting any recently co-opted) to retire, based on their length of service. On this basis, Sam Riches must retire at the end of the AGM and had decided not to offer herself for election again. PJ informed members that Sam had been a board member since 2015 and reminded everybody gathered about the huge contribution that she had made to the organisation, thanking her personally for her wisdom and guidance while he got to grips with his role as Chair of Trustees.

Ali Richards, Emma Brant and Anthony Murray have all been co-opted as Trustees and Directors since the last AGM. Members had received a short biography of each with their AGM papers and PJ invited each in turn to briefly introduce themselves.

Members voted by a show of hands on electing all three co-opted Trustees to their first full term. The motion was carried unanimously.

8. Date and Time of Next Meeting

PJ drew the meeting to a close, thanking once again the staff of LDCVS and his colleagues on the board. PJ informed members that the date and time of the next AGM, relating to the organisation's year ending 30 June 2024 will be advertised in due course.