

**Draft Minutes of the Annual General Meeting of Mid Norfolk Mencap**

Agenda No.																													
	<p align="center"><b>Minutes of the 43rd Annual General Meeting held Tuesday 6<sup>th</sup> October 2020 Via ZOOM.</b></p> <p><b>Present (Trustees)</b></p> <table border="0"> <tr> <td>PG</td> <td>Patricia Grout</td> <td>Chairperson</td> </tr> <tr> <td>RG</td> <td>Richard Grout</td> <td></td> </tr> <tr> <td>JG</td> <td>Jonathan Gooch</td> <td>President</td> </tr> <tr> <td>EJ</td> <td>Elaine Jordan</td> <td></td> </tr> <tr> <td>GH</td> <td>George Hayes</td> <td>Vice-chair</td> </tr> <tr> <td>JP</td> <td>Jennifer Platten</td> <td></td> </tr> <tr> <td>FC</td> <td>Frank Crowdy</td> <td></td> </tr> </table> <p><b>In attendance</b></p> <table border="0"> <tr> <td>Jonathan Rose</td> <td>General Manager (minutes)</td> </tr> <tr> <td>Anya Rose</td> <td>Public Relations and Office Manager</td> </tr> <tr> <td>Debbie Newson</td> <td>Finance Manager</td> </tr> </table> <p>Susan Ferguson Ruth Gooch Griselda Hubbard Ann Copeman</p>	PG	Patricia Grout	Chairperson	RG	Richard Grout		JG	Jonathan Gooch	President	EJ	Elaine Jordan		GH	George Hayes	Vice-chair	JP	Jennifer Platten		FC	Frank Crowdy		Jonathan Rose	General Manager (minutes)	Anya Rose	Public Relations and Office Manager	Debbie Newson	Finance Manager	
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<p><b>1.0</b> <b>1830hrs</b></p>	<p><b>Welcome</b></p> <p>PG welcomed everyone to the meeting and gave her opening address. PG said who would have thought this time last year that this year we would be having the meeting in this way using Zoom and meeting over the internet. PG made a tribute to every single person in Mencap. Parent/carers, family carers, in particularly the 'smiles' e-mails overseen by Sue Rimmer, to the staff at MBH for finding creative ways to supporting the residents. To the Tavern Lane team, Clare, Lorna who wished her a long and happy retirement. Jon, Debbie and Anya who have worked magnificently through the copious government legislation/guidance both locally and nationally to go through. Last but not least, the Community support staff and the service users they support. Unfortunately, we are unable to use the wonderful sensory room which Anya organised and fundraised for. We all hoped that next year when circumstances allow, we can see the various clubs and services reopen. To my fellow trustees for stepping up to the challenge of more frequent Zoom meetings. We also wish PS well for the future as she has stood down this year.</p> <p>Finally, PG spoke about the departed.</p> <p>Our thoughts are with;</p> <p>The family of Colin Pointer</p> <p>Jane Whisken</p>																												

	<p>Peter Jarrold</p> <p>And finally, Linda Pentney a resident of MBH for 29 Years passed away last week. We all remember her love of Dr Who, singing Kumbaya at the drop of a hat and her love of Harry Potter.</p> <p>They will all be missed.</p>	
<p>2.0 1835hrs</p>	<p><b>Apologies – Proxy forms returned by:</b></p> <p>John Adams Mary Adams Tim Durrant Darren Tims Suzanna Polaine-Leonard William Hodgson</p>	
<p>3.0 1837hrs</p>	<p><b>Approval of Minutes of Previous AGM – 8<sup>th</sup> October 2018 and Matters Arising therefrom</b></p> <p>The minutes of the 42<sup>nd</sup> AGM held on 8<sup>th</sup> October 2019 were agreed as an accurate reflection. This was proposed by Jonathan Gooch, seconded by Richard Grout.</p>	
<p>4.0 1838hrs</p>	<p><b>Adoption of Annual Report including Financial Statements – Jonathan Gooch</b></p> <p>Jonathan Gooch, President, began by passing on a big thank you to the office team for putting together a thorough and professional presentation. JG encouraged members to read the document as it highlights the breadth and depth of what Mid Norfolk Mencap now does.</p> <p>JG stated that we have had a challenging year which was all pre Covid 19. We had expected to make a noticeable loss for the year and it was how it turned out to be. The trustees were all aware of the financial challenges which seemed to fall in the same accounting year. Actions to overcome some of these problems are now being put into place. This is a slow process which involves NCC, Social services, social workers, the finance department, as well as our own analysis of what care we hope to provide for the future. We also need to be aware of how Covid may affect all the services in the future. JG went on to say that we need to get a much more stable balance sheet by the end of this current financial year. JG passed his thanks on to all of the managers. JG summarised that as an organisation we don't think there has been adequate funding as this is being looked at both locally and nationally.</p> <p>JG asked for any questions on the accounts and there were none. JG put forward that we adopted these accounts. Proposed by George Hayes, seconded by Jennifer Platten. All in favour.</p>	
<p>5.0 1833hrs</p>	<p><b>Confirmation of Appointments</b></p> <ul style="list-style-type: none"> <li>• Accountants – Larking Gowen</li> <li>• Solicitors – Spire Solicitors LLP</li> <li>• Bankers – Barclays Bank</li> <li>• Employment specialist solicitors - Leathes Prior</li> </ul>	

JG advised that we will be looking at other accountants moving forward due increases in their charges, DN will be looking into this to get some other quotes. This is not to say we will leave Larking Gowen, but we need to be competitive and think of our costs. All attendees were in favour of this approach.  
Proposed by Jonathan Gooch, seconded by Elaine Jordon.

**6.0 Election of President – Jonathan Rose**

Previously nominated

**1845hrs**

JR advised attendees that Jon Gooch had been nominated to continue as President and asked if there were any other nominations. No other nominations were received.

JG was re-elected as President. This was proposed by Jennifer Platten, seconded by Patricia Grout.

**7.0 Election of Trustees – Jonathan Rose**

Previously nominated

**1847hrs**

JR advised that all trustees have stood down but that nominations had been received as follows: Nominated and seconded respectively as below:

- Patricia Grout
- George Hayes
- Richard Grout
- Elaine Jordan
- Jennifer Platten
- Frank Crowdy

No Other nominations.

Proposer: Ruth Gooch

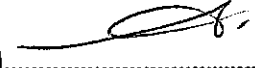
Seconded: Susan Ferguson

**8.0 A Few words from Jonathan Rose the General Manager**

**1849hrs**

JR began by addressing how difficult this period over the past months has been and how heavily he has relied upon the managers for help and advice. To ensure his role as GM he needs to have a team around of individuals who know what they are doing. Debbie for looking after the accounts, Anya looking after the office and HR, also a reliance on her when I am not in the office to help out and make decisions, when there is a problem to be fixed. Steven is congratulated on working hard at MBH as there have been many challenges over the past year, especially with the reviews of all the residents. Clare who started on the day we went into lockdown, the work to engage the community service users and staff has been invaluable.

JR went on to say that parents need to ensure they get the services back which their sons and daughters had prior to Covid. There are rumblings that budgets will be cut, and that Day Services appears to be the target at present. JR said we need to do more partnership working moving forwards and have started some already which we hope will benefit the organisation. Working through Covid is now the challenge.

<b>1905hrs</b>	<p>Closing remarks given by Pat Grout discussing the new world which has opened up due to the Pandemic and working via Zoom, everything is so much different than before. Pat is currently covering the leadership of Gateway Club and asked for volunteers to help take over or help. Thanks again for all coming to the meeting and the marvels of technology.</p> <p><b>Meeting Concluded</b></p>	
	<p>Signed by Chairperson..... <u>P. Fly</u> </p> <p>Date..... <u>5th October 2021.</u></p>	