

Minutes of the Annual General Meeting of Action against Medical Accidents

Held on 12th December 2019 at Freedman House

Present: Suzanne Shale (SS) Chair, Angela Brown (AB) Treasurer, Nigel Holland (NH), Moi Ali (MAli), Mike Andersson (MA), Linda Kenward (LK), Rachael Vasmer (by telephone) (RV)

Apologies: Jonathan Hazan (JH), Caroline Browne (CB), Jane Reid (JR)

In attendance: Peter Walsh (PW) Chief Executive & Company Secretary
Nicky Rushden (NR) Finance Manager (Finance item only)
Judith Miller, Sayer Vincent (part)

1. Minutes of the AGM held 13th December 2018:

These were AGREED as an accurate record.

2. Appointment of Auditors:

It was AGREED to appoint Sayer Vincent as auditors for the financial year 2019-20.

3. Annual Report and Accounts 2018-19 and Post Audit Report::

Judith Miller attended for this item. She thanked NR for the excellent preparation which helped the audit go smoothly. There were no adjustments necessary and no serious problems. The management response to recommendations in the post audit report were appropriate. The issue of administrative support for NR should be kept under review so that NR could concentrate on the 'big picture'.

The requirements of obtaining valuations of Freedman House was discussed. Judith confirmed that a formal valuation every 5 years was adequate, with less formal assessment of any change in value in the years in-between. A formal valuation should be obtained if the assessment indicated a change in value of over 15%. (Next year she would advise whether this figure could be raised to 20%). It was clarified that the latest formal calculation was in March 2019. Therefore, unless the threshold for the change in value is reached, the next formal valuation would be for March 2024.

Recent demands from Barclaycard and PayPal for personal details of all AvMA trustees was discussed. Judith confirmed that this was an issue affecting all charities and was a requirement if these and other financial services such as bank accounts are to be used. It was noted that the Charity Commission also require a contact email address for individual trustees. It was AGREED to consider setting up AvMA email addresses for trustees.

Action: PW

It was noted that the wording on page 13 of the Post Audit Report re trustee expenses and the high-level review was inaccurate. The review was conducted by 2 trustees from the Finance Committee.

The Annual Report and Accounts for 2018-19 were AGREED. SS thanked JM for advice and the audit and NR for her excellent preparation for it.

JM proposed that it was good practice for the Auditor to have a confidential discussion with Trustees only. PW and NR left the meeting and the Chair invited questions and comments. Trustees were satisfied that the charity's financial affairs were well managed and robustly reviewed, and that no issues arose that required action.

4. Resignation or Re-appointment of Trustees:

It was AGREED to reappoint Jonathan Hazan, Caroline Browne and Linda Kenward.

It was AGREED to reappoint Jane Reid, who had first been appointed between the last AGM and this meeting.

5. Election of Honorary Officers:

The supporting statements for the candidates were noted. It was AGREED to appoint:

- Suzanne Shale as Chair
- Caroline Browne as Vice-Chair
- Angela Brown as Treasurer

6. Risk Register:

The risks on the latest version of the risk register were considered. It was AGREED:

- To remove the risk "Unforeseen Disaster/Business Continuity" from the risk register, as the management actions were either complete or ongoing.
- For the Executive Committee to agree content for the new risk to be inserted concerning "Loss of Key Staff".

Action: Executive Committee/SS

- To extend the completion date for actions re "Data Protection/GDPR" to March 2020.

It was noted with regard to the risk "Staff Morale/Impact on performance and retention" that sickness rates had improved overall but there were still significant issues with staff sickness. This was being monitored and occupational health assessments and return to work interviews were being conducted. It was agreed to review this risk at the next Executive Committee meeting when the results of the staff survey were known.

11. Date of next meeting

The date of the next meeting is 8th December 2020.

Minutes approved by Council – 8.12.20