

Milton Keynes Reader Service
Minutes of the Annual General Meeting
held on Saturday 27 June 2015 at 10am
at The Peartree Centre,
Peartree Bridge, Milton Keynes

1. Chair's opening remarks

Paula Suchy MBE welcomed service users, volunteers and guests to the Annual General Meeting and introduced the committee members who were sitting at the top table.

2. Roll call of those present

Karen Preece read out the list of attendees, which is attached as Appendix A.

3. Apologies

Karen Preece read out the list of apologies, which is attached as Appendix B.

4. Minutes of the Previous AGM

The Minutes of the Annual General Meeting held on 14 June 2014 were read out by Philip Ward.

There were no matters arising from these Minutes.

Paula Suchy thanked Philip and asked those present if they were a correct record of the meeting.

Acceptance of AGM minutes:

Proposed by Alan Smith, seconded by Anluisse Hamilton-Bruce.

Agreed unanimously by members present.

Extraordinary General Meeting

The Minutes of the Extraordinary General Meeting held on 14 June 2014 were read out by Philip Ward.

Matters arising from the Minutes:

Philip Ward provided an update on the Reader Service's application to become a Charitable Incorporated Organisation (CIO). The application had been submitted, however, some minor changes need to be made. Philip will resubmit the application in due course.

Paula Suchy thanked Philip and asked those present if they were a correct record of the meeting.

Acceptance of EGM minutes:

Proposed by Rose Haig, seconded by Alan Smith. Agreed unanimously by members present.

5. Trustees Annual Report

Karen Preece read out the Trustees Annual Report, which outlined the services available provided by the volunteers to an increasing number of users. She thanked Jenny Shann and Philip Kent for greeting people who attended and Mark Lawrence for his work on the Identity Cards project.

Paula Suchy and Karen Preece are in consultation with Milton Keynes Commissioning regarding funding for future years.

Paula Suchy echoed Karen Preece thanks and she thanked Karen Preece for all her hard work.

Acceptance of Annual Report:

Proposed by James Clifton, seconded by Michael Baldry.

Agreed unanimously by members present.

6. Presentation of Trustees Annual Accounts

Paula Suchy said that our Treasurer, Stephen Harrison, was unable to attend due to a family bereavement and that our sympathies have been passed on to him.

Philip Ward presented the Trustees Annual Accounts for the year ended 31 March 2015 and said the accounts are in good financial shape. He reminded everyone about the localgiving.com website whereby MK Community Foundation will at certain times double the donations.

Alison Statham asked “Paragraph 2.2, what is work done?” Paula Suchy said this is transcription work done for example, Northampton Theatre, which is charged at a commercial rate.

Derek Child asked “Can we have an update on the newly formed fundraising group?” Karen Preece said we have applied for funding and will approach large companies in Milton Keynes and grant giving organisations. However, monies are not usually given to cover running costs.

Acceptance and adoption of Trustees Annual Accounts:

Proposed by Alison Statham, seconded by James

Clifton.

Agreed unanimously by members present.

The Reader Service is grateful to Hill and Burgess Accountants in Leighton Buzzard who checked the accounts and have once again kindly provided their services free of charge.

7. Proposed amendment to the constitution

Resolution:

That the constitution of the Milton Keynes Reader Service be amended by deleting paragraph 8(e).

This paragraph reads:

8(e) The Management Committee shall authorise in writing the Treasurer and two other members of the Management Committee to sign cheques on behalf of the group. All cheques must be signed by not less than two of the three authorised signatories.

Rationale:

Paragraph 8(e) sets out the process of making cheque payments from the Reader Service's bank account, requiring two out of the three authorised signatories to sign.

The constitution pre-dates the introduction of online banking and thus makes no reference to authorisation of on-line payments and other forms of payment (such as setting up direct debits). The constitution we will adopt when we convert to a Charitable Incorporated Organisation (CIO) is consistent with the way we now manage our

payments and, given the impending change to CIO status, we did not consider it necessary to amend the existing constitution to reflect the way we now operate our bank account. However the delay in securing the Charity Commission's agreement to convert to a CIO, the Management Committee has now decided to recommend to the AGM that the current constitution is amended to ensure that it is consistent with our current ways of working. ie it allows us to pay online.

Mary Kendall asked if we have one signatory on cheques. Paula Suchy explained that Stephen sends her an email with details of payments to be made. Paula then agrees with Stephen's email and this provides an audit trail.

Derek Child said this is a sensible modern move.

Acceptance of Proposed amendment to the constitution

Proposed by Jeff Bashton, seconded by Michael Baldry.

All agreed, no objections/abstentions.

8. Election of Chairperson and Committee

Election of Chairperson

Paula Suchy stood down and handed over to Rose Haigh for the election of the Chair.

Rose Haigh nominated Paula Suchy.
There were no other nominations.

Formal election of Paula Suchy as Chairperson:

Proposed by James Clifton, seconded by Peter Taverner.

Agreed unanimously by members present.

Paula Suchy then took over as Chair of the meeting.

Election of Committee

Rose Haigh read out the nominees statements. Paula Suchy asked if there were any other nominations.

Service Users:

There were four candidates for the four Service User places on the committee:

- Paula Varey
- Michael Baldry
- Jeff Bashton
- Caroline Pearson.

Formally nominated as a group by Judy Smith, seconded by James Clifton.

Election of the four nominated Service Users was agreed unanimously by members present.

Volunteers:

There were four candidates for four places on the committee:

- Philip Ward
- Lynn Bovis
- Rose Haigh
- Stephen Harrison.

Formally nominated as a group by Paula Suchy, seconded by Paula Varey.

Election of the four nominated Service Volunteers was agreed unanimously by members present.

James Clifton would be co-opted at the first Management Committee after the AGM.

Paula Suchy announced that Lynn Bovis had been given special dispensation to leave after the business was concluded, to attend her birthday party. She presented Lynn with a beautiful bouquet of roses. Those present were invited to sing Happy Birthday to Lynn.

9. Questions and Suggestions

Maggie Weston from the Macular Society outlined the services they provide. She said they meet on the second Tuesday in the month and are trying to arrange more social events and lunches. Macular week in conjunction with Vision Express is from 6 to 12 July and they will be in the store on Tuesday 7 July all day.

Derek Child asked if the Development Group could put on their to do list working more closely with other groups, ie Bucks Vision. He felt that closer networking could build stronger relationships with Bucks Vision. Philip Ward said he entirely agrees with the suggestion. Michael Baldry is on Bucks Vision committee and he also sits on the Reader Service's Management Committee and the Development Committee. Karen Preece said that

she often speaks to Vanessa Jones from BucksVision.

11. Chairman's closing remarks

Paula Suchy thanked everyone for coming. She said Veronica and Marilyn will be coming round with raffle tickets and Rose will be selling brooches for £2 each.

The meeting closed at 11.19am.

Appendix A

Volunteers who attended AGM 2015

Trevor Adams	Linda Krelle
Christine Amos	Martyn Lycett
Karen Armstrong	Karen Murphy
Richard Baker	Moira Onley
Marilyn Barby	John Pawsey
Anne Bingham	Martin Pollard
Lynn Bovis	Tony Preedy
Terry Calvert	Hilary Robertson
James Clifton	Margarette Rondo
Alan Cooper	Jenny Shann
Jackie Cuthbert	Geraldine Smart
Rabinder Dawett	Alison Statham
Sally Easton	Angela Turner
Jan Fernandei	Philip Ward
Maria Ghansah	
Rose Haigh	
Anluisse Hamilton Bruce	
Catherine Handford	
Christine Husband	
Vanessa Jones	

Service Users who attended AGM 2015

Syliva Austin	Ellen Moore
Margaret Balchin	Steve Neale
Michael Baldry	Caroline Pearson
Iris Baptist	Kate Pedley
Jeff Bashton	Trevor Plumb
Ksenia Blake	Mohammed Ramzan
Jane Burdon	Diana Ratten
Derek Child	Liz Roe
Willian Coffie	Alan Smith
Veronica Dry	George Smith
Judy Smith	Paula Suchy
Peter Taverner	Paula Varey
Pat Wright	Ethel Robson

Guests

Janet Clarke
Sue Chambers
Nicki Griffiths
Mary Kendall
Mrs Plumb
Jackie Neil
John Neil
Mike Pearson
Dave Robson
Maggie Weston
Pat Tavener

Appendix B

Apologies from Volunteers

John Brown	Mark Lawrence
Sandra Buckley	Liz Le Voi
Angela Chart	Liz Maxey
Shirley Coulson	Tim O'Brien
Mary Downes	Sean O'Neil
Jan English	Nicola Oxford-Claise
Marcia Gleeson	Wendy Sale
Ernie Gregg	Elizabeth Shand
Jenny Hailey	Madeline Stewart
Stephen Harrison	Sharon Taylor
Alison Hunt	Jean Taylor
Susan Jenkins	Eve Tigano
Tricia Jolly	
Mike Kerney	
Carole Law	

Apologies from Service Users

Joan Betteridge	Dorothy Stone
Lynda Cantor	John Hearne
Padma Cheriyan	Nicholas Fairbairn
Delphine Faddy	Anthony Dupris
Sarah Fortescue	
Sue Pulley	

From MK Council

Cath Broadhead	Nigel Long
----------------	------------