

**Milton Keynes Reader Service**  
**Minutes of the Annual General Meeting**  
**held on Saturday 2 July 2016 at 10am**  
**at The Peartree Centre,**  
**Peartree Bridge, Milton Keynes**

**1. Chair's opening remarks**

Paula Suchy MBE welcomed everyone and introduced the committee members sitting at the top table.

**2. Roll call of those present**

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

**3. Apologies**

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

**4. Minutes of the Previous AGM**

The Minutes of the Annual General Meeting held on 27 June 2015 were read out by Alison Statham.

There were no matters arising from these Minutes.

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

**Acceptance of AGM minutes:**

Proposed by Jeff Bashton, seconded by Alison Statham.

Agreed unanimously by members present.

**5. Extraordinary General Meeting**

The Minutes of the Extraordinary General Meeting

held on 23 January 2016 were read out by Alison Statham.

Matters arising from the Minutes:

Paula Suchy said the Reader Service's application to become a Charitable Incorporated Organisation (CIO) was rejected by the Charity Commission, who did not agree the wording of our objects. Our application has been amended and resubmitted.

Derek Child asked "Would it be helpful to resolve at this meeting that the Trustees can act on our behalf in respect of any changes to the constitution in respect of agreeing the new objects for the Charitable Incorporated Organisation status as the Trustees see fit?"

Proposed by Derek Child and seconded by Alison Statham.

Paula asked for a show of hands for approval and there were no objections or abstentions.

Proxy and Postal Voting Procedure. Paula Suchy said a procedure has been written and was available for anyone to see after the meeting. Alan Smith asked why the procedure wasn't sent out with the AGM papers. Paula explained that we had sent out a great amount of information prior to the AGM and made the decision to provide the procedure at the meeting rather than send it out beforehand.

Paula thanked Alison and asked those present if the Minutes were a correct record of the meeting.

**Acceptance of EGM minutes:**

Proposed by Derek Child, seconded by James Clifton.

Agreed unanimously by members present.

**6. Trustees Annual Report July 2016**

Karen Preece read out the Trustees Annual Report.

We have a steady growth in the number of people with different disabilities who are using our services. Our volunteers have provided around 9500 hours of face-to-face support this year. An additional 2150 hours were volunteered to help run the charity, providing assistance in the office, helping with transcription work and social events, serving on the committee, resolving IT problems.

Karen would like to especially thank Paula, our chairperson over the last three years, she has very much enjoyed working with her.

Milton Keynes Council awarded our grant for 2015-16, but have not assured us that our grant will continue in future years. Walnut Tree Community Shop provides our second largest source of income and Karen would like to thank everyone to donate unwanted items and the staff and volunteers who work there.

Thank you to Paula Varey who organised a flag day at ASDA and our participation in the Community

Foundation's annual 50/50 raffle. One of our most successful events was a quiz night, devised by Stefan and Paula Suchy and an auction of promises, which raised over £900.

This year we asked if service users would make an annual voluntary donation of £20 for each service received and we raised just over £1,200.

We continue to transcribe theatre brochures for Aylesbury, Milton Keynes and Northampton and Deringate onto CD.

Junction 14, a local ladies a cappella group have selected us as their Charity of the Year and will be performing at our concert and afternoon tea on Sunday 9 October.

We try to publicise ourselves in different ways, such as holding fortnightly coffee mornings at Lovat Fields Extracare Village, resurrecting our Talks Group and continually updating our website. We also attend many events, such as HealthWatch2 Event and BucksVision Focus Day.

Paula Suchy thanked Karen for her enthusiasm and commitment.

Paula asked if there were any questions and there were none.

**Acceptance of Annual Report:**

Proposed by James Clifton, seconded by Michael Baldry.

Agreed unanimously by members present.

## **7. Presentation of Trustees Annual Accounts 2 July 2016**

James Clifton offered apologies on behalf of the Treasurer, Stephen Harrison and then presented the Trustees Annual Accounts for the year ended 31 March 2016.

Our financial position had strengthened further, mainly due to grants from Santander, from a donor who wished to remain anonymous and in memorium donations from friends and relatives of some service users. Our running costs did not increase significantly, which was due to a number of volunteers who re-donated all, or part, of their expenses to the Reader Service.

We made a declaration to the Pensions Regulator that we are compliant with the new pensions auto-enrolment obligations falling on small employers. Woughton Community Council are imposing a new rental agreement for our lease at Tinkers Bridge, which will mean an 111% increase in rent and notice of termination of one month (currently it is six months), which we are appealing. We are looking for new premises and if anyone has any suggestions, please speak to Karen.

We will incur extra depreciation costs next year due to the purchase of new Braille equipment. Martin Lycett asked how these costs are written off and Jeff Bashton said it is done over a number of years. Tim O'Brien, who was formerly our treasurer, explained that any assets purchased are added to

the total, which is then depreciated over a period of four years.

### **Acceptance and adoption of Trustees Annual Accounts:**

Proposed by Jeff Bashton, seconded by Alan Smith.

Paula Suchy asked for a show of hands for approval. There were no objections or abstentions.

Paula proposed that Hills and Burgess Accountants in Leighton Buzzard be asked to check the accounts next year and this was agreed by the members present.

## **8. Election of Chairperson and Management Committee**

### **Election of Committee**

Alison Statham read out the nominees statements.

### **Service Users:**

The nominees for the Service User places on the committee are:

- Paula Suchy MBE
- Paula Varey
- Jeff Bashton
- Michael Baldry

Formally nominated en bloc by Caroline Pearson, seconded by James Clifton.

There were no objections or abstentions.

### **Co-opted Service Users:**

The nominees for Co-opted Service Users are:

- Judy Smith
- Elaine Maries

Proposed by Caroline Pearson, seconded by Michael Baldry.

There were no objections or abstentions.

### **Volunteers:**

Paula Suchy said two volunteers, Rose Haigh and Philip Ward have resigned. Paula thanked Philip for his work as Chair of the Development Committee and for progressing our Charitable Incorporated Organisation application and Rose for her work on our policies and the Newsletter. Paula proposed a round of applause to show our thanks to Philip and Rose.

The nominees for the Volunteer Committee Members places are:

- Lynn Bovis
- James M Clifton
- Stephen Harrison
- Terry Calvert

Proposed en bloc by Paula Suchy, seconded by Alison Statham.

The election of Volunteer Committee Members was agreed by the members present and there were no objections or abstentions.

### **Election of Chairperson**

Paula Suchy said that she was standing down as Chairperson.

A nomination for Chair had been received from Caroline Pearson, whose statement was read out by Alison Statham.

Proposed by Paula Suchy, seconded by Padma Cheriyan.

The election of Chair was agreed by the members present and there were no objections or abstentions.

Paula then handed over to Caroline Pearson, who took over as Chair of the meeting. Caroline thanked Paula for her vote of confidence and for her leadership of the Reader Service during the last three years and said she would be a hard act to follow.

## **9. Questions and Suggestions**

Caroline asked if anyone has any questions.

Paula Suchy said that Padma Cheriyan asks if anyone in receipt of Attendance Allowance to send her testimonies to let her know how the monies have helped them. Padma also asked if anyone likes to sign and is interested in joining a community choir to contact her. Paula has Padma's telephone number to pass on.

Jeff Bashton said there is now a tandem group in Milton Keynes, to contact Karen if you are interested.

Karen thanked Paula on behalf of everyone and presented her with the gift of an orchid.

## **10. Chairman's closing remarks**

Caroline thanked everyone for coming to the AGM, to Paula for her sterling work, the committee members, volunteers and co-ordinator. The ladies are still selling raffle tickets and refreshments are available. Thank you to Steve Neale for providing the musical entertainment.

**The meeting closed at 11.33am.**

## **Appendix A**

### **Volunteers who attended AGM 2016**

Abrahams	Margaret	Shand	Elizabeth
Armstrong	Karen	Shann	Jenny
Baker	Richard	Smart	Geraldine
Barby	Marilyn	Starkie	Arnold
Bingham	Anne	Statham	Alison
Calvert	Terry	Tigano	Eve
Chambers	Sue		
Clifton	James	<b>Visitors</b>	
Coomber	Alan	Cavill	Pam
Cooper	Alan	Seymour	Catherine
Cuthbert	Jackie	Whitelad	Mr & Mrs
Fraser	Pat	Pither	Barbara
Fraser	Peter	Patching	Robin
Ghansah	Maria		
Jolly	Tricia		
Krelle	Linda		
Lawrence	Mark		
Lovell	Jan		
Le Voi	Elizabeth		
Lycett	Martyn		
Marshall	Lesley		
O'Brien	Tim		
Onley	Moira		
Parsler	Rebecca		
Pearson	Mike		
Pollard	Anne		
Qanem	Patricia		
Ramsay	Loretta		
Rudolfo	Anne		

## **Service Users who attended AGM 2016**

Baldry	Michael	Tavener	Pat
Baptist	Iris	Varey	Paula
Bashton	Jeff		
Cheriyam	Padma		
Child	Derek		
Dalgleish	Diane		
Day	Rachel		
Dry	Veronica		
Dunne	Gill		
Edwards	June		
Emmanuel	Lawrence		
Fone	John		
Furlong	Pat		
Grimes	Bill		
Jelbert	Sam		
Jones	Carla		
Kent	Philip		
Maries	Elaine		
Neale	Steve		
Pearson	Caroline		
Pedley	Kate		
Plumb	Trevor		
Plumb	Val		
Ratten	Diana		
Roe	Liz		
Smith	Alan		
Smith	George		
Smith	Judy		
Suchy	Paula		
Tavener	Peter		

## **Appendix B**

### **Apologies from Service Users:**

Andrews	John	Fortescue	Sarah
Balchin	Maggie	Moore	Ellen
Blake	Ksenia	Webb	Malcolm

### **Apologies from Volunteers:**

Amos	Christine
Botterill	Sheila
Bown	David
Brown	John
Burgess	Barbara
Coulson	Shirley
Downes	Mary
Easton	Sally
Easton	David
English	Jan
Fernandei	Jan
Haigh	Rose
Handford	Catherine
Harrison	Stephen
Jones	Vanessa
Latham	Carol
Kerney	Michael
Maxey	Elizabeth
O'Connor	Susan
Pollard	Martin
Round	Linda
Stone	Dorothy
Thomas	Jean

**Apologies from others:**

Rowe	Millie
Kendall	Mary
Malone	Debbie
Hyde	Jeanette
Lath	Samantha
Naylor	Steve
Dean	Bob
Robberts	Jane
Cross	Rachel
Weston	Maggie

Matters arising from these minutes to be read out at  
AGM 2017

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