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| **ANNUAL GENERAL MEETING OF PAUL’S PLACE (SOUTH WEST)**  **HELD ON FRIDAY 5th AUGUST 2022 AT 2PM**  **AT COALPIT HEATH CRICKET CLUB WITH THE OPTION OF ZOOM** | |
| Trustees/Directors of Paul’s Place (South West) present: Steve Howells (SH) - Chair, Jill Jefferies, Nicole Beebee, Gill Sutcliffe, Jane Hill, Richard Fackrell (v)  Also in attendance:  Daniel Cheesman (CEO)  Director/Trustee Apologies: Nazeem Haroon, Kate Francis  In Attendance: A total of 42 people attended the meeting, including 6 Directors/Trustees and 18 Charity members (able to vote). | |
|  | **Item** |
| **1.0** | **Welcome and a minute to remember** |
|  | Steve Howells (SH) opened the meeting at 2pm, confirming that to be quorate 10 Charity Members or one tenth of Charity Members need to be attendance, 18 were present so the meeting could proceed.  SH confirmed that this AGM covered the year ending 31st March 2022 and covers 12 months from 01 April 2021 to 31st March 2022.  SH asked the attendees to remember Margaret Marshall, Clifford Stock and Annie Powell who sadly passed away in the last year. |
| **2.0** | **Apologies for Absence** |
|  | Apologies received from three Trustees, Azeem Haroon, Richard Fackrell and Kate Francis. Also from the acting CEO Sarah Payne |
| **3.0** | **Draft Minutes of the Annual General Meeting held on 10th September 2021.** |
|  | SH confirmed that minutes have been available on the notice board and via the website for the full 28 days prior to the AGM – nothing has been raised.  Proposed: Jill Jefferies  Seconded: Nicole Beebee  All Agreed |
| **4.0** | **Matters Arising** |
|  | No matters raised |
| **5.0** | **CEO Report** |
|  | *A chance to look back on the year 2021/2022, a year in which a lot has happened. We began the year delivering Paul's Place across split sites at Turnberries and Coalpit Heath and slowly, over the following 12 months, got back to normal.*  *It was a year that saw us adapt our offering in response to Covid, sort breaks changed to staycations and we actively got outside more through our partnership with Yate Athletics Club.*  *A continuing year of change but as we approached the end of the financial year in March 2022 we began to look and feel a little more like the pre-Covid Paul's Place even an improved model.*  *This year also marks the mid-point in our five-year strategy this is the current position.*  ***Disability led*** *– ensuring service users are in the driving seat. An Advisory Group has been set up and we have received a grant to train up members in being more actively involved in decision making. The Covid Voices project will be extended to work with more members in the next year. There is a dedicated section on our website providing members to advice and support.*  ***Needs led*** *– We want to continue to grow and develop services. New projects include Paul’s Place at Home, inclusive sports and music therapy. A sports co-ordinator has been put in place. Music therapy is provided through UWE. We have talked to younger disabled people to see what they would like. PP needs to keep bringing in young people. The search for a new building continues.*  *We are actively working with others to provide support. Partnership with Yate Athletics club and also SG disability network (DEN). Boccia – promoting this at an international level.*  ***Thinking about the future*** *– Finding ways to tell our story in a different way to secure our future. Rebranded the charity, new logo and new website have helped. New contracts with health and social care commissioners will support our sustainability.*  ***Achieving excellence*** *– We wished to ensure that our services are run to the highest quality. We have self-assessed our day care against the CQC. PP not eligible to be inspected by CQC but we did our own rating. Result was good with just a couple of areas needing improvement. Increased the volunteering offer. Leanne Stowell will be volunteer co-ordinator as well as support worker combining the two roles.*  ***The following is a quote from a member that seems particularly appropriate to share:***  *“It is something that keeps me alive. My accident made me feel useless. Paul’s Place is a lifeline for me. I now feel useful and enjoy being here”* |
| **6.0** | **To receive the Accounts for the year ended 31st March 2022** |
|  | Annual accounts not completely ready for this AGM. When ready they will be made available. |
| **7.0** | **To receive the Trustees’ Annual Report for the year ended 31st March 2022** |
|  | As per CEO report |
| **8** | **Appoint Francis Clark as independent examiners and accountants for 2022/23** |
|  | It is proposed to appoint Francis Clark as independent examiners and accountants for 2022/23  Proposed: Luke Jones  Seconded: Ben Holbrook |
| **8.0** | **Election of Trustees** |
|  | The following Trustees have agreed to re-election to the Board: -  There is a 5 year tenure for trustees effective from the creation of PP SW  Jill Jefferies (eligible until 2023)  Richard Fackrell (eligible until 2023)  Steve Howells (eligible until 2025)  Jane Hill (eligible until 2025)  Gillian Sutcliffe (eligible until 2025)  Azeem Haroon (eligible until 2025)  Kate Francis (eligible until 2026)  Nicole Beebee (eligible until 2026)  All trustees have agreed to stand for re-election.  Vote to accept existing Trustees for re-election  Proposed: Luke Jones  Seconded: Dean Graham |
| **9.** | **Any Other Business** |
|  | SH confirmed that the search for a new property is ongoing but the needs of the charity make this a challenging proposition.  SH advised that the search for a new CEO is ongoing. A list of candidates is being compiled and the target is to interview around September with an aim to have someone in place Dec 2022/Jan 2023. Sarah Payne is acting CEO and finance manager in the interim.  Question asked re: future of the bungalow. The response was that there are no plans at the moment to relet the empty unity. The new CEO will be responsible for any decisions on this matter.  Goodbye and tribute to Daniel - SH paid tribute to the contribution that Daniel has made to Paul’s Place during his time at the charity. Recognition was given to the fact that Paul’s Place is on a much stronger footing and thanks were extended to Daniel from everyone. |

**IN ATTENDANCE**

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| **Trustees (6)** | **Charity Members (12)** | **Others (24)** |
| Steve Howells | Chad Dacey | Daniel Cheesman |
| Jill Jefferies | Sean Francis | Elaine Snook |
| Nicole Beebee | Andy Gough | Ashleigh Riddell |
| Gill Sutcliffe | Ian Durbin | Alex Stumpp |
| Jane Hill | Luke Jones | Sarah Stock |
| Richard Fackrell (v) | Sarah Mann and PA | Simon Letts |
|  | Lisa Manners | Rich Chodkiewicz and PA |
|  | Sam Pointer | Leanne Stoell |
|  | Henry Sutcliffe | Pearl Robbins |
|  | Hannah Webb | Liz Taylor |
|  | Chris Plummer | Joe Carter |
|  | Helen Day | Clair Armstrong |
|  |  | Andy Carter |
|  |  | Bob Wilmott |
|  |  | Heather Gartland |
|  |  | Dean Graham |
|  |  | Tracey McCarthy |
|  |  | Mikhaela Gartland |
|  |  | Ben Holbrook |
|  |  | Paula Reece |
|  |  | Isaac Wilde |
|  |  | Katy Lockett |
|  |  | Mike Daniels (v) |
|  |  | Steve Daniels (v) |
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