



**MINUTES of ANNUAL GENERAL MEETING
Monday 7th October 2019**

**Held at the Royal British Legion
Broadstone**

Registered Charity Number 1058931

IN ATTENDANCE

Martin Hussey, Natalia Czernik, Caroline Field

APOLOGIES

Anne Ray, Kevin Allen

APPROVAL OF MINUTES

Last year's minutes were approved by all and signed by Martin.

CHAIRMAN'S REPORT

The Chairman's Report was presented by Martin – see attached.

The report should be sent to the Charity's commission and Barnes Andrew Ltd, Chartered Accountants .

CF/KA

TREASURER'S and SECRETARY'S REPORT

The Treasurer's and Secretary's report was presented for the financial year 1st September 2018 to 30th August 2019 – see attached.

MATTERS ARISING

- Website:
 - We are grateful to Martin for improving the website for use on mobile devices
 - Website address to be included underneath the logo on all correspondence and publicity
 - Suggestions for updates to the website MH
 - Include policies
 - A reminder for Childhood Cancer Awareness month (September);
International Childhood Cancer Day (15th February);
World Cancer Day (4th February)
 - Chairman's Report and Secretary's report CF / MH
 - A question : What would people like to see on the website?
- Financial help – a referral form was deemed unnecessary.
- As teenage activities have not been organized, birthday gifts/vouchers will be purchased for all patients throughout the year. Natalia has kindly agreed to buy the gifts. Martin to supply a list of birthdays, anonymously, i.e. Month, gender of child and age. MH / NC
- The charity still urgently requires additional co-opted members with a view to becoming trustees.

HOSPITAL LIAISON

- Martin has written a GDPR policy - to be uploaded onto the website
- A booklet for families on first diagnosis is in its final stages.
- Payments to families may be needed promptly. Caroline to look into how payments can be made through online banking with two signatures. CF

CONSTITUTION AND POLICIES

- The constitution is being amended as per the latest version of the Model Constitution as found on the .gov website. To be finalised. MH
- All policies to be uploaded on to the website MH
 - Martin has kindly written several policies to date
 - Reserves policy – to be written MH
- Caroline to check if the constitution needs to be passed in an extra-ordinary meeting. CF
- It was agreed that the process of co-opting members does not need to be included in the constitution.

NOMINATIONS

- All trustees resigned from their posts.
- The maximum number of trustees for the charity is six, with a minimum of 3 full trustees for a quorum, plus two co-opted members.
- Nominations for trustees were as follows and everyone was re-nominated:
 - Martin was nominated Chairman by Natalia, seconded by Caroline
 - Kevin was nominated by Caroline, seconded by Martin
 - Natalia was nominated by Martin, seconded by Caroline
 - Caroline was nominated by Natalia, seconded by Martin

FUTURE PLANS

- To raise awareness in schools. Caroline to draft a letter for Natalia to send / give to schools. CF
- Gifts will be purchased instead of teenage activities or surprise birthday parties, starting November . Martin to liaise with hospital play-leader and Natalia. MH / NC
- Continue to improve the website
- Recruit more co-opted members

A.O.B

None

Date of next meeting

Next AGM to be held on Monday 5th October 2020 at 7:30pm at the Royal British Legion, Broadstone.