

**PACT AGM**  
**13<sup>th</sup> July 2017, 6.30 pm at The Quadrant, Sheffield**

Present:

Sheila McGovern (SMc) (Chair)  
 David Pizzey (DP) (Treasurer)  
 Sue Blakey (SB) (Secretary)  
 David Blake (DB)  
 Emma Evans (EE)  
 Jane Mitchell (JM)  
 Carl Thompson (CT)

In Attendance: Jill Hicks (JH) Beryl Welburn (BW), Jenny Welch (JW)  
 Martin Wharin (Hart Shaw), Ken Green (KG) Andy Blakey,  
 Lyndsey Thompson

Apologies: Vicki Lee (VL) Matthew Dyke (MD)  
 Simon Gibson (SG) Martyn Rhodes (MR) Karen Shaw (KS)

	<b>Agenda Items</b>	<b>Agreed actions</b>
<b>1</b>	<b>Welcome</b>	
	<ul style="list-style-type: none"> <li>• <b>SMc</b> welcomed everyone and apologies were taken.</li> </ul>	
<b>2</b>	<b>Minutes of last AGM</b>	
	<ul style="list-style-type: none"> <li>• Agreed and signed as a true record</li> </ul>	
<b>3</b>	<b>Report on accounts – Hart Shaw Accountants</b>	
	<ul style="list-style-type: none"> <li>• Martin Wharin informed the meeting that new accounting standards have changed the layout of the accounts and he went on to give a brief explanation.</li> <li>• Pages 1-5, There is no change to the layout just updated</li> <li>• Page 10, The statement of cash flow is new as it is necessary when there is over £500,000 in donations</li> <li>• Page 11 onwards, Notes of accounts have more detail in</li> <li>• Page 8. £585,771 total income and expenditure is consistent to last year</li> <li>• £441,968 is net income made up of £370,159 in restricted funds and £71,809 in unrestricted</li> <li>• £1,407,099 in fund balances at the end of 2017. Approx. 50% is clinic appeal money and included in this are two conditional donations.</li> <li>• Page 9, £191,832 in tangible assets which relate to house and caravans, value of car due to depreciation is nil.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A question was raised as to why the value of the house is only £142,299, Martin explained this was due to depreciation and is a reflection of land value.</li> <li>• There were no further questions and the accounts were accepted.</li> <li>• It was also agreed by the meeting that Hart Shaw should be re-appointed as accountants/auditors for the following year.</li> </ul>	
<b>4.</b>	<b>Chairperson's report</b>	
	<ul style="list-style-type: none"> <li>• <b>SMc</b> said it has been a trying year but everyone had done really well to raise the appeal money and thank you to everyone for their hard work. If everything goes well the clinic will be finished at the end of 2017. We will then need to think about what our plans are for the next year and how we will spend money, but it won't be on another building project. The clinic appeal did not really have the impact on our general finances that we thought it might, as donations have been about the same level as usual. This year it is our 40<sup>th</sup> year and PACT are still doing well. In September we have Sarah from John Lewis's volunteer scheme for 2 days a week until March 2018. She will help us expand our online presence and twitter; she is going on a google course and will be working alongside Robin. Hopefully she will be able to combine the opening of the clinic with a 40<sup>th</sup> celebration of PACT.</li> <li>• <b>SMc</b> also passed on her thanks to the Treasurer and Secretary for all their hard work and to the other Trustees for their support.</li> <li>• There were no questions raised.</li> </ul>	
<b>5.</b>	<b>Treasurer's report</b>	
	<ul style="list-style-type: none"> <li>• <b>DP</b> gave his report. (A copy is attached to the minutes).</li> <li>• <b>DP</b> told the meeting that in his report he was looking at the Past, Present and Future and also thanked everyone for their support. He confirmed that the £200,000 from PACT for the clinic has not been moved across yet</li> <li>• <b>JH &amp; DP</b> work closely together to keep the accounts up to date. If we never raise another penny we have enough money for 2 years running. This is an excellent position to be in but we must be aware of replacing the money spent.</li> <li>• At the AGM in 2016, <b>DP</b> confirmed that he would look at the charity's insurance and this year he has done so. Another broker was approached and PACT were given a quote from Aviva with extra cover included and smaller excesses, all for £600 less than the current insurer's quote. After <b>DP</b> and <b>JH</b> checked the cover and policy, it was decided to change to Aviva this year.</li> <li>• <b>DP</b> thanked Jill, Beryl and Julie for all their hard work with the families over the last year.</li> <li>• Looking to the future, <b>DP</b> said that the Trustees need to look at the level of support given to families. Times have changed and PACT need</li> </ul>	

	<p>to carefully assess the support provided and <b>DP</b> suggested that the level of bereavement grant could be looked at and maybe increased.</p> <ul style="list-style-type: none"> <li>• <b>DP</b> confirmed that once the clinic monies were out of the way he would be looking at moving some of the charity's money into deposit accounts with different financial institutions. This is in respect of the financial regulations which only protect £85,000 of a client's money if a bank ceases trading. This may not be easy as only a few banks offer charity accounts.</li> <li>• <b>DP</b> also stated that in the future the PACT car may be changed and that PACT need to look at re-grading the three staff.</li> <li>• There were no questions and <b>SMc</b> thanked <b>DP</b> for all his hard work.</li> </ul>	
<b>6</b>	<b>IT report</b>	
	<ul style="list-style-type: none"> <li>• IT report was circulated.</li> <li>• Site running cost £6.70. Robin has paid it. A letter/email of thanks is to be sent by <b>JH</b> to Robin for his hard work.</li> </ul>	<b>JH</b>
<b>7</b>	<b>Ball report</b>	
	<ul style="list-style-type: none"> <li>• Unfortunately <b>MR</b> was not at the meeting but it was confirmed that the ball had made around £12,000 year. Baldwins had said anything raised above £10,000 was really good.</li> <li>• Baldwins booked for next year. 19<sup>th</sup> May 2018</li> <li>• Ball was hard work this year; can everyone sell a table please.</li> <li>• It was noted that MR had said he wanted the proceeds from ball to be for bespoke furniture for the play specialists in the new clinic. <b>SMc</b> to discuss this with <b>MR</b></li> </ul>	<b>SMc</b>
<b>8</b>	<b>House Report</b>	
	<ul style="list-style-type: none"> <li>• A copy of the report is attached</li> <li>• All maintenance for the house is in hand and the house remains very busy.</li> <li>• It was noted that some Sheffield families were staying at Treetops/Magnolia as PACT give priority to families from further afield.</li> <li>• <b>KG</b> asked if we could look at doing a deal with the new carpark for PACT families as there is no parking near the house.</li> <li>• <b>SMc</b> seconded <b>DP</b> thanks to Beryl, Jill and Julie. They sometimes get the rough end of the stick when we are not able to provide everything that the families or the ward wants. <b>SMc</b> confirmed that the Trustees stand behind the staff in any decisions that they make.</li> </ul>	

<b>9</b>	<b>Election of Trustees</b>	
	<ul style="list-style-type: none"> <li>• All existing Trustees agreed to stand again. <b>DP</b> happy to remain as Treasurer for his second year.</li> <li>• No other nominations were received so all Trustees were re-elected for a further year and <b>SMc</b> and <b>SB</b> were re-elected as Chair and Secretary respectively for a further two years.</li> </ul>	
<b>10</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• Graham Bellamy is retiring. He was a medical trustee and it was agreed that we would get him a PACT rose and a gardening voucher.</li> </ul>	
	Meeting closed 7.30 pm Next Trustee committee meeting 14 <sup>th</sup> Sept 2017	

*These minutes are accepted as a true record of the proceedings of the meeting.*

*Date*

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