

Minutes for The Heart of Weston AGM

Date: Saturday 5th March 2016

Time: 11.30am

Location: Willowdene, Boat Lane, Weston

Attendees: Paul Phillips (Chair), Craig Phillips (Vice Chair), Becky Nott (Treasurer), Jane Phillips (Secretary), Sue Nott, Lesley Wilson, Jackie Williams, Irene Winter, Amy Winter, Sarah Nightingale, Gemma Butterfield

Apologies: Victoria Ward, Linda Guant, Neil Gaunt, Justine Abbott, Celia Thorpe, Julie Gair, Derek Gair, Matt Nott, Charlotte Nott

Absent: Emma Wilson, Andy Gair

Previous Minutes:

The minutes from the formation of The Heart of Weston, held on the 7th March 2015 was agreed as a true record, and signed off.

Chairman's Report:

PP reported that the charity had a very successful first year, with fantastic support from the local community, friends and family. The memorial walk, car wash, football tournament and 100 Club had all been very successful. Due to this, the charity is in a good financial position. The trustees have examined the major strategic and operational risks which the charity may face and confirm systems are in place to ensure that the necessary steps can be taken to reduce these risks and mitigate them if necessary.

The objectives of the charity was to provide and maintain a community access AED (automated external defibrillator) in Weston, promote awareness of and ultimately provide screening for cardiac risk within the local community and to offer emergency first aid courses to the local community.

Due to the success of the charity there is a defibrillator housed in a secure box at Weston Village Hall, 7 emergency first aid courses have been run, attended by a total of 65 people, an emergency first aid booklet produced and 3 cardiac screening days booked to screen 300 14-35 year olds.

It was noted that The Heart of Weston website needs to include a membership page and the minutes of the AGM. JP to talk to MN about this. The question was asked if John Cooper was the right person to continue to support us with the defibrillator. This will be discussed again once this year's fundraising has got underway.

Treasurer's Report:

BN reported the accounts are in line with the Charity Commission under section 145 of the 2011 Act. BN reported all the charity's funds are unrestricted. The funds held at the end of this financial year will be used for cardiac screening sessions already booked for 2016. The trustees agreed that it was prudent due to the unpredictability of the charity's income and our commitment to our objectives, to maintain a reserve level to cover essential running costs and spending on objectives for approximately six months. Adele Lawton of Howards Ltd carried out an independent examiner's report, free of charge. JP to send Adele a thank you letter. BN thanked Lesley Wilson for her tremendous support with the accounts. A list of donations is to be included in the minutes as appendices. BN will submit the accounts to the Charity Commission.

Retirement of existing and election of new trustees:

PP requested the retirement of all the trustees in line with the constitution (Paul Phillips, Craig Phillips Becky Nott, Jane Phillips, Sue Nott, Jackie Williams, Sarah Nightingale, Victoria Ward)

All the retiring trustees put their names forward for re-election, apart from Victoria Ward, due to work commitments. Re-elected trustees were: Paul Phillips (Chair), Craig Phillips (Vice Chair), Becky Nott. (Treasurer), Jane Phillips (Secretary), Sue Nott, Jackie Williams, Sarah Nightingale. BN to inform the Charity Commission of VW's resignation.

AOB

JW asked if anyone wished to take over her role as promoter of the 100 Club. As no one put their name forward JW agreed to continue with the role.

Date of next AGM: Saturday 11am 4th March 2017 at Willowdene