

RUTLAND FIRST CIC ANNUAL GENERAL MEETING

21 September 2021

MINUTES

The Annual General Meeting of Rutland First CIC was held on Tuesday 21 September 2021 in the Conference Room at the Rutland Community Hub. The meeting started at 1.00pm and finished at 3.15pm. The meeting was open to members of Rutland First and to the public.

Present

Miles Williamson-Noble (Chair)
Valerie Clark
Helen Cullen
Dr Carole East
Gina Head
Paul Kitson
Christine Stanesby
Geoff Thompson
Jeannette Warner

In Attendance

Dr Sarah Furness	Lord-Lieutenant of Rutland
Liz Clarke	Uppingham Youth Project
Caroline Hammond	Dying Matters

1. Introduction and Previous Minutes **Chair**

The Chair welcomed those in attendance and said how pleased the Board was that the Lord-Lieutenant had found time in her busy schedule to join us.

The minutes of the 2020 Annual General Meeting were agreed as a true record and the Chair was authorised to sign them. There were no outstanding matters arising.

Action: Chair

2. Annual Report 2020 - 2021 **Chair**

Members decided that the Annual Report and the Annual Accounts should be considered before Members of the Board and the Chair stood down, and so this item was taken before the retirements and elections.

The Chair explained that the Annual report consisted of 3 sections. The main report had been circulated to Members and had been discussed briefly at the previous Board Meeting. Suggested changes had been incorporated. It covered the period from 1 April 2020 to 31 March 2021. Annexes to the report were the Resilient Rutland Annual review to January 2021, and the Annual Accounts. The Chair summarised activities other than resilient Rutland and thanked Morag Tyler and Lyn Harte for the exemplary way in which they had adapted the project to take account of the constraints of the Covid pandemic.

The Annual Report was approved. It would be published on the website and publicised on Facebook. It had previously been agreed that hard copies would not be produced.

Action: Chair

3. Annual Accounts 2020 - 2021

Paul Kitson

Paul Kitson presented the Annual Accounts for the period 1 April 2020 to 31 March 2021. They had been reviewed (i.e. not audited) by Bulley Davey, our accountants, and reviewed by Helen Cullen, Chair of Audit and Risk.

Paul Kitson drew attention to three main points requiring Directors' attention in considering approval of the accounts:

- i. The accounts are presented on the going-concern basis (see note 2 to the accounts). Paul pointed out that Directors can be reasonably confident that the company can meet its liabilities as they fall due over the next year or so as (a) funding is in place to complete the Resilient Rutland project, (b) insurance is in place to cover public liability claims and (c) care is always taken to ensure that contracts do not bring commitments beyond the needs of the project;
- ii. The accounts present a true and fair view (ref the Bulley Davey statement in the accounts). Paul noted the review by Bulley Davey, the format is in compliance with the Companies Act, accounts procedures have been independently reviewed and extra checks are in place to review bank transactions. Paul expressed assurance that risk of material misstatement or fraud was very low.
- iii. Treatment of Grants (note 2). Paul reminded directors that grants are matched with spending, such that the Resilient Rutland project never shows a profit. The loss results from spending on the non-project activity.

Paul Kitson recommended that Directors approve the annual accounts and authorise the Chairman to sign the accounts and the letter of representation for Bulley Davey. This was unanimously agreed.

Action: Chair to sign accounts and letter of representation addressed to Bulley Davey

4. Retirement and Election of Board Members

Chair/Gina Head

Three of the current Board Members were due to retire on rotation. Christine Stanesby had served two 3-year terms and was not eligible for re-election. Geoff Thompson had served one 3-year term, but did not wish to stand for re-election in view of his forthcoming appointment as High Sheriff of Rutland. Miles Williamson-Noble had served since 2016 and would offer himself for re-election.

Miles Williamson-Noble thanked Christine Stanesby and Geoff Thompson for their considerable contributions over the years and on behalf of the Board presented them with tokens for use in garden centres.

Valerie Clark and Helen Cullen had both served for a year as co-opted Members of the Board and offered themselves for election to full Board Membership.

Liz Clarke had been elected as Chair of the Uppingham Youth Project, and offered herself for election to the Rutland First Board to ensure a link between the two organisations.

Gina Head took the Chair while Miles Williamson-Noble was considered for re-election. He was re-elected to the Board.

Miles Williamson-Noble took the Chair again. Valerie Clark, Helen Cullen and Liz Clarke were elected unanimously to the Board. It was decided that Valerie and Helen's period of 3 years should start from the time of their election to full membership.

Action: Chair

5. Election of Chair

Gina Head

Miles Williamson-Noble had been Chair for 3 years and so was required to stand down. He was eligible to stand for one more 3-year period and offered himself for election. No other candidates had put their names forward. Gina Head took the Chair and the Members re-elected Miles Williamson-Noble.

Action: Chair

6. Management Accounts

Paul Kitson

Paul Kitson presented both the Management Accounts and the Balance Sheet as at 14 September. He explained that expenditure and income were shown on a financial year basis, but that Resilient Rutland forecasts were on an academic year basis.

The forecasts made due allowance for changes brought about by Covid and made provision for extending staff contracts from January to July 2022.

Members approved the accounts.

Action: Paul Kitson

7. Resilient Rutland Review of Year and Future Plans Morag Tyler

Morag Tyler had provided those attending with a slide show showing Resilient Rutland recent highlights and future actions. She covered: actions 2021/22, the impact of Covid, delivery of the remaining workstreams, evaluation of the project impact, the sustainability plan, partnership working and lessons learned. Although Covid had brought about substantial changes in how the

project was delivered, it had not been unduly detrimental and in some ways had made the project offer stronger.

An important consideration was to look at sustainability, and to ensure that gaps did not arise between the end of the main project in July 2022 and other agencies taking on the ongoing responsibilities. It was also discussed that there is no single source of information on what new initiatives are coming on-line across LLR. It was agreed that this should be a major topic at the next Board meeting.

Concerns were raised over the offer and management of the Mental Health Support Teams. Our three state secondaries and eight Rutland primaries are part of this pilot scheme. The MHSTs are failing to articulate what the support offer actually is and this poses issues for the existing programmes in the county. It was advised that work is being done to address this.

Action: Chair

The Lord-Lieutenant, Patron of Resilient Rutland, asked to address the Members. She wished to thank Ann Williams who had been responsible for the original concept of Resilient Rutland, and Geoff Thompson and Miles Williamson-Noble for bringing the project from concept to fruition. She made particular mention of Jeannette Warner whose generous sponsorship had made possible employment of a Project Manager before Lottery funding was achieved and had also funded a quiet room in one of the primary schools. She then mentioned by name all Board Members and the part they had played. She said that the project had made a great contribution to putting the children of Rutland first and congratulated Morag Tyler and Lyn Harte for their exceptional efforts in making the project such a success.

8. Dying Matters in Leicester, Leicestershire and Rutland Caroline Hammond

Dying Matters is an initiative raising awareness of dying, death and bereavement and providing support to those who need it. The Lord-Lieutenant had provided the initial inspiration and this had then been taken forward by an enthusiastic group of volunteers. Rutland First had provided £2,500 from its funds to get the project started. Caroline Hammond explained that it began with a target audience of just Rutland, but that the Clinical Commissioning Group had been so impressed they asked the team to expand its remit to include Leicester, Leicestershire and Rutland. The project has an active and attractive website offering advice and contacts to all those who might be involved in some way with the dying, and Caroline Hammond gave members a brief tour of the site. She encouraged members to do all they could to help publicise the site so as to maximise the number of people who might benefit from it.

9. Uppingham Youth Hub Geoff Thompson

Geoff Thompson provided members with an update on the latest status of the Uppingham Youth Project. Bids for funding had been submitted to NHS Charities and to the National Lottery Community Fund. Neither bid had been successful, but Oliver Savage from the National Lottery had encouraged the team to resubmit a smaller bid to Awards for All to get young people's support for the concept fully identified and to start work on identifying suitable premises and staff. A larger bid could then be re-submitted to the Community Fund. Liz Clarke had been elected Chair of the project and an enthusiastic team was now in place. Four of the team were concentrating on project implementation, and three on bid writing. It was suggested that, to ensure close working between

the project and Rutland First, two members of the project team should be appointed to the Board of Rutland First (Liz Clarke was already filling one of these positions), and that two members of the RF Board should have positions on the Uppingham Youth Project management team.

Action: Chair and Liz Clarke

10. Rutland First Long Term Future

Chair

Sustainability aspects of Resilient Rutland and working with the Uppingham Youth Project had already been covered. The Chair mentioned that, in addition, he had held discussions with Dawn Godfrey of Rutland County Council about a possible minor role for Rutland First in the new Healthy Child Programme, and was in the process of registering Rutland First with Volunteer Plus Rutland. The Board would need to hold a further meeting to look at options and to produce a plan.

11. Any Other Business

Members

There were no items of other business.