



Minutes of the **ANNUAL GENERAL MEETING** held on **Thursday 5<sup>th</sup> June 2008** at the Youth Work Development Unit, School Lane, Sprowston, Norwich

**PRESENT** (see list on back pages of these minutes)

**IN ATTENDANCE** Mike Tingley (Development Worker)  
Jane Wilmot (Clerical Assistant)

1. **Welcome:** Richard Draper, Chair, welcomed everyone to the meeting, explaining the decision for a smaller low-key formal AGM this year.

2. **To receive apologies for absence:** Apologies have been received from:

Helen Dalton-Hare (About with Friends), Penny Clarke (Acle Recreation Centre YC), John Nooney (NIP), Helen Green (Girlguiding Norfolk), Francesca Broom (Norfolk Young Farmers), Didi Briggs (PRESMA), Geraldine Lister (Dyspraxia Foundation), James Kearns (BUILD), Carol Goodbody (Central Norfolk Scouts), Christine Comacle-Smith (Norfolk Young Carers Project), Joy Bishop (SCOPE), Judith Bentley (Litcham Youth Project), Gordon Keable (Asperger), Jade Brackley (3C Youth Club) Jenny Haycocks (The Big City Club), Tony Rainbird (Former District Commissioner SN Scouts), Jill Eaton (GFS Platform), Sheila Alston-Pottinger (TS Norfolk Gt Yarmouth Sea Cadets), Wondi Ash (NACA-Ray of Hope Youth Committee).

3. **Annual Review:** Mike Tingley was asked to present a review of the year 2007-2008

- **Introduction.** It's been a busy year again this year, "quite a few staff changes have made life difficult at times but I believe there was no dip in our service".
- **Membership.** Numbers of groups in membership reached 112, although this was slightly down on last year an analysis into the reasons why revealed that a number of groups had disbanded whilst others had amalgamated and 6 were not contactable. Information from our members indicated that over 6,500 paid and voluntary staff engaged in delivering opportunities to over 70,000 young people across Norfolk.
- **Training.** Take up of our training courses had increased, Julie's negotiation with providers has resulted in an increase in participants per course at reduced rates. The outcome of this meaning more courses were delivered. The demand for our courses is high, Julie has developed a waiting list system that ensures courses are running at full attendance, the average attendance for courses is 10½. We have also been encouraging organisations towards the SAFE training programme.
- **CRB Checks.** 436 checks have been completed during this year, only 4 of these have come back as questionable applicants. As part the CRB quality assurance process

Norfolk CVYS had to respond to an inspection and was found to be satisfactory. There is at present a new system being implemented to improve the procedure.

- **Grants.** Uptake had been a little low due to the Norfolk Youth Fund having an impact and tightened protocol. 34 organisations received grants totalling £19,645 for a range of projects and purchases, for a full list of recipients please see annual review.
- **Representation.** NCVYS continues to provide the secretariat support to the County Voluntary Sector Forum – Norfolk
- **Staffing.** It was reported that there had been various staff changes. But finally Norfolk CVYS were back to full strength and working well together well done to the team and to the Board.

Richard thanked Mike for his report and for the work he had undertaken during the year. In particular it was noted that he had worked under difficult circumstances due to staffing matters.

Richard Draper asked for any comments / points to be raised.

Paul Dodson enquired whether organisations who received grants were encouraged to join Norfolk CVYS. Mike Tingley responded “Most of them are already members but the few that are not are indeed encouraged to join” Graham Hanson pointed out that a few grant recipients aren’t on Norfolk CVYS members list. Richard Draper agreed it would be useful to catch the totality, more accurate data maybe needed, maybe bring someone in to do an accurate analysis.

Lorna Vyse enquired about the lack of Grant Aid Response Forms. Mike Tingley explained that Norfolk CVYS had recently produced a response form that must now be returned within 6 months or the grant money may be recalled.

Graham Hanson requested that a Review should be produced more regularly for public marketing. Mike Tingley explained that the Review would be sent out to member organisations with the next newsletter.

4. **To approve the Minutes of the last Annual General Meeting (07.06.07)** Lorna Vyse queried the attendance of Emily?? This name should have read Kara Singleton, amendment to be made to the attendance list. Richard Draper then signed these.

Matters Arising, It was noted that John Pyatt died in July last year a very real loss of a good friend to Norfolk CVYS.

5. **Presentation of the Annual Accounts 2007-08** The Treasurer, Richard Butler presented the Annual Accounts and highlighted the salient points, explaining that “Norfolk CVYS hadn’t done so bad again this year”. There were no questions relating to the accounts. Richard then went on to pay tribute to John Pyatt who had helped us greatly.

Richard expressed a special thanks to Tracy and Julie for maintaining the accounts on the board’s behalf.

Richard Draper then asked for the accounts to be formally adopted for the year 2007-08. The adoption of the accounts was proposed by Lorna Vyse and seconded by Catherine Morray. It was carried unanimously.

6. **Appointment of Auditor for 2008-09** Richard Butler explained that Lovewell Blake had been appointed to examine the accounts and it was proposed to nominate Lovewell Blake again. This was proposed by Richard Butler, and seconded by Lorna Vyse, and carried unanimously.

Richard Draper asked that thanks be recorded for the work Richard Butler had carried out on behalf on Norfolk CVYS.

7. **Appointment of the Board of Trustees for 2008-09** Mike Tingley reported that under the constitution there are 11 places on the Board with further co-options possible as required.

All existing trustees had indicated that they were prepared to stand again for a further year. Mike asked that the meeting reappoint these members en block.

It was proposed by Paul Dodson, seconded by Richard Draper and agreed. The appointed members of the board were:

- Francesca Broom
- Terry Byrne
- James Kearns
- Richard Butler
- Lorna Vyse
- Richard Draper
- Catherine Morray

A nomination that Gill Heaford, Norfolk Early Years Network had been received. Richard Butler proposed, seconded by Terry Byrne. Carried

8. **Membership Subscription Fees** Mike Tingley reported that the membership fees needed to be set. It was decided this would be discussed at the next Finance & General Purpose Sub Group meeting.
9. **Closing Remarks** Richard Draper thanked everyone for attending and complimented Mike and his team for all the hard work they had done, Jane Wilmot was formally welcomed to the team as was Ros who is making a huge impact. Richard commented that he was proud to have been the chairperson for the past year. The only disappointment this year was the international work, which had not produced what had been expected, it was believed that this work needed to come back to Norfolk CVYS as it was an important part of their work. Richard then went on to welcome Gillian Heaford as a trustee and express his thanks to the Board for their continued support and dedication. Sincere thanks also to Children's Services and Graham Hanson. Thank you everyone and looking forward to 2009.

**Annual General Meeting  
Thursday 5 June 2008**

**Attended By:**

**Richard Draper  
Richard Butler  
Graham Hanson  
Lorna Vyse  
Catherine Morray  
Terry Byrne  
Paul Dodson**

**Benjamin Foundation  
Norfolk Scouts  
NCC Youth Strategy  
Victim Support  
Norfolk Girlguiding  
901 Troop Marine Cadets  
901 Troop Marine Cadets**