

**Minutes of the AGM**  
**Friday 11<sup>th</sup> October 2019**  
**Allenburys Sports & Social Club, Ware**

**1. Welcome**

The Chairman, Graham Nickson welcomed everyone to the meeting, especially: - Cllr Nina Villa, Cllr Jonathan Kaye and Cllr Sally Newton. He introduced the Trustees who were present, and thanked them for their work over the year.

Graham drew attention to the slide show of photos covering the Charity's activities over the past year.

**2. Election of Trustees**

The following Trustees have expressed a willingness to continue:

Sukanta Banerjee, Matt Cooper, Tricia Campbell, Mark Giles, Teresa Ivison, Hazel Smith, David Windridge, Mark Ronsley, Joanne Edwards, Angela Lee, Marianne Palmer.

Denise Lane has stepped down as a Trustee, but will continue to support CHIPS. Graham thanked Denise for her work.

Proposed –Peter Boyle

Seconded –Esme Willcocks

**3. Appointment of New Trustee**

Alex James was elected as a Trustee.

**4. Election of Officers**

The following officers were re-elected:

**Chair** – Graham Nickson

**Vice Chair** – Matt Cooper

**Treasurer** – Matt Cooper and Angela Lee

**Fundraising** – Not elected

**Minute Secretary** – Not elected

Proposed -Lauren Clayden

Seconded –Donna Meeks

## **5. Minutes of Last AGM**

The minutes of the last meeting were agreed.

## **6. Chairs Report**

The Chairman gave a short report on the year's activities. He thanked the office staff, Helen, Gill, Karen, Joanne, Suzanne, Rita and Wendy. He also thanked the fabulous staff and volunteers who work at the schemes.

Graham highlighted the year's fundraising target of £55K. He thanked Hazel Smith for all her work and the Yarn bombers – (AKA The Secret Society of Hertford Crafters) for their work in creating the Enchanted Wonderland in the centre of Hertford, over the summer. This had raised £17,000 for the Charity.

Hertfordshire County Council only part fund the Charity's activities. The grant received does not take in to account the annual rise in costs, such as wage increases.

Graham highlighted feedback from this year's annual survey of parents underlined the importance of the support provided by CHIPS.

- 91% of respondents said that CHIPS helped them and their family to feel less isolated,
- 87% of respondents said that CHIPS helped them and their family to cope and feel better,
- 95% of respondents said that CHIPS helped them and their family to feel less stressed after attending,
- 67% of respondents said that CHIPS was the only short break support which they received.

He also informed the meeting that lots of parents had said that their children love coming to CHIPS and the staff are amazing. That the children had made new friends, increased their confidence and tolerance and that coming to the playschemes had given them exercise and new experiences. One person said 'we have been so impressed with the level of care and professionalism shown by CHIPS staff during our child's first summer with you. You have really contributed to his wellbeing during the long summer break – thank you.'

## **7. Presentation of Accounts**

Matt Cooper stated that it had been his second year as Treasure. He also expressed his thanks to Wendy for completing the payroll each month, a job that has grown hugely over the years.

The Charity has introduced a Reserves Policy as recommended by the Charity commission :-

CHIPS Trustees will look to optimally maintain six months of reserves, and a minimum of three months running costs in reserves at all times to include our busiest period – the Summer Schemes. The policy is built toward a worst-case scenario in the Charity needing to begin the closing process just before the Summer Schemes are about to run.

The Trustees had agreed a £7k deficit when setting the budget at the beginning of the year –April 18. Due to an increase in successful grant applications, £15k was added to the reserves in March 19.

## **8. Annual Policy Review**

The policies have been reviewed and are available on the website. Graham thanked Matt, Michelle, Sukanta and Teresa for updating the Behaviour Management and Safeguarding Policies.

## **9. Presentation of Awards**

The following volunteers received a Highly Commended Award;-

- Sam Cawdell – Cheshunt Scheme
- Evie Mangham – Ware Scheme
- James Pink – Hoddesdon Scheme
- Tom Donnelly – Hertford Scheme
- Rose Willcocks - Bishop's Stortford Scheme

The Jenni Pyer Volunteer of the Year award was also presented to James Pink.

## **10. Close of Meeting**