

Minutes of the AGM for ANDOVER MIND

held virtually via Zoom

on Wednesday 26th January 2022

Anne Phillips, Chair of Andover Mind welcomed all to our virtual AGM and thanked everyone for attending , she gave special thanks to The Mayor of Test Valley and attending Councillors.

Anne explained that we have asked Trustees and Staff who are members to propose and second items on the agenda in advance. During the meeting Anne asked members to vote unanimously.

1. Apologies

Anne said that there was a list of those who had contacted us to apologise for not being able to attend; this is available if requested.

2. Approval of minutes of the last AGM held on Wednesday 2nd December 2020.

Proposed: Helen Mothersole

Seconded: Barbara Allen

Carried unanimously

3. Matter arising

No matters have been notified.

4. To receive and consider the Chairperson's and other reports for the year ending 31st March 2021.

See below (Chair's Report)

5. To receive and approve the accounts and the Accountants report for the year ending 31st March 2021.

A copy of the abbreviated version of the annual accounts was available to download from the AGM meeting pack page of our website prior to the meeting, however, the full version of accounts are available on request..

Anne introduced Justin Harris from Knight Goodhead Accountants who are our appointed accountants and auditors. Justin explained the figures on the Statement of Financial Activities and asked current members for any questions. There were none.

Andover Mind have finished the year in a good position however they continue to hold money in reserves to cover the uncertainties and contingencies that arrive.

Justin thanked our major funders, such as Hampshire County Council, Southern Health NHS Foundation Trust, Test Valley Borough Council, and numerous other organisations and people who have fundraised or made donations during the past year.

Justin also thanked Jody, Nicky, Tracy, Lisa and the trustees for all their assistance with end of year accounts and audit. Andover Mind has a clean audit report with nothing significant to report.

Proposed to accept accounts as presented: Anne Phillips
Seconded: Iris Stevens

Accepted unanimously

6. To elect Executive Committee Members in accordance with the Articles of Association

Two Trustees resigned during the last year Jacqueline Abdollahzadeh and Paul Crossman.

Other members for the last year:

Anne Phillips
Sandra Buckley
Iris Stevens
Tom Rawcliffe

By reason of length of service Iris Stevens will be standing down but offer herself for re-election

Proposed: Jody Phelvin
Seconded: Tom Rawcliffe

Carried unanimously

1 new member has been co-opted onto the committee during the last year
Lara Pletcher

Proposed: Anne Phillips
Seconded: Lisa Langman

Carried unanimously

All other members are willing to serve a further year.

7. To appoint Auditors / Accountants

Knight Goodhead Accountants will continue their appointment as accountants and auditors for the next year.

8. To consider any resolutions previously notified to the Secretary.

No resolutions have been notified.

Chairs annual report for AGM 26.01.22

Later on this afternoon you will hear from Jody Phelvin our CEO and her fellow directors about the activities of Andover Mind in detail. I would like to report to you now from a Trustee perspective about what we observed and what we delivered.

It is probably worth us all bearing in mind that I am reporting today on the year from April 2020 to March 2021. When we have AGMs they are often some time after the year end, but this year I feel that 2020 seems light years away. As individuals, our worlds changed back in the spring of 2020 and for Andover Mind we would have no idea about how we would have to change our business in the year to come.

I think it says a huge amount about the staff at Andover Mind that, without exception, they changed the way they worked almost overnight. I know of members of staff that met service users in parks and other outdoor spaces if they felt that would be the best way of keeping contact with them. Staff came up with very innovative ways of making sure we kept up delivering our services at a time when they too were unsure of when we might ever get 'back to normal'. We had very little staff absence over the year which says a huge amount about the dedication of them all to the job.

Staff also stepped up to the plate when it came to using technology to deliver services and carry on the day to day business of running a busy charity. We all had to learn how to use video conferencing, virtual break-out rooms, making sure we were on mute when working from home so that those on the other end of our computers did not hear our children arguing or our dogs barking. As well as managing all this, the staff still managed to keep the focus on the person they were supporting. As an organisation we learnt a lot about using technology to deliver services in different ways and we have incorporated these into our business going forward.

One of the most important roles that Trustees have to undertake is the recruitment and appointment of a CEO. Debra Ramchurn, our CEO for many years, informed the Trustee Board that she would be retiring in the late spring of 2021. The Trustees then set about writing a CEO job description and person specification which reflected the needs of Andover Mind now and into the future. We also decided that, if possible, we would recruit internally in the first instance. Interviews were held in December 2020 and we were pleased to be able to appoint Jody Phelvin as the new CEO. Jody had been working for Andover Mind since 2012 and she started her new role in May 2021.

Trustees are also responsible for setting the strategy and direction of Andover Mind. The business plan was due to become out of date in 2021 but we felt that it made sense to postpone the putting together of a new plan until Jody had got used to her new position and could take the lead in setting the new vision, aims and objectives.. The new plan will come

into effect from April this year. There have been contributions and insight from staff and service users and I will report on it at next year's AGM.

During the first year of the Covid pandemic Andover Mind did not suffer financially as many other charities did. We are fortunate that the vast majority of our income comes from local authority and CCG contracts. This meant that, on the whole, we were able to carry on delivering our services as normal. We were thankful for grants from a number of sources to make alterations to our premises to enable staff to work in a safe environment. Fundraising however did suffer over the year and we will be looking at ways to make up this shortfall in this new year.

It remains for me to say a very big thank you, on behalf of all the Trustees, to all the staff and volunteers at Andover Mind. Without you there would be no service delivery. All the many 1000's of people who are supported by Andover Mind would be in a very different place. You do a very important and excellent job. Thank you.