

Minute of Annual General Meeting – 22/10/2024

Present: David Brownlee (Chair/Member), Gladys Purves (Trustee/Member/Volunteer), Colin Robson (Staff), Bill Calder (Vice-Chair/Member), Hollie Callaghan (Staff), Moya Loughrey (Staff/Bureau Manager), Jennifer Duff (Staff+ minute taker), John Offord (Treasurer/Member), Laura Plumb (CAS), Brian Reid (Member/Volunteer), Patricia Buckley (Member/Volunteer), Kerry Gentleman (Member/Remote attendee), Jane Cove (Member/Volunteer), Alan Morton (Member/Volunteer), Liz Copeland (Member/Volunteer), Mike Turner (Member/Volunteer), John Goldie (Member), Hazel Hossack (Member/Volunteer), Geraldine Day (Member/Volunteer), Angela Poplawski (Member/Remote attendee), Gary Murdie (SBC/Remote attendee), Madhuka Senanayake (Staff), Bridie Ashrowan (R&B CAB Chief Officer)

1. **Welcome and Introduction:** Meeting was opened by David Brownlee (Chair) who welcomed those present and expressed his thanks for attending.
2. **Apologies:** Kathryn Peden, Roberta McNeilage, Maureen Bak, Linda Farrell, Gill Westwood, John Lamont MP, Christine Graham MSP, Derek Purvis, Morag Crawford.
3. **Minute of Annual General Meeting held on 22/11/24:** Document was circulated and confirmed as accurate. Approval was proposed by Gladys Purves, seconded by John Offord.
4. **Matters arising:** There were no matters arising.
5. **Annual report:**

David Brownlee presented the report for 2023/24 and highlighted these key issues.

- David stated how much value the people collectively bring to CAB overall. Everyone working together as a team to support the bureau.
- Thanks were extended to the staff and volunteers, including the Board for their hard work over the past year.
- He highlighted an increased community presence over the last year
- David stated that Moya has played a pivotal role in the last year, going above and beyond and thanks were given to her for doing so.
- Thanks, were also extended to Laura Plumb for the guidance, knowledge and support provided to the Board during the year. To Scottish Borders Council for the support to our service. To Bill for his council over the past year and to the Friends of CBCAB for raising funds to support the volunteers.

- David advised of a strong financial position giving us strong sense for moving forward

Moya

- As her first full year in post, it has been a good opportunity to reflect on the time in the role
- Food bank referrals have doubled compared to the number for 2022/23 and it's predicted that the fuel bank referrals will triple based on the current stats
- One of the highlights of the year was giving a talk to the WI and being asked to judge the cake competition. On the opposite scale, there has been several occasions when she and Jennifer have looked at the pile of enquiries feeling like it was an impossible task. Moya stated that thanks to Jennifer's brilliant coordination skills and the incredible advisers the team always find a way to make it work
- Moya was grateful for the continued funding from SBC, Scottish Government mental health & Wellbeing Fund, Langhope Rig Windfarm, Lottery and the Roberston Trust and is hopeful that the MTP project will continue next year
- Looking forward the Training & Development project continues its endeavours to encourage & train new advisers
- Finally, thanks were given to all the advisers, the Board and the friends for the incredible work that is being achieved which could not be done without them.

Approval of the report was proposed by Liz Copeland, seconded by Madhuka Senanayake and passed by the meeting.

6. Independently Examined Accounts:

John Offord (Treasurer) presented the accounts and drew attention to the following points.

- The net income in the year 2023/24 was circa £218k, net expenditure was circa £194k and the net surplus was circa £24k, which is a very good outcome considering the financial pressures
- Finally, he thanked the Independent Examiner for her skilled help and support during the year

Approval of the accounts was proposed by Mike Turner, seconded by Bill Calder and passed by the meeting.

- 7. Election of Directors:** David noted that there are 12 positions on the Board with 8 positions currently filled. The re-election of the 3 current directors Bill Calder, David Brownlee and Derek Purvis is required. There were also 2 nominations for 2 new Board Members – Kerry Gentleman and Angela Poplawski.

Approval was proposed by John Goldie, seconded by Liz Copeland

8. **Independent Examiner:** The reappointment of Pamela Redpath was unanimously approved by all in attendance
9. **AOCB:** Gladys enquired, as a Board member, how many meetings must be attended. David advised that there is a minimum requirement as documented in the Articles of Association and that all members can access a copy and have been re-advised of the requirements.

Prior to closing the meeting, David thanked everyone for their attendance

The meeting closed at 6.30 with a vote of thanks to the Chair.

