**Minutes of the**

**Eighteenth Annual General Meeting**

**Of Katharine House Hospice**

**Held on 13th October 2011**

**In the Council Chamber Buildings, Martin Street, Stafford**

**At 7.30pm**

Members were welcomed to the county buildings by Dr John Gibson,

Chairman of Katharine House Hospice Trustees

**Members:**

Mrs Judith Cashmore-James Mr Ian James Mr David Sandy

Mrs Libby Dale Mr Will Johnson Mrs Judy Sandy

Col. Michael Evans Mrs Dorothy Keeling Dr Richard Soulsby

Mrs Susan Evans Mrs Anna MacDonald Mrs Renata Thomas

Miss Sheila Green Mr Colin Martindale Mr Rodney Thomas

Dr John Gibson Mr Martin Melling Miss Jennifer Woodyard

Mr David Harding Mrs Norma O’Neill

Mr John Heath Mr Jean Pierre Parsons

Mrs Pat Heath Mrs Joan Potter

Mrs Noreen Hopkins Mr Norman Potter

Mrs Joan Horton Mrs Jane Revell

Mrs Catherine Howlett Mrs Jackie Roberts

**Others:**

Mrs Mary Allen Mr Ken Gofton Miss Rebecca Richards

Mrs Sandra Ashforth Mr Mark Goodall Mrs Rosemary Richardson

Mr Michael Ashton Mr Chris Griffiths Mrs Sue Rider

Mrs Ruby Ashton Mrs Cheryl Griffiths Mrs Janet Shelley

Mrs Lesley Bennion Mrs Karen Griffiths Mrs M P Smith

Mrs Boote Mrs Wendy Hoare Mrs Shirley Snow

Mrs Yvonne Branson Mrs Sheila Horobin Mr Chris Taylor

Mrs Phyl Broome Mr Richard Howarth Miss Lisa Taylor

Mrs Pat Broome Mrs Sarah Hulson-Beech Mrs Kerry Tranter

Mr David Burrows Mrs Karen Johnson Mrs Anthea Vernon

Mrs Glennis Challinor Miss Amy Johnson Mrs Doreen Walker

Mrs Jane Chapman Mrs Margurite Jordon Mrs Anna Ward

Mrs Jane Chappell Dr Helen Kara Mrs Ally Watterson

Mr Nigel Connor Mr Clive Key Mrs Sally Whitmore

Mrs Janice Coomer Mrs Jane King Mrs Trish Wild

Mr Vincent Darley Mrs Gill Knight Mrs Barbara Williams

Mrs Marion Doehren Mrs Janie Lancaster Mrs Joan Wood

Ms Louise Evans Mrs Mary Larigo

Mrs Pru Fairbairn Mrs Angela Marston

Mr Andrew Fairbairn Mrs Elisabeth McOwan

Mrs Pam Finnigan Mr John Palmer

Mr Andy Foster Mrs Shan Parkes

Mr David Fowell Mrs Valarie Peach

Mr Andrew Fox Mrs Sarah Pickstock

Mrs Louise Frodsham Mr Roger Pollak

Mrs Jane Gardner Miss Julie Rees

**Apologies for absence were received from:**

Mrs Connie Badley Mrs Sue Davies Mr Rene Lamisere

Mrs Elaine Bagallop Mrs Joan Ehterington Mrs Jane Martindale

Mr Peter Blood Mr Les Etherington Lady Judith Mitting

Mrs Elizabeth Blood Mrs Sarah Gibson Mrs Brenda Morris

Mr Mike Carr Mr John Grant Dr Philip Nicholas

Mrs Joanne Clode Mrs Stella Harris Mrs Alison Philp

Mr Robin Clode Mrs Joy Higgs Dr Paul Revell

Mr Les Curzon Dr Paul Hiley Mrs Gwyneth Salmon

Mr John Davies Mr Michael Jackman Mrs Myra Sayer

 Mr Reg Sayer

 Mrs Alison Soulsby

 Dr Ian Wilson

Apologies for absence were also received from volunteers, friends and members of staff.

The Chairman welcomed all to the meeting and determined that the meeting was quorate.

Dr Soulsby read out the names of 5 proxy votes held:

 Catherine Howlett for Elaine Basgallop

 John Gibson for Sarah Gibson

 Dorothy Keeling for Rene Lamisere

 Jane Revell for Paul Revell

 Jennifer Woodyard for Mike Carr

1. The minutes of the Annual General Meeting held on 14th October 2010 were approved unanimously.

Proposed: Mr Colin Martindale

Seconded Mrs Judith Cashmore-James

1. The chairman invited Dr Soulsby to comment on the accounts. Dr Soulsby referred to page 21 of the accounts, relating to the Consolidated Statement of Accounts. He reported that gross income had been £4.87m, with the costs of raising this being £2m, of which £1.2m related to the operation of the retail company. This left £2.87m for application for charitable purposes, of which £2.46m had been spent. This expenditure included £86,000 for capital works. This left the group with an operating surplus of £406,000 and with gains on investments of £39,000 the overall funds had increased by £446,000. Dr Soulsby reported that the finances were healthy and he commended the accounts to members.

The Chairman opened the meeting to the floor for questions. There were no questions. It was unanimously agreed to accept the Report of the Directors and the statements of the Accounts and the Balance Sheet.

 Proposed: Mrs Norma O’Neill

 Seconded: Mr Norman Potter

1. It was unanimously agreed to reappoint as a Director Martin Melling. This appointment will be for a further period of 2 years after which Mr Melling will be eligible for re-election for a further 2 years.

Proposed: Mrs Catherine Howlett

Seconded: Mrs Judith Cashmore-James

It was unanimously agreed to reappoint as a Director Norma O’Neill. This appointment will be for a further period of 2 years.

 Proposed: Mrs Joan Potter

 Seconded: Mrs Jennifer Woodyard

It was unanimously agreed to reappoint as a Director Dr Ian Wilson. This appointment will be for a further period of 2 years after which Dr Wilson will be eligible for re-election for a further 2 years.

 Proposed: Mrs Joan Horton

 Seconded: Col Michael Evans

1. It was unanimously agreed to authorise the directors to appoint RSM Tenon Audit Ltd as the company’s Auditors and to fix their remuneration.

Proposed: Mr Colin Martindale

Seconded: Mrs Judy Sandy

1. The Chairman asked the members to approve an amendment to Clause 13 of the Memorandum of Association from;

“Twenty members personally present shall be a quorum”

To

“25% of the membership or 15 members, whichever is the fewer, personally present shall be a quorum”

and to submit the amended Memorandum of Association to the Charity Commission for approval of the amendments.

This was unanimously agreed.

 Proposed: Dr John Gibson

 Seconded: Mrs Jennifer Woodyard

1. The Chairman threw the meeting open to the floor for questions. There were no questions.

The Chairman thanked the members for attending and closed the meeting.

Signed: ………………………………………………………… Chairman

Date: ……………………………………