



HORIZONS (Plymouth)

5 Richmond Walk, Devonport, Plymouth PL1 4LL
Telephone: 01752 605800

MINUTES OF THE TENTH ANNUAL GENERAL MEETING OF HORIZONS (PLYMOUTH) COMPANY NO. 4592593 AND CHARITY NO.1096256

Held at 5 Richmond Walk, Devonport, Plymouth PL1 4LL on 24/03/2016 at 18:30

Attendees:

Trustees: Andrew Eccleston, Babs Thomson, Rob Cooper, Alison Raynsford, Rory Anderson, Joe Mann (the last four confirmed at the AGM).

Members: Dave Sanderson, Will Clancy, John Hytche, Chris Peters, Jack Taylor, Peter Taylor, Debbie Brook, Areina Taylor, Jim Brown, Andy Wills, Ray Clarke, Jenny Tsang, Phil Sambles, Jean Taylor, Steve Mogford, Jon Keeping, Derek Blackmore, Peter Carpenter, Sue Carlyon.

In Attendance: Jon Worster (Staff), Annette Molloy (Staff), Simon Mace (Staff). Sheila Eccleston (Minute taker)

Apologies: Dave Brook, Shirley Rainey, Mark Collings, Judie Heaton, Fred McArthur, Ian Wood, Rebecca Beswick, Arlene Worster, Simon Searl.

Rob Cooper opened the meeting and introduced himself. He paid tribute firstly to Edward Noble who became Treasurer in 2015 and passed away in November, and crucially to Rod O'Connor, who became Chairman in 2005 and in recent years was also Treasurer and Secretary of Horizons, and who passed away earlier this month. Under his leadership Horizons has doubled the number of sessions held for children. A minute's silence was held in memory of Ed Noble and Rod O'Connor.

1. Apologies for absence

Apologies were given from the nine members of Horizons listed above.

Minutes of the 2013-2014 AGM held on 27/08/2014:

The minutes were approved. Proposed: Babs Thomson. Seconded: Chris Peters. Agreed unanimously. They were signed by Andrew Eccleston.

2. Chairman's Report (circulated with agenda)

Rob Cooper gave a verbal summary of the report written by Rod O'Connor shortly before he died. Significantly the report began and ended by paying tribute to the work done by Volunteers. Rob reiterated thanks to the Volunteers, from Horizons and from the Trustees. The report was accepted with no questions.

3. Approval of Accounts

Andrew Eccleston is acting in the role of Treasurer since Rod O'Connor's death and gave a verbal report. He has been in communication with the bank manager, Companies House and the Charity Commission.

2014-15 Audited Accounts:	Income £93,936	Expenditure £111,582	Deficit £17,646
End January 2016:	Income £104,884	Expenditure £64,224	Surplus £40,661

The surplus is due to successful grant applications and fundraising activities, thanks to Annette Molloy.

The financial position is strong with £208,490 on the balance sheet last year. Approximately half of this is allocated to a building fund.

There were no questions. The meeting accepted the information as presented. Proposed: Alison Raynsford. Seconded: Joe Mann.



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4. Secretary's Report

Last year an EGM was held to satisfy RYA requirements. On 25 February 2015 three amendments were made to the Memorandum & Articles of Association under these headings:

- Quorum for the transaction of business
- Timing of AGM's
- Definition of volunteers

Since the last AGM 15 Trustees meetings have been held, averaging 2 hours duration. Paul Furneaux stepped down from the Trustees in 2015. Barbara Thomson is due for re-election for a further 3-year term.

Two Trustees who were co-opted in 2015 seek confirmation at the AGM. Two new Trustees who have recently attended meetings seek confirmation also.

The report was accepted with no questions.

5. Election of Trustees

Rob Cooper said that the Memorandum & Articles of Association set out the length of term of office for Trustees, and the way to become a Trustee.

List of Trustees	Date of appointment		
Rory Anderson	Confirmed at this meeting	Proposed: Derek Blackmore	Seconded: Jenny Tsang
Robert Cooper	Confirmed at this meeting	Proposed: Andrew Eccleston	Seconded: Will Clancy
Andrew Eccleston	Confirmed 27 August 2014		
Joe Mann	Confirmed at this meeting	Proposed: Alison Raynsford	Seconded: Dave Sanderson
Alison Raynsford	Confirmed at this meeting	Proposed: Dave Sanderson	Seconded: Peter Carpenter
Barbara Thomson	Re-elected at this meeting	Proposed: Sue Carlyon	Seconded: Will Clancy

All the above were accepted unanimously.

6. Any Other Business

Areina Taylor had expressed interest in becoming a Trustee and asked about the time-scale for this. She said that she and others feel the Trustees need new members, via a transparent process reflecting people's desire to use their skills to help, to have a voice and to be involved.

Rob Cooper thanked Areina and said he welcomed the fact that she and others are keen to come forward. He said that since losing the Chairman Rod O'Connor, the existing Trustees will need to take time to identify any gaps on the Board that need to be filled, and to work out the rationale for future actions.

Andrew Eccleston added that Horizons has Operational policies, and in the last few months it has identified the need to review its governance and management. Horizons has begun to use the PQASSO Quality Management system and it will take some time to work through that process. Part of this is to audit the skills of Trustees so any gaps can be addressed. A minimum of three Trustees is required; we have six.

Rob Cooper closed the meeting at 18:55.