



MINUTES OF ANNUAL GENERAL MEETING
HELD WEDNESDAY 24 MARCH 2021 AT VINE HOUSE, PRESTON

Apologies

S Howcroft
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Present (at Vine House)

J.D. Gorick (Chair)	A Shorrock
R Mallett (Hon Treasurer)	J Smalley
M Swift	

Present (via Zoom)

H Patterson (Co Secretary)	R Madgin
J Standing (Independent Examiner)	D Anderson
J Robinson	R Glascott
L Brown	B Griffiths
S Kraft	L Jennings
E Gregory	C Jones

Introduction

The Chairman welcomed everyone to Cancer Help's AGM, both those present at Vine House and those who had joined the meeting via Zoom. He noted that despite twelve months having passed Covid19 was still impacting on CancerHelp and society in general.

The Chairman then introduced John Standing of James Todd & Co, the charity's Independent Examiner.

Given the continued impact of Covid19, the Chairman noted that not only was the meeting being hosted via Zoom, but members had also been offered the opportunity to vote by proxy. He informed the meeting that the Company Secretary had received eleven proxy votes. Ten members appointed the Chairman as their proxy and one appointed the Company Secretary as their proxy. There were no proxy votes against the motions on the Agenda. The Chairman said the votes would be discharged as required through the course of the meeting.

1. To Read and Approve the Minutes of the Annual General Meeting of 17 March 2020

The Chairman referred to the minutes of the meeting of 17 March 2020 and said that, having read these, he believed that they were a true reflection of the meeting. He asked if anyone present had any concerns or questions regarding the minutes. There were none.

A motion was therefore put before the meeting to Approve the Minutes of the Annual General Meeting of 17 March 2020

Proposed: R Mallett; Seconded: A Shorrock

The minutes were duly signed and agreed, as a true copy of the meeting.

2. To Receive the Chairman's Report

The Chairman provided the meeting with an overview of his Report and pointed out that the full report can be found in both the Annual Accounts and Annual Report for 2020.

As usual in writing my report I review my statement for the previous year, a year that proved to be incredibly challenging for the charity. Income fell significantly and whilst the charity managed to control its costs it recorded a significant loss of £85,000.

At that time, I thought it could not get any worse could it?

It appeared not and the year started well. Income streams were positive, and the Friends Group were doing well whilst Garstang shop looked like it would break records again. Expenditure was in line with budget and by the end of December 2019, the charity's position was encouraging.

However, early in the New Year we all became aware of a city called Wuhan and an illness called Corona Virus. Within weeks, the world was gripped by a seemingly unstoppable pandemic that was decimating the lives, livelihoods, and economies of all it touched.

Governments across the world locked down their populations to curb transmission and on 23rd March the UK Government announced its own lockdown. Overnight many of CancerHelp's income streams ceased.

With continued outgoings the very future of the charity was in doubt.

Very quickly the charity had to develop and put in place an emergency plan. Of primary importance was the financial wellbeing of the charity. Central and Local Government financial support packages were accessed, successful bids were made to charitable organisations for grants and emergency funding, a Covid19 JustGiving campaign was started which generated significant income and many local individuals made donations.

Expenditure was reduced wherever possible and staff members agreed to be furloughed or work reduced hours when asked, easing salary costs.

By the end of the charity's financial year in September 2020 it was apparent that CancerHelp's financial wellbeing had been secured.

However, to focus solely on the financial performance of CancerHelp, in such a difficult year, would do a great disservice to its management and service delivery teams. Their desire to ensure that all those who sought the support of the charity were able to do so was commendable. Over the course of an unprecedented year, the charity continued to help hundreds of people often through the most challenging and traumatic periods of their lives.

"I sleep better now at one time I felt I couldn't go on. Not now, I feel good."

"Life is worth living again."

The charity's volunteers stepped forward to ensure CancerHelp continued to be able to provide this support. They have manned the shops when open, staffed Vine House when asked and continued to raise money in whatever ways they could.

Chairman's Report (continued)

I cannot complete this report without offering my personal thanks to three specific members of the CancerHelp team. Firstly, Jeanette Smalley who has kept Vine House open, often working hours beyond what should normally be expected. Secondly, my fellow Trustee Mike Swift who, along with Rachel Mallett, has given up his time to help manage the charity. Finally, and possibly most importantly, the charity's Treasurer, Rachel Mallett, who created, delivered and oversaw CancerHelp's Covid19 financial survival plan in 2020. Without Rachel's efforts in this regard, I honestly believe the charity would not have survived the year.

The charity, and for that matter the country, has a long way to go before it returns to some form of normality. This year represents another huge challenge, possibly greater than the year just passed.

As ever, I wish to end this year's report by offering my gratitude to all those people who have supported Cancer Help over the last twelve months and helped ensure its doors have stayed open.

The Chairman asked the meeting if there were any questions regarding his report. There were not.

3. To Receive and Adopt the Annual Report, Independent Examiner's Report & Accounts for the Year Ended 30 September 2020.

Mr John Standing (the Independent Examiner) of James Todd & Co presented the Annual Accounts for year ending 30 September 2020. He advised that those originally placed on the internet had been amended following a Trustee Meeting on 3 March 2021 and a declaration regarding the amendments had been attached.

He reported that the charity's annual income of £407,227 had increased by £92,281 whilst expenditure had reduced by £65,683. This produced an increase in income of £72,448. The main reason for this was the receipt of a legacy for £70,000.

Unrestricted reserves (cash at bank, plus debtors minus creditors) were £277,172 which represented close to nine months' running costs.

Legacies had increased by £69,311.

Grants had increased by £92,583

A statement for the shops was presented which showed a net income of £36,948.

There were no questions forthcoming.

On that basis the Chairman asked the meeting to approve the Annual Report, The Auditor's Report and the Annual Accounts

Proposed: R Madgin; Seconded: E Gregory

4. To Re-appoint Four Committee Members (Trustees) Who Are Retiring by Rotation at the Meeting and Have Offered Themselves for Reappointment

The Chairman noted that four Trustees (Judith Robinson, Reta Madgin, Angela Shorrocks and David Anderson) were to retire from the Trustee Board by rotation and had offered themselves for re-election. Each Trustee's re-election was put to the meeting.

- Judith Robinson
Proposed: J Gorick; Seconded: B Griffiths
- Reta Madgin
: Proposed: H Patterson; Seconded: M Swift
- Angela Shorrocks
Proposed: J Smalley; Seconded: E Gregory
- David Anderson addressed the meeting to explain that whilst he was happy to continue as a Trustee, he would not be able to visit the houses or attend meetings for the foreseeable future. He explained that his role as Chaplain to the NHS Trust in Blackburn meant that he was in daily contact with Covid19 patients and could not risk transmitting the virus to the staff and clients of CancerHelp. The Chairman referred to the recorded desire of all his fellow Trustees to see him remain on the Trustee Board.
Proposed: J Robinson; Seconded: R Glascott

All four Committee Members (Trustees) were duly reappointed.

5. To appoint Mr John Standing (James Todd & Co) as Independent Examiner.

The Chairman once again thanked John Standing for his continued support for the charity as Independent Examiner. He went on to note that John Standing's work on behalf of the charity went significantly further than that inferred by the role of Independent Examiner and had done so for many years.

The Chairman asked the meeting to appoint Mr John Standing as the charity's Independent Examiner for a further year.

Proposed: H Patterson; Seconded: R Mallett

Mr John Standing was duly reappointed as the charity's Independent Examiner.

6. Any Other Business

The Chairman noted that the meeting should be concerned with the year ended 30 September 2020 but felt that, under the circumstances a brief update on the current financial position of the charity was appropriate. The Honorary Treasurer said that the Management Accounts to 28 February 2021 showed the charity had a surplus of around £20,000. However, it was likely given the outlook for the remainder of the year (2021) that by the year end this surplus would become a deficit of similar size. The financial challenges ahead of the charity were significant.

- The Chairman informed the meeting that the Trustees and Senior Managers of the charity were working together to return the charity to normal operation. In so doing the charity was following the Government's Roadmap and hoped to achieve its goal by September 2021.

Conclusion

There being no other matters raised the Chairman closed the formal part of the meeting.

The charity's General Manager, Jeanette Smalley, then made a presentation entitled CancerHelp's Impact on the Quality of Life of Clients.

J D Gorick

Chairman 24 March 2021

Notes

- A list of those members who voted by proxy, who they appointed to vote on their behalf and/or how they cast their vote had been compiled by the Company Secretary. The list was available for inspection by application to the Company Secretary.
- All documents referred to in these minutes, including the presentation, were available on-line at the charity's website or on request from the Company Secretary.