

The London Ambulance Service Benevolent Fund

Minutes of Annual General Meeting on 30th June 2016

Venue: Marriot Hotel, Bexley Heath

In attendance

Andrew Hall – Chairman

Lisa Wilkins

Frank Jacobson

Paul Shannon

Christine Tanner

Dany Gaze

Tina Vince

Francis Lemeh

Apology received from Jackie Phipps

Andrew warmly welcomed all in attendance gave a rundown of the day's itinerary.

Gifts for Alan Garrett; the following were acquired for Alan, accompanied by a card signed by members at the meeting and a "Thank You" Letter from Andrew:

- I. Alan was nominated and successful in gaining the Chief Executive's Commendation Award.
- II. Plaque of the Lodge
- III. Engraved Wine Glasses
- IV. 1990 Red Wine and 2015 White Wine, commemorating the year Alan became Chairman of the Benevolent Fund and the year he left office.
- V. Bouquet of Flowers for Alan's wife

Tina was commended for her role in the selection of these befitting gifts.

Chairman's Annual Report:

- a) The report commenced with compliment for the predecessor, Alan Garrett for a job very well and tirelessly done during his tenure of office and leaving the Fund in a great financial position.
- b) It then stated the Chairman's responsibilities and the constitutional requirement of the annual report on the performance of the Fund.
- c) A highlight of the Fund's financial position in 2015 /2016.
- d) Financial Report to be agreed on and signed by the Chairman and Tina before going on the web.
- e) Savings on Diaries went on Golden Draw

Financial Administrator's Annual report and Financial Analysis.

- a) Christine asked if there is any process in place for defecting debtors. Tina stated that this defecting debtors are the reason for the discrepancy; so, the chronic outstanding debts are setup as grants and written-off to stop it appearing on the Income & Expenditure Account every year with no chance of recovering it. All at the meeting agreed to the grant process.
- b) Frank asked about the gap in the income. Tina explained that it is because people are not joining the Fund and huge retirement grants impacting on the outgoings. However, membership usually increase when there are requests on the RIB for members to update their details. Also, there will be some savings this year as there is no Chairman's expenses claim.
- c) The committee agreed and approved the Finance Report

Assistance Advisor / LAS Staff Support Advisor / General Comments on Funds current activity and future within the LAS.

- a) Tina commended Paul for a job well done in putting the information on the RIB for LAS Benevolent Fund members to update their details. Tina said it definitely worked as it shows a huge amount of people leaving. She also reminded the committee of the availability of membership cards and stated that the cards are better to give to potential members rather than a piece of paper.
- b) It was highlighted that the website need overhaul
- c) Christine to lead in putting a promotion on LIA LAS Facebook
- d) Frank suggested that the Fund gets a folder on the X-Drive so that the Executive members can have access to it in case information is needed in the absence of Tina and Jackie
- e) Andrew to contact IM&T to create a common server on the X-Drive, and submit the names of members who should have access to the Drive.
- f) Frank also suggested we identify Hotspots where members are, so we can see who are not members and thereby increase the awareness and benefits of the Fund to the non-members in those locations.
- g) Tina stated that we use the Benevolent Fund Board to say what The Fund is, what we do and how to become a member.
- h) The meeting unanimously agreed that we need another push for getting more members on the Fund.

Chairman and Executive Committee membership for 2016/2017

The Committee is happy with the number of Committee Members; all agreed that we have enough transparency in the operation of the Fund as all information are on the website. It was also suggested that it is best practice to put the minutes on the website

General Discussion, Regarding executive committee members' roles and future responsibilities

A general discussion started on how to increase membership and keep the Fund being successful. Then Alan arrives with his wife, Joan and son at 12.20pm.

- The bouquet of flowers was presented to Joan and she expressed her hearty appreciation.
- The Chief Executive Commendation to Alan was read by Andrew and presented

- The Plaque of the Lodge was also presented to Alan.
- The Engraved Wine Glasses and Wines marking his length of service as Chairman were then presented to Alan followed by the "Thank You" letter from Andrew and a Card signed by the Executive Committee.
- Alan was overwhelmed and emotionally reminisced on his years with the Fund. He then expressed great appreciation for the gifts.

Lunch was served at 12.40 pm.

The Lodge

- Danny visited the Lodge in April 2016 and coordinated a series of repairs. He took some photographs.
- There is a need for regular visits around September/October and March/April to see that the place is well maintained.
- The TV is very old; Tina suggested to look into getting a new one for the Lounge and also a Picture for the wall.
- Website to be updated with information that the Lodge is fully refurbished.
- A Safety Checklist to be created and a Rota for members to go down and visit.
- Bookings run from Saturday to Saturday.
- The Committee believe that the Lodge is a very good facility and the benefits to members are of great value
- It is a house of multiple occupancy, hence beddings are of priority.
- Dany to send photos to members.

Web Page

Paul stated that the technology is ten years old and need a major overhaul. He is happy to look into improving and updating the website. The Committee agreed.

Constitution and Byelaws

Members are to look at it and make points on areas that they think need updating or changing, then bring the notes to a special meeting for the Constitution and Byelaws. Andrew to send out dates for this meeting.

There being nothing else to discuss for the good of the Fund, the meeting ended in harmony at 14.35pm☺

Recorded by Francis Lemeh