**The London Ambulance Service Benevolent Fund**

Date: 26th February 2021 Time: 1430-1600

1. **Annual General Meeting - AGENDA**

**Attendees**. **Apologies**

Tina Vince Kay Robson Debbie Richmond

Jackie Phipps Christine Tanner Mark Curtis

Andrew Hall (AH) Susan Kemp

* **Welcome**

AH opened the meeting at 1435 and welcomed everyone, he apologised that there had not been an AGM in 2020. Usually the AGM is held after the finances have been done by the accountant. This has not happened as yet due to Covid. But it was thought that we ought to hold an AGM anyway

* **Minutes from last meeting**

The Last AGM was held on the 4th October 2019, although we had a meeting regarding the lodge in July 2020

Outstanding actions from 4th October 2019

* **Outstanding Action**: TV to deal removal of Lisa Wilkins from the signatories at the Bank

TV believes she has done this but AH will check when he has a meeting with the bank

* **Outstanding Action** AH to email to all committee members, Benevolent fund poster, leaflet, criteria booklet.

AH did this and confirmed that they can be accessed on the common server

* **Outstanding Action** AH to update the poster with the new Committee members and send out to all departments

AH did this and confirmed that they can be accessed on the common server

* **Outstanding Action** DR asked for Joining forms and deduction forms to be emailed to her so she can hand them out

AH did this and confirmed that they can be accessed on the common server

* **Outstanding Action** AH to contact IM&T to give the committee members access to the Benevolent folder on the X Drive

AH believes he did this. **Action** Committee members to check

* **Outstanding Action** All members to read the Constitution and Bylaws to see if there are any changes needed. A separate meeting would be convened for this

The separate meeting has not been arranged will be done once Covid is under control. **Action** arrange a meeting

* **Outstanding Action** DR will Email out the leaflet to all Clinical team leaders and also add in to staff trays at the stations that she visits

DR not at meeting unable to check

* **Outstanding Action**  AH and TV to put a piece in the RIB about the fund

This was done but needs to be done regularly

* **Outstanding Action** AH to contact Mark Curtis to get him to put a comment on LIA about his recent visit to the Lodge

AH contacted Mark but he did not put the comments on to LIA

* **Outstanding Action** AH to update CT (CT had left the AGM by now) with the current issues with the website and get her to ask her Son it he can fix the problem

AH contacted CT and updated her Son looked at it but was unable to fix it

* **Outstanding Action** Quote for painting and treating the outside of the lodge received last year £1800, would take 2/52. CT To look at local workman to do the work.

The Work at the lodge has now been done

* **Outstanding Action** Next committee member to go down to measure the blinds in the bedrooms that need repairing so we can buy new ones

The internal work at the lodge was done but concern was made into the mirrored wardrobe door in one of the bedroom **Action** next committee member to go down to double check

* **Chairman’s Annual Report**,

AH confirmed that due to covid he has not produced a report for 2019/20 mainly due to not having the financial report.

* **Financial Administrator’s Annual report and Financial Analysis.**

The 2019/2020 financial report has not been completed by the accountants, they have only just got into contact with us to ask for the information. Just awaiting the data on the loans to be sorted before we send all the information to the accountants. The fund is still looking healthy

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 2019 | | 2020 | | 2021 | |  |
| Current Account | £3,000.00 | | £3,000.00 | | £3,000.00 | |  |
| Treasury Account | £123,761.00 | | £124,033.74 | | £124,044.44 | |  |
| Reserve Account | £420,907.00 | | £411,671.44 | | £393,971.80 | |  |
|  |  |  |  |  |  |  |  |
| Death Grants | 4 | £32,000.00 | 6 | £42,000.00 |  |  |  |
| Grant | 1 | £500.00 |  |  |  |  |  |
| Loans | 12 | £14,844.32 | 9 | £10,300.68 | 1 | £2,000.00 |  |
| Retirements | 13 | £17,250.00 | 45 | £28,000.00 | 6 | £4,000.00 |  |
|  |  |  |  |  |  |  |  |
| Members |  |  | 1871 |  | 1854 |  |  |
| Outstanding loans |  |  |  |  | 11 |  |  |

We had a number of donations given to us over the last year

Regular Mrs Coster and Mrs Gell £100 & £5

Sale of Nightingale Badges £404

Fund raising at aDance Studio £164

Donations made at Robbie Muir’s Funeral £2300

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

The fund has not been as busy as expected. Loan request are down.

Lots of bookings for the cabin – but awaiting on the governments regulations as to when we can re-open and whether we need to keep in place the 3 day rest between members visits

The number of members are still dwindling we need to advertise more. Could be lack of interest by international and younger staff. Need to generate more interest and information that it is not just a retirement fund. Stress all other benefits.

* **Chairman and Executive Committee membership for 2018/2019**

No change some due for re-election this year but will sort that out in 2021 AGM

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Elected | Re-Elected | Re-Election due |
| Chairman: | Andrew Hall | Jul-15 | Sep-18 | Jul-21 |
| Deputy Chairman | Christine Tanner | Sep-18 |  | Jul-21 |
| Assistance Advisor: | Tina Vince |  |  |  |
| Financial Administrator: | Jackie Phipps |  |  |  |
| Executive Committee: | Andrew Hall | Jun-11 | Sep-18 | Jul-21 |
| Executive Committee: | Christine Tanner | Nov-14 | Sep-18 | Jul-21 |
| Executive Committee: | Kay Robson | Oct-19 |  | Oct-22 |
| Executive Committee: | Debbie Richmond | Oct-19 |  | Oct-22 |
| Executive Committee: | Susan Kemp | Oct-19 |  | Oct-22 |
| Executive Committee: | Mark Curtis |  |  |  |

* **Constitution and Bylaws**

No change but as previously stated we need to look at them to make sure they are still relevant. TV said that she had sent some changes through via email.

* **Benefits and Subscriptions. 2018/2019**

Not as many loans and although we have had a number of new joiners still below 2000 staff

* **Database**

AH asked as the fund has never kept members payroll number on the database was there any information governance as to why we couldn’t add member’s payroll number to the database? The Members give us the number on the deduction form they fill out when they join. All agreed that it was fine to add it to the database as the data base is stored on the secure common server

* **Advertising**

All agreed that we need to do more with promoting the fund to get more members

Suggesting included

* Well being- Contact Katy Crichton – perhaps have a meeting about.

**Action** TV or AH to contact Katy

* New Recruits - Contact training

**Action** AH to contact training School to ask

* RIB – As people have not seen or heard from Tina they think she has left.

**Action** TV to think and draft a message to put in the RIB

* Word of mouth-

**Action** All to continue to promote with in their own departments and contacts

* Posters – back out to station

**Action** KR to Contact Admin staff and ask them to ensure that the Post is displayed on station.

* Draw – Advert on the RIB

**Action** TV to draft an advert to put in the RIB when we do the draw in March

* The PULSE - What information is showing on the PULSE about the Fund. Does it need to be changed?

**Action** All to look at the Pulse and see what need to be change

* **Accountants** -

Having dealt with the accounts for the last year and got the info ready to send to the accountant AH is unsure of what we are paying them to do. It seems like the report that they produce AH could do himself. AH and TV are not happy with the current accountants but will stick with them at the minute. They don’t seem to be reminding us about the accounts or corporation tax.

* **Banking - Cheques**
* AH commented on the difficulties he has had over the last year dealing with the finances. AH suggests that we need to have a meeting with the Bank.
* Accounts.- it looks like we are forever transferring money from one account to another and back again. The current account can only have £3000 in it. if it goes below it gets topped up if it goes above it gets taken out. Not sure why the current account was set up to only have £3000 in at any time.
* It would have been helpful this year to of had online banking so that AH could have checked the statements and cheques that have gone out. The Bank send the statements out each month but AH does not always receive them.
* AH has had major Issues with getting new cheque book,
* If there was a transparent way we could transfer money to staff without posting a cheques out to staff. Would be great.
* Looks like we also need a new deal with the Treasury account
* Need to double check who the signatories are

**Action AH to arrange a meeting**

* **Lodge**

A variety of work has been done on the Lodge over the last year. Roof was damaged in the winds and been repaired. The outside of the Lodge has been repainted, the decking has bee cleaned, new patio furniture and various things replaced inside

The Mirrored wardrobe in second bedroom gets hit from the curtain rail when opened

Vaccination passport? - TV questioned whether we would need to ensure that the staff using the Lodge had been vaccinated and could we refuse them if they did not have the vaccine we will need to be led by the government as to what we can do – Will it be classed as discrimination.

We can’t open the lodge until the Government says so.

We have started taking bookings from May.

We will need to promote the benefits of the lodge to the members. Also to promote it more.

* **Website**

The Website seems to be working fine,

**Action** All to look at the website and see if we need to change anything. Does it Need updating in any way

* **Conflict of interest**

AH mentioned the need to have a record of the members conflict of interests at the AGM

AH Friend has given a quote to redecorate the Lodge

AH Friend owns the company that created the Website

TV no conflict of interest

JP no conflict of interest

CT no conflict of interest

KR no conflict of interest

DR no conflict of interest

SK no conflict of interest

MC Friend checks the website is working OK.

* **A. O. B.**

TV having problems accessing the Database from the ‘X’ Drive

Sue Kempt asked for some printed leaflets to be sent to her at Homerton